

Minutes approved on:	
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Draft

Minutes of a meeting of Shinfield Parish Council held on Monday 21 February 2022 at School Green Centre, commencing 19.30 hrs.

Present: Cllrs N Boyer, E Brown, I Clarke, P Emmment, A Grimes (Chair), L James, I Montgomery, I Clarke, and D Peer

Attending: Nina Villa (Interim Clerk), Jo Skidmore (Committee Secretary), B/Cllr J Frewin, and five residents.

22/17 Public Questions

A resident asked whether a footpath could be put in so that safe access from Hyde End Road to Shinfield Meadow was available from the side with the housing development, whether additional lighting could be installed and whether the speed limit could be reduced from 40 mph to 30mph.

Cllr. Grimes noted that the land was the responsibility of WBC and therefore SPC had no power to make changes but undertook to contact highways with the request for improved access. It was noting that the issue of speeding was being looked at across the parish.

22/18 Apologies and declarations of members' interests

18.1 Apologies were received from Cllrs. Montgomery, O'Brian, McDowell, Jahromi and B/Cllr Rance

18.2 There were no declarations of interest.

18.3 There were no changes to members' declarations of pecuniary interests.

22/19

19.1 Council Minutes

The minutes of the Council meeting held on 17 January 2022 that had been circulated prior to the meeting were **APPROVED**.

Proposed: Cllr. Boyer Seconded: Cllr. Peer Unanimously agreed

19.2 Matters Arising from Previous Meeting

128 Update on land swop

Cllr. Grimes noted the solution to an equitable land swop had been agreed in principle with WBC and that draft agreement was awaited.

78.4.2 Cllr. Clarke and Cllr. James to work together to progress Spencers Wood Recreation Ground project.

See item number 4.4.1.1

7.0 Clerk to provide Cllr Clarke with details of amount paid to Cratus for their recent services.
This item was noted as complete.

8.0 Clerk to obtain laptops for Council members to enable electronic meeting packs This item
This item was noted as complete.

9.0 Clerk to send details of damage to old parish council kitchen to Cllr Grimes
This item was noted as complete.

19.3

Matters Arising

There were no further matters arising.

22/20

Reports

20.1 Reports from Borough Councillors

20.1.1 B/Cllr. Frewin

Residents had been writing to B/Cllr Frewin raising issues about the quality of some of new builds in Shinfield such as damp and ill-fitting doors and windows. He stated that he had attended meetings with NHBC. A new housing quality report stated that 94% of people that had moved in were satisfied with quality however this seemed at odds with feedback that he was received. B/Cllr Frewin Proposed that a non-political open session be run for residents with SPC to talk about the issues raised to better understand the scale of the problems.

It was **PROPOSED** that B/Cllr Frewin hold surgeries at SPC once a month.

Proposed: Cllr Brown Seconded: Cllr Emmet Unanimously Agreed

Details of the surgeries would be made available on SPC's social media channels and website.

20.1.2. B/Cllr Frewin noted that two streetlights remained non- operational which had been the case since November 2021. There was no clarity on who owned the streetlights concerned. It was requested that the issue was resolved and that a process be put in place to enable quicker resolution in future. The Interim Clerk undertook to investigate the matter.

20.1.3 The B/Cllr's reports circulated prior to the meeting were **NOTED**.

20.2 Questions to WBC via Borough Councillors

Cllr. Peer asked why planning permission mentioned in B/Cllr Rance's report in Grazeley Road had been approved as it was in the Emergency Planning Zone. B/Cllr Frewin confirmed that he was not aware of the application but was currently pursuing some outstanding enforcement issues with WBC.

There were no further questions, and B/Cllr Frewin left the meeting.

20.3 Minutes of the Recreation and Amenities Committee 27th January 2022

20.3.1 Cllr Peer raised concerns about SPC reserving a shelf in the library for books on wellbeing stating that this request was for self-interest of the councillor concerned and that SPC should be wary of allocating books on such a sensitive subject.

20.3.2 Cllr. Grimes agreed that book content should be managed by the library and that it was not within SPC's remit to decide which books should be available.

20.3.3 It was confirmed that this would be discussed further at the forthcoming Recreation and Amenities Committee meeting. The interim Clerk noted that the decision had already been agreed.

20.3.4 The minutes of the Recreation and Amenities Committee were **NOTED**.

20.4 Minutes of the Planning & Highways committee meeting 3 January 2022

The minutes of the Planning and Highways committee meeting on 3 January 2022 were **NOTED**.

20.5 Finance and General Purposes Committee 9th February 2022

20.5.1 Cllr. James noted the overspend created as a result of the Clerks resignation and need to recruit an interim Clerk.

20.5.2 The minutes of the Finance and General Purposes Committee were **NOTED**.

20.6 Working Parties Reports

20.6.1 Spencers Wood recreation ground

Cllr. Clarke confirmed that he was in the process of obtaining three quotes for the installation of facilities at the recreation ground and would then be making a recommendation to Council.

20.6.2 Millworth Lane

20.6.2.1 Cllr. Clarke confirmed that the Project Manager, BDS who would be overseeing the Millworth Lane project was obtaining a topographical survey which would show the location of the planned facilities on site.

20.6.2.2 Nigel Frankland, University of Reading had confirmed that the Manor site would not be ready for cricket this Summer which meant that the cricket club would return to Millworth Lane.

20.6.2.3 Cllr. Clarke noted that he was attempting to ascertain where the solicitor was at with the land registry process and what costs had been incurred to date.

20.7 Chair's Report

20.7.1 Cllr Grimes highlighted the following actions:

- Welcomed the Interim Clerk and thanked the Deputy Clerk for organising a reception.
- Submitted the response to the LPU update.
- Contributed to a review of a planning application for 2 Grovelands Road, which had since been rejected.
- Discussions were ongoing regarding what action to take, if any, about the cessation of the number 7 bus which served Three Mile Cross, Spencers Wood and Swallowfield.

20.7.2 Cllr. Brown confirmed that an event was being planned at the Spencers Wood Recreation Ground as part of the Jubilee Celebrations. A grant had been submitted by the group planning the event and this would be discussed further at the Recreation and Amenities meeting later in the week. Members expressed support for the event in principle.

20.7.3 Cllr. Brown noted that the committee of Spencers Wood Village Hall had been critical of lack of support from SPC. This followed similar comments previously. Members considered that significant assistance had been granted to the hall and that the comments were unfounded.

20.8 Reports from Outside Bodies

20.8.1 Borough Parish Liaison Forum

20.8.1.1 Cllr. Peer highlighted the following from the Borough Parish Liaison Forum:

- Homelessness in the area was increasing and accordingly support in dealing with it was being increased
- A talk had been given about tree preservation and a Green Bond which could be used for green projects in the parish that would contribute to Carbon Net Zero.

20.8.1.2 The Interim Clerk undertook to investigate whether a register of training existed at SPC and to research options for CPD training including BALC and WBC.

20.8.2 Cllr. Emmet highlighted a paper circulated prior to the meeting on fly tipping showing the number of incidents in the parish. It was noted that incidents were considered low compared to other areas in the borough.

22/21 Neighbourhood CIL proportion report from WBC

The CIL proportion report from WBC was **NOTED**.

22/22 New Community Centre

6.1 Cllr. Grimes noted the following:

- The contractor would be resolving the issue of puddling on the terrace.
- Work was taking place to install a chimney which would enable the cafe to open in March.
- SPC was now entering the final account process with contractors.
- Work on the snagging list and kitchen was progressing.
- A complaint about grass ramps in the internal courtyard had been discussed with the complainant. It had been agreed to keep the matter under review
- The Consortium would be starting work outside in June for a period of three months.
- Discussions were ongoing about the library service.

22/23 Invoices for Payment

23.1 It was **PROPOSED** that the invoices up to 11 February 2022 were **APPROVED** for payment.

Proposed: Cllr Peer Seconded: Cllr Emmet Unanimously Agreed

23.2 The Interim Clerk undertook to investigate the cost of white board cleaner detailed in the list of invoices.

23.3 It was **PROPOSED** that the Barclay card statement detailing expenditure by SPC up to 11 February 2022 was **APPROVED**.

Proposed: Cllr Boyer Seconded: Cllr Emmet Unanimously Agreed

22/24 Investments Proposal

24.1 Cllr. James confirmed reserves of £1.9m would be in held at the end of year. £200k would be held in an instant access interest account, £1m would be held in low interest bonds, £669k would be invested in a cash fund and £43k in a property fund. The property fund would hold a sinking fund of 1% of assets each year for major works as they arose.

24.2 It was **PROPOSED** that the Investment Proposal be **APPROVED**.

Proposed: Cllr Peer Seconded: Cllr Boyer Unanimously Agreed
24.3 It was **PROPOSED** that the spread of Investments in the Deposit Fund be **APPROVED**.

Proposed: Cllr Montgomery Seconded: Cllr Emmet Unanimously Agreed
24.4 It was **PROPOSED** that the spread of Investments in the Property Fund be **APPROVED**.

Proposed: Cllr Montgomery Seconded: Cllr Emmet Unanimously Agreed
24.5 It was **PROPOSED** that the spread of Investments be **APPROVED**.

Proposed: Cllr Seconded: Cllr Emmet Unanimously Agreed

22/25 **Report from Staffing Committee**

25.1 Cllr. James noted the report circulated prior to the meeting which set out the proposed staffing structure. It was confirmed that a facilities Manager would be responsible for all buildings and sports provision.

25.2 The Council was asked to note the decision of the staffing committee to move staff back to NJAC terms excluding the pension scheme. It was acknowledged that to get right Clerk might have to offer the pension fund to that person.

25.3 It was **PROPOSED** that a Full Time Facilities Manager Recruitment be recruited.

Proposed: Cllr Emmet Seconded: Cllr Brown Unanimously Agreed

25.4 It was **PROPOSED** that a Parish Clerk be recruited in line with the process set out in the paper confirming that recruitment of the Clerk would be made by Council.

Proposed: Cllr Boyer Seconded: Cllr Peer Unanimously Agreed

22/26 **Date of Next Meeting: 21 March 2022**

The meeting ended at 21:30

Action Items:

Minute Ref	Details	Action By:
78.4.2	Cllr. Clarke to present business case for Spencers Wood recreation ground before Feb 2022.	Cllr. Clarke/Clerk
20..1.2	Interim Clerk to investigate the issue of identifying ownership of streetlights in the parish	Interim Clerk
23.2	The Interim Clerk undertook to investigate the cost of white board cleaner detailed in the list of invoices.	Clerk