

Minutes of a meeting of Full Council
Held on Wednesday, 24th July 2024
At School Green Centre commencing at 20:00

Present: Cllrs Boyer, Clarke, Fernandes, Grimes (Chair), Hoyle, James, Jones, Lias, Masseron, Matic, Montgomery, Peer and Tatla

Attending: BCllrs Glover and Gray
B Winton (Clerk)
S Herring (Deputy Clerk)
2 members of the public

24/73 Public Questions

73.1 There were no public questions.

24/74 Apologies and declarations of Members' Interest

74.1 Apologies had been received from Cllrs Johnson and Jahromi
BCllrs Bell and Munro

74.2 There were no declarations of interest

75.3 There were no changes to members' declarations of pecuniary interests

24/76 Minutes of the Meetings held on 26th June 2024

76.1 The minutes of the Council Meeting held on 26th June 2024 were approved and signed by the Chairman as a correct record.

Proposed: Cllr Montgomery
Seconded: Cllr Clarke
Approved: Unanimously

76.2 The following matters arising were discussed:

24/63.1 Standing Orders to be revised in relation to the decision of the Council to have two Vice-Chairmen

This will be covered by the Corporate Governance Working Party

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- 24/63.3** Cllr Masseron and the Clerk to draft a social media policy for consideration by Full Council
24.37.1
- This will be covered by the Corporate Governance Working Party
- 24/39.2** Clerk to follow up arranging a visit to Oakbank School in September
- The Clerk had raised this with Oakbank on a visit to meet the head teacher on 17th July and this will be followed up in the new academic year.
- 24/39.2** Clerk to write to the DfE about the process of the appointment of the Headteacher at Oakbank School
- The Clerk had drafted a letter which would be updated as appropriate to reflect the earlier school buses meeting and also the discussion on schools later on the agenda.
- 24/26.2** Chairman to contact Reading Borough Council regarding joint working with SPC and the residents of North Shinfield
- The Chairman had not done this yet.
- ACTION - Chairman to contact Reading Borough Council regarding joint working with SPC and the residents of North Shinfield**
- 24/41.7** Cllr Fernandes to contact Oakbank School regarding ideas for the Natural History Museum
- Cllr Fernandes was still working on this.
- ACTION - Cllr Fernandes to contact Oakbank School regarding ideas for the Natural History Museum**
- 24/54.1** Clerk to arrange a special meeting of the Finance and General Purposes Committee in August to consider annual grant applications
- The Clerk has arranged Tuesday 27th August for a Finance & General Purposes Committee Working Party to consider the applications received and make recommendations to Full Council on Wednesday 28th August.
- 24/64.3** Section 1 – Annual Governance Statement 2023/24
Clerk to display notice from 27th June for the required period
- This had been done.
- 24/64.4** Section 2 – Accounting Statements 2023/24
Clerk to display notice from 27th June for the required period
- This had been done.


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- 24/64.4** Notice of public access to AGAR
Clerk to display notice from 27th June for the required period

This had been done

- 24/66.3** Clerk to write to WBC regarding the reduced time frame for commenting on PA241326 that prevented SPC from responding

The Clerk had written to WBC on this subject and had been advised that there was no requirement for public consultation on an application for a screening opinion.

- 24/66.4** Councillors to inform the Clerk if they wished to join the Corporate Governance Working Party

No councillors had yet come forward to offer to take part on this working party which consisted of Cllr Masseron, The Clerk, Deputy Clerk with involvement of Finance Manager and Media and Communications Officer as required.

- 24/70.3** VAWG to be published in the SPC Newsletter

This was held over to the August Newsletter due to the number of items that needed to be included in the July edition.

24/77

Reports from Borough Councillors

- 77.1 Members **NOTED** the written reports from BCllrs Bell, Gray, Glover and Munro

- 77.2 The following matters were raised

- Cllr Gray reported that a meeting had been set up in September for residents of Shinfield Meadows who had concerns over the Trinity management company charges.
- Cllrs Bell and Gray had been holding surgeries in the Crumbs Café and had discussed issues with one or two residents on each occasion. They would publicise more widely in September with dates leading up to Christmas. Shinfield Parish Council (SPC) would be happy to publish details on the website and in the newsletter.
- Cllr Gray reported that the path at the end of Leyland Gardens had now been reopened. This now needs to go to the Secretary of State to make it permanent.
- Cllr Glover had been dealing with complaints regarding the noise from the Swan Inn. Residents were concerned that the licence was granted until 01:00.
- Cllr Lias raised the question about the path from Lailey Path to Shinfield Infants School and emphasised the urgency for this to be completed by September before the start of school term. It was believed that a resident had started a petition. The Chair requested the BCllrs to raise the profile of the problem with the relevant WBC departments as this could be a safe-guarding issue.

ACTION –

- **BCllrs to raise the profile of the path from Lailey Path to Shinfield Infant School with the relevant departments at WBC**



- BClr Gray to apply for a signalized crossing
- Clerk to draft a letter to WBC expressing the concerns of SPC regarding the safety of children and parents crossing the road
- Clerk to arrange for photographs to be taken at the beginning of the school year if this has not been resolved

Proposed: Cllr Peer
Seconded: Cllr Masseron
Approved: Unanimously

- It was noted that BClr Munro repeatedly reported that he was "continuing to work on safety and speed limits in Spencers Wood". Members requested that BClr Munro give more information relating to this work.

ACTION – Clerk to request more information from BClr Munro regarding the work on safety and speed limits in Spencers Wood

- It was reported that parking continued to be an issue in Spencers Wood by the 'One Stop' shop and the Post Office

ACTION – Clerk to write to WBC Highways Department concerning the safety of parking outside the 'One Stop' and the Post Office

24/78

Reports from Committees and associated working Parties

78.1 Minutes of the Facilities Committee 3rd July 2024

Cllr Clarke reported that:-

- the plans were ready to be submitted for Millworth Sports Park
- the Tennis Club toilets had been ordered
- it was expected that High Copse Pavilion would be completed by the end of October 2024
- The Clerk was still working on the FA Grants awarded to the football club

Members **NOTED** the minutes of Facilities Committee

Sports Working Party

There was nothing further to report.

School Green Working Party

The screening on the School Green was expected to be installed on 29th and 30th July.

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78.2 Minutes of the Arts, Culture and Events Committee 4th July 2024

Cllr Matic reported that:-

- Work had started on the cinema in the Ryeish Green Room and the official opening would take place on 4th October 2024
- The Holiday Activities and Food (HAF) event was taking place on Frensham Green on 1st August 2024.
- Spencers Wood Carnival was taking place in September, and they had been awarded a grant of £1500.

Members **NOTED** the minutes of the Arts, Culture and Events Committee meeting

Events Working Party

There was nothing further to report at this time.

78.3 Minutes of the Children and Young Adults Committee dated 9th July 2024

Cllr Montgomery reported that the Clerk, Chair and he had met with the Headteacher, Chair of Governors of Oakbank School and a representative of Anthem Trust and had a successful meeting. The school was now fully staffed and they would consider opening a sixth form once the school had stabilised. The school had been offered a place for a representative on SPC Education Working Party.

Members **NOTED** the minutes of the Children and Young Adults Committee

78.4 Minutes of the Planning and Highways Committee 10th July 2024

Cllr Peer reported that:-

- The planning application for 81 houses in Trowes Lane, Swallowfield had been granted. No mention of the infrastructure was mentioned in the appeal.
- Spencers Wood Primary School – planning application had been submitted
- 191 houses north of Arborfield Road – Bellway would attend the September meeting
- Nullis Farm – planning application had been submitted
- University of Reading's plans to launch a new agriculture and food research strategy, after completing the purchase of Tanners Farm, Farley.
- University of Reading were organising a 5K walk around the area starting from the Thames Valley Science Park on 5th August

Members **NOTED** the minutes of the Planning and Highways Committee

Traffic Working Party

There was nothing to report.

78.5 Staffing Committee 17th July 2024

Members **NOTED** the minutes of the Staffing Committee


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78.6 **Corporate Governance Working Party**

The Clerk reported that work had commenced on assimilating the Terms of Reference for the Committees. A recommendation would be put forward to the Finance and General Purposes Committee in August.

78.7 **Chairman's Report**

Cllr Grimes reported that he had attended:-

- a meeting with Oakbank School
- two 'school bus' meetings
- the Richborough development presentation (Bodies Farm)

and

- the chair noted, as regularly stated at the Parish/Borough Liaison Forum, that officers continue to not engage with Towns and Parishes on key local issues such as the draft 'Bus Service Improvement Plan'
- felt that WBC should send the Local Plan Update to Town and Parish Councils prior to it being on their agenda

78.8 **Reports from Outside Bodies**

Berkshire Association of Local Councils (BALC)

Cllrs Peer and Montgomery had attended the course 'Communicating with your Council' and suggested that the trainer be invited for a session with all councillors.

ACTION – Clerk to contact HALC and organise an in-house training session

Atomic Weapons Establishment (AWE)

Cllr Montgomery reported that a viability check was being carried out on lightning conductors on church towers.

Spencers Wood Village Hall

The Chair reported that they were financially stable.

24/79

School Green Centre

79.1 **Screening Facility**

Work had commenced on the Screening Facility in the Ryeish Green room on Tuesday 16th July. The floor had been removed, the heating system drained, and strengthening work on the floor was taking place. The Site Manager had confirmed that there had been no hidden surprises and work was progressing to schedule.


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24/80

Staffing Matters

80.1 Restructuring of the council staff

Cllr James set out the restructuring proposals recommended to Full Council by the Staffing Committee.

Members **AGREED** to the proposals to restructure the council staff

Proposed: Cllr Mattic
Seconded: Cllr Tatla
Agreed: Unanimously

80.2 The Clerk

The staffing committee recommended that the Clerk's role be referred to as "Chief Executive Officer and Clerk to the Council". This was in order to communicate more clearly with the public as to what the role entailed.

Members **AGREED** to change the clerk's title

Proposed: Cllr Clarke
Seconded: Cllr Tatla
Agreed: Unanimously

24/81

Education Matters

81.1 Oakbank School

Cllr Grimes advised members of a visit he had made to Oakbank School with Cllr Montgomery and the Clerk on Wednesday 17th July. Present were the Head Teacher, a representative of Anthem Trust and the Chair of the Anthem Community Council.

Secondary School buses

Shinfield Parish Council facilitated a meeting with residents and BCllrs prior to the Full Council meeting held on 24th July 2024. Wokingham Borough Council (WBC) had put together a proposal for an additional bus to the Forest School and explained that this would not be subsidised. Parents wishing to utilise this service would be required to sign up and pay upfront. WBC would send the information to all those concerned.

Spencers Wood Primary School

Planning application 241862 had been submitted for a new primary school in Spencers Wood. Members of the Planning and Highway Committee would be considering this and responding accordingly.

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81.2 **Wokingham Borough School Places Strategy 2024/25**

It was noted that although this document recognised the problem of schooling in the parish there was no resolution for the lack of secondary provision except for the proposed development at Hall Farm that included a school. SPC would request that the school was built at the start of the development to alleviate the shortfall in the area. While WBC had recognised the increase in population in the Borough by 12% every 10 years, for Shinfield that figure would be 29.5%.

ACTION – Clerk to add to the agenda of the Planning and Highways Committee meeting for further consideration

24/82

Correspondence

82.1 **The Safety of Electric-Powered Micromobility Vehicles and Lithium Batteries Bill**

The Clerk sought approval for SPC to support the above mentioned Bill.

Members unanimously **APPROVED** the support of SPC supporting the Bill.

82.2 **Recognition of parishioners that reach the age of 100**

Discussions took place about recognising a parishioner when turning 100 in the form of a lapel badge. The approximate cost would be £2.00 per badge.

Proposed: Cllr Masseron
Seconded: Cllr Tatla
Approved: 7 in agreement, 2 against, 1 abstention

ACTION – Clerk to investigate designs for a lapel badge to recognise those in the parish turning 100

82.3 **University of Reading / Shinfield Parish Council meeting**

It was **AGREED** that the inaugural meeting would take place at 14:00 on 14th September 2024

ACTION – Clerk to send a notification to all SPC councillors

24/83

Invoices for Payment

83.1 **Payments made within the Clerk's financial delegation**

Members **NOTED** the payments made within the Clerk's financial delegation

83.2 **Payments made on Barclaycard within the Clerk's financial delegation**

Members **NOTED** the payments made on Barclaycard within the Clerk's financial delegation


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83.3 Payments outside the Clerk's financial delegation

There were no payments outside of the Clerk's financial delegation to be approved

24/84 Date of Next Meeting

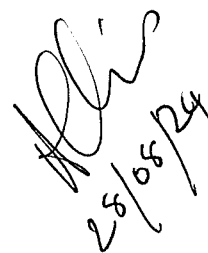
84.1 The date of the next meeting was Wednesday, 28th August 2024

Meeting ended at 21:50


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List of Actions

24/63.1	Chairman to contact Reading Borough Council regarding joint working with SPC and the residents of North Shinfield	Cllr Grimes
24/26.2		
24/41.7	Cllr Fernandes to contact Oakbank School regarding ideas for the Natural History Museum	Cllr Fernandes
24/77.2	BCllrs to raise the profile of the path from Lailey Path to Shinfield Infant School with the relevant departments at WBC	BCllrs
24/77.2	BCllr Gray to apply for a signalised crossing on Hyde End Lane near Lailey Path	BCllr Gray
24/77.2	Clerk to draft a letter to WBC expressing the concerns of SPC regarding the safety of children and parents crossing the road	Clerk
24/77.2	Clerk to arrange for photographs to be taken at the beginning of the school year if this has not been resolved	Clerk
24/77.2	Clerk to request more information from BCllr Munro regarding the work on safety and speed limits in Spencer Wood	Clerk
	Clerk to write to WBC Highways Department concerning the safety of parking outside the 'One Stop' and the Post Office	Clerk
24/78.8	Clerk to contact HALC and organise an in-house training session on 'Communicating with your Council'	Clerk
24/81.2	Clerk to add to the agenda of the Planning and Highways Committee meeting an item to discuss the Wokingham Borough School Places Strategy 2024/25	Clerk
24/82.2	Clerk to investigate designs for a lapel badge to recognise those in the parish turning 100	Clerk
24/82.3	Clerk to send a notification to all SPC councillors about the joint meeting with the UoR on 14 th September 2024 at 14:00	Clerk


28/08/24