



Minutes of a meeting of
Full Council
Held on Thursday 20th October 2022
At School Green Centre commencing at 19.30

Present: N Boyer, I Clarke, P Emmet, A Grimes (Chair), L James, M Jones, D Lias,
I Montgomery & D Peer

Attending: B Winton (Clerk), S Herring (Deputy Clerk),
Gina Frost and James Phillips, Wokingham Borough Council
3 members of the public

22/91 Public Questions

91.1 Land adjacent to Bramble Cottage

A member of the public raised concerns over the owner of another property moving the boundary of that property in 2020 by approximately 3m onto highways land. An oak tree with a Tree Protection Order (TPO) in place recently had three limbs removed and the newly erected fence was enclosing a Thames Water box. Concern was expressed that mobile homes were going to be erected on this site. The Chairman explained that as a Council we had no legal powers to intervene. They were advised they could make a case to Enforcement at Wokingham Borough Council (WBC) as the house is inside the DEPZ, therefore restricting any planning permission.

ACTION – Clerk to write to WBC regarding the breach of a TPO

91.2 Community Support and Anti-Social Behaviour

Gina Frost outlined the role of the new Wokingham Borough Council Antisocial Behaviour Team (ASB) that comprises 3 senior officers and 5 ASB officers, plus 2 ASB officer vacancies. Their objectives included reducing fly tipping, abandoned vehicles, car meets, offer duty of care and have 'eyes and ears' on the ground. Gina circulated a handout giving examples of ASB cases dealt with: stop and check points for commercial vehicles, out of hours ASB issues and explained that they were working to strengthen relationships with Thames Valley Police (TVP). Future planned events were: 9/11/22 ASB themed Community Safety Partnership Networking Event 8/12/22 ASB Information event in Wokingham Town Centre

A number of local issues were raised with Gina, including:

- Recreation Lane – Spencers Wood Pavilion – kids on bikes causing misery for residents, abusive language, etc. If individuals can be identified and named then WBC and Thames Valley Police are able to take action.
- Clements Close – WBC ASB team working with housing department; including installation of CCTV. Thames Valley Police will also be involved.
- Kybes Lanes – fly tipping.
- Parking on double yellow lines blocking pavement access.
- Traffic wardens – SPC can make a request to WBC for their presence although it was advised that previous requests had been unsuccessful

The designated ASB representative for Shinfield was James who could be contacted by email: ASB@wokingham.gov.uk

ACTION – Clerk to arrange a meeting with James Phillips, ASB officer

22/92

Apologies and declarations of Members' Interest

- 92.1 Apologies had been received from Cllrs Jahromi & Tatla. Apologies had been received from Borough Cllrs Frewin, Johnson & Rance.
- 92.2 There were no declarations of members' interests.
- 92.3 There were no changes to members' declarations of pecuniary interest.

22/93

Minutes of the Previous Meeting

- 93.1 The minutes of the committee meeting of 29th September 2022 were approved as a correct record and signed as such by the Chairman.

Proposed: Cllr Emmett
Seconded: Cllr Lias
Approved: Unanimously

- 93.2 The following matters arising were covered:

56.1 – Clerk to confirm the whereabouts of the remaining SPC archives

The Clerk reported that the remaining archives were held in the store cupboard in the Grazeley Room at the School Green Centre.



65.1 – Clerk to report back to R&A committee following first meeting of Village Green Working Party

The first meeting had been very positive, and the intention was to work up the main themes into something more coherent in time to allow a formal update to the next R&A Committee

ACTION – Clerk to add to agenda for next for the R & A Committee

71.1a BCIr Johnson to provide an update on his meeting with the Police and Crime Commissioner

The planned meeting with the PCC had been cancelled and there had not been an opportunity to lay a question regarding anti-social behaviour affecting residents near Spencers Wood youth club. The promised crime references had not been forthcoming.

71.1b Clerk to identify the powers that were employed to assist in dealing with ASB in Grazeley

The Clerk advised that he had no update on this matter

ACTION – Clerk to identify the powers that were employed to assist with dealing with ASB in Grazeley

77.1 Clerk to confirm the arrangements for use of the charging posts with BP Pulse

The Clerk advised that this was still a work in progress

ACTION – Clerk to confirm the arrangements for use of the charging posts with BP Pulse

81.1 Clerk to review the policy for having Full Council meeting minutes available online (rather than by request)

The Clerk advised that National Association of Local Councils (NALC) Guidance Note LTN 5E states that signed minutes should be available for inspection at all reasonable hours. If a council has a website, it is reasonable for the minutes to be available online free of charge. The Clerk therefore recommended that the minutes of Full Council Meetings be made available online for at least the last ten years.

ACTION – Clerk to arrange for the minutes for the last ten years to be published on the Council website



81.2 Clerk to include consideration of the financial support provided to Spencers Wood Carnival on the next Finance & General Purposes Committee

This had been done.

85.1 BCllr Batth to ask WBC to provide the delay model for the pelican crossing on Shinfield Road and the Road Safety Audit for the Black Boy roundabout works

Cllr Batth's report advised that he has asked Highways to provide supplementary modelling information. A meeting was planned for 24 October.

ACTION – Cllr Batth to update at next meeting

85.8 Clerk to add the refurbishment of California Country Park to the agenda for the next Finance & General Purposes Committee

The Clerk confirmed that this had been added to the agenda of the Finance & General Purposes Committee.

86.1 Clerk to add Land Swaps to the agenda for the next Finance & General Purposes Committee

The Clerk confirmed that this had been added to the agenda of the Finance & General Purposes Committee.

22/94

Reports

94.1 Reports from Borough Councillors

Cllr Rance

Members **NOTED** the written report from BCllr Rance

Cllr Batth

Members **NOTED** the written report from BCllr Batth

Cllr Johnson

Members **NOTED** the written report from BCllr Johnson

Cllr Frewin

Members **NOTED** the written report from BCllr Frewin



94.2 **Questions for Borough Councillors**

Cllr Grimes advised that any questions should be submitted to the Clerk who would forward them to the appropriate Borough Councillor.

94.3 **Minutes of Recreation & Amenities Committee 13th October 2022**

Cllr Emmet who had chaired the meeting gave the following update:

22/RA/44.14

It was reported that only one allotment holder had chickens and that they were well kept and looked after. Bird flu was not expected to be a concern.

22/RA/68.1

Orchard Rise Allotments: concern was expressed that Taylor Wimpey had replaced the soil on the allotments with soil from a building site. Soil samples had been taken. Shinfield Parish Council continues to take the position that it will not accept Orchard Rise allotments until the soil is of a satisfactory standard.

Members **NOTED** the minutes of the Recreations & Amenities Committee meeting on 13th October September 2022.

94.4 **Minutes of the Planning & Highways Committee 6th October 2022**

Cllr Lias who chaired the Planning & Highways meeting gave the following update:

22/PC/75.3 The second gate had been installed and the ramblers had publicly thanked Shinfield Parish Council for contributing 50% of the cost.

22/PC/75.3 Clerk will send a letter before the next meeting.

Members **NOTED** the minutes of the Planning & Highways Committee meeting on 6th October 2022.

94.5 **Working Parties**

School Green Working Party: This was on the agenda.

Traffic Working Party: Cllr James advised that the first meeting had taken place and future meetings were scheduled to be held fortnightly.

94.6 **Chairman's Report**

Cllr Grimes advised of the following:

- a) He would cease to be Chairman of Spencers Wood Village Hall within the next two weeks
- b) Farmers Market worth considering for School Green Centre
- c) He had written to the University of Reading about the intended location of the screening cinema
- d) Consultation had taken place with Paul Fishwick and Rebecca Brookes regarding the future of the bus service. The Number 3 service will need to be retendered. This route currently makes money from Reading to School Green but the service to Wokingham is less viable. The buses servicing the schools are full and additional capacity is needed at school times. Shinfield Parish Council will continue to be closely engaged in the discussions to help achieve the best possible services for the parish. Bus stop signage needs changing to reflect the current bus routes. Shinfield Parish Council needs to campaign through the newsletter and social media 'use it or lose it'.

It was NOTED that there would be no financial commitment from SPC.

ACTION – Clerk to arrange promotion of bus routes in Parish Newsletter

94.7 **Reports from Outside Bodies**

There were no reports from outside bodies.

It was NOTED that a surgery had taken place in Shinfield North and the School Green Centre. The CAB in Shinfield North had been well received.



22/95

Land Swaps

- 95.1 It was reported that this was on the agenda for the Finance and General Purposes Committee meeting to be held on 27 October 2022.

22/96

Safer Neighbourhoods

- 96.1 The Clerk provided a summary of a proposal received from a security company he had worked with previously. This would provide various elements to tackle ASB in the Parish but at a cost. It was agreed that the focus should be on developing relationships with the Wokingham Borough Council ASB Team.

22/97

School Green Centre

- 97.1 Cllr Grimes gave the following update on the School Green Centre
- Cllr Grimes advised that the defect period comes to an end on the 10th November but he was in discussion with Lifebuild regarding the resolution of the outstanding matters. Shinfield Parish Council still has the Retention sum.

ACTION – Cllr Grimes to advise further at the next meeting.

22/98

Invoices for Payment

- 98.1 Payment of the Lloyds Bank invoices was **APPROVED**.

Proposed: Cllr Lias
Seconded: Cllr Montgomery
Approved: Unanimously

- 98.2 Payment of the Barclaycard invoices was **APPROVED**.

Proposed: Cllr Montgomery
Seconded: Cllr Lias
Approved: Unanimously

22/99

Correspondence

- 99.1 There was no correspondence.



22/100

Dates of Next Meeting

- 100.1 The next Full Council Meeting was scheduled for Thursday 17th November 2022. This would however clash with WBC Full Council meeting thereby preventing the attendance of any Borough Councillors. There was a similar clash on January 19th 2023. It was agreed that the following revision to dates would take place

Thursday 17th November 2022 would now be Staffing Committee (originally 24th)

Thursday 24th November 2022 would now be SPC Full Council (originally 17th)

Thursday 19th January 2023 would now be Staffing Committee (originally 26th January)

Thursday 26th January 2023 would now be SPC Full Council (originally 19th)

All other meetings this FY remain unchanged.

As a general principle, to enable the attendance of Borough Councillors at Parish Full Council Meetings, it was agreed that the Parish Full Council Meeting date would be changed to avoid any clashes.

The meeting ended at 21:25

Minutes approved on:
Approved By:



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List of Actions

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| 91.1 | Clerk to write to WBC regarding a breach of a Tree Protection Order | Clerk |
| 91.2 | Clerk to arrange a meeting with the WBC ASB officer for Shinfield | Clerk |
| 93.2 | 65.1 - Clerk to add the School Green Working Party to the agenda for the next R&A committee meeting | Clerk |
| | 71.1b - Clerk to identify the powers that were employed to assist in dealing with ASB in Grazeley | Clerk |
| | 77.1 - Clerk to confirm the arrangements for use of the charging posts with BP Pulse | Clerk |
| | 81.1 - Clerk to arrange for Full Council Meeting minutes from January 2012 onwards to be available to download from the website | Clerk |
| | 85.1 - BCllr Batth to ask WBC to provide the delay model for the pelican crossing on Shinfield Road and the Road Safety Audit for the Black Boy roundabout works | Clerk |
| 94.6 | Clerk to arrange promotion of bus routes in Parish Newsletter | Clerk |
| 97.1 | Cllr Grimes to provide an update on the snagging works for the School Green Centre | Cllr Grimes |