

Minutes approved on:	
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Draft

Minutes of a meeting of Shinfield Parish Council held on Monday 20 September 2021 at Spencers Wood Pavilion, commencing 19.30 hrs.

Present: Cllrs N Boyer, E Brown, I Clarke (to item 21/103), P Emmment, A Grimes (Chair), L James, D Lias, M McDowell, I Montgomery and D Peer

Attending: Mike Balbini (Clerk), Kouy Young (Deputy Clerk), Jo Skidmore (Committee Secretary), B/Cllr B Patman

21/99	Public Questions There were no public questions.
21/100	Apologies and declarations of members' interests 100.1 Apologies were received from Cllrs Narayanan and O'Brian and B/Cllrs Bath, Frewin, Rance and Munro. 100.2 There were no declarations of interest. 100.3 There were no changes to members' declarations of pecuniary interests.
21/101	101.1 Council Minutes The minutes of the Council meeting held on 16 August 2021 that had been circulated prior to the meeting were APPROVED . Proposed: Cllr. Emmment Seconded: Cllr. Brown Unanimously agreed
	101.2 Matters Arising from Previous Meeting
	128 Update on land swop The Clerk confirmed that this matter had been escalated to Susan Parsonage, Chief Executive, WBC. An acknowledgment had been received but a full response was awaited.

	<u>15.8.4.2 Consideration to be given to implementing a process for making an award to nominated community groups for their efforts during the pandemic.</u> The Deputy Clerk confirmed that a provisional date was being held in November for the event.
	<u>36.3 Cllr. Alexander to speak with Cllr Boyer about digital channels and marketing for SPC</u> It was AGREED that this action should be closed.
	<u>59.3 Cllr. Grimes and Clerk to write to WBC to find out future policy on schools in the parish.</u> See item 107.3.
	<u>78.4.2 Cllr. Clarke and Cllr. James to work together to progress Spencers Wood recreation ground project.</u> Cllr. Clarke confirmed that progression was being made through the project process. Cllr. James noted that this was part of an umbrella project ensuring that SPC's assets were being planned and managed as a whole. A sports consultant had been instructed to advise on an optimum solution. It was AGREED that final approval for the Spencers Wood recreation ground would be sought from Full Council on provision of a business plan by February 2022
	<u>87.2 Deputy Clerk to forward details of attendance of Cllr Alexander to Cllr. Grimes.</u> The Deputy Clerk confirmed that she had been unable to contact Cllr. Alexander who had not attended a meeting for approximately six months.
	<u>89.1.1 Deputy Clerk to provide monthly report to R&A committee detailing hall hire.</u> The Deputy Clerk confirmed that a report would be presented at the next Recreation and Amenities Committee.
	<u>89.2 Cllr. Peer to Write to Pauline Jorgensen requesting how to move forward with a speed zone in the built-up area of SPC</u> Cllr. Peer noted that the action was for B/Cllr Rance to write to Pauline Jorgensen and that this item could be deleted. <u>And</u> <u>Deputy Clerk to: Contact Ashley White, WBC regarding the installation of village gates.</u> Cllr. Lias confirmed that he had met with Ashley White, WBC, to discuss sites for village gates and how they might compliment other speeding restrictions. Ashley White had undertaken to follow the matter up with WBC, but no further contact had been received to date. The Clerk undertook to obtain a response from Ashley White prior to the next Full Council meeting.
	<u>90.2.2 Deputy Clerk to send details of increased kitchen equipment costs to Cllrs Grimes and Peer.</u> This item was noted as complete.
	<u>94.3.2 Members to send corrections to the asset list to Cllr James and updated list would be bought back to the next Council meeting.</u> Cllr. James confirmed that he had incorporated amendments received into the asset list.
	101.3 Matters Arising
	In response to a member question the Clerk confirmed that no changes were expected as a result of MFG being taken over. The Deputy Clerk reminded members that support for passwords and other IT

	issues was provided via the administrative assistant and that this had been agreed previously to reduce costs. The Deputy Clerk undertook to ascertain how MFG would maintain workplace access for members who were experiencing issues with security settings.
21/102	Reports
	102.1 Minutes of the Planning & Highways committee meeting 2 September 2021 The minutes of the Planning and Highways committee meeting of 2 September were NOTED.
	102.2 Working Parties Reports 102.2 Sports Strategy Working Party Cllr. Clarke noted the following in respect of the sports strategy working party: • A consultant would be meeting Cllr. Clarke and other stakeholders the next day to advise on use of Millworth Lane. • Beverley Thompson, WBC would be meeting with Cllr Clarke to share information on WBC's management of sports facilities. • It was possible that a recommendation for managing sports facilities would be submitted to Council in November.
	102.3 Future Strategy Group Cllr. McDowell confirmed that he would be presenting at the next Full Council meeting. Cllr. Montgomery noted that he would follow up with Cllr. Narayanan to obtain a progress report on her work on the strategy.
	102.4 Chair's Report The Chair highlighted the following points: • Another accident on the A33 had further highlighted speeding problems and a complaint had been made to TVP. • Time spent assimilating Cllr Brown's cycleways report in relation to the cycle and walking infrastructure consultation. • Ryhill Way: Cllr. Montgomery and Grimes had delivered newsletters in the street which had presented the opportunity to speak with residents. • The Clerk hosted a meeting of the Berkshire branch of the Society of Local Council Clerks made up of representatives from 30 parish councils at which Cllr. Grimes had given a presentation on the new community hall. • Completion of a potted history of the community hall. • Attendance of the Shinfield Studios press conference and site visit. • Building a campaign to get awareness of bus routes 8 and 9.
	102.5 Clerks Report 102.5.1 The Clerk referred to his report circulated prior to the meeting. The following points were highlighted:

	• SPC's solicitor was continuing work on the cafe license. • First meeting of the Remembrance Parade Group held in the previous week. • Front of House staff induction and training plans in place. • Quadrega had carried out a survey at Millworth Lane and recommended asbestos and legionella survey be carried out. • The youth club would be reopening imminently. • SPC's website was seeing increased traffic and more calls were being received as result of newsletter. It was thought that the newsletter had reached more residents as result of changing the distributor. • There was a possibility that SLCC Berkshire branch meetings could be held regularly at the new community centre. 102.5.2 Notification was given by the Clerk that paper copies of meeting packs would no longer be distributed. This had been agreed with the Chair and was in line with other parish councils. It was designed to reduce paper usage and help with managing workloads. Members that required a hard copy would be able to print it off in the new community centre. A summons to the meeting would be displayed at the centre and packs would continue to be e-mailed. 102.5.3 It was AGREED that the Clerk would investigate the cost of an electronic device solution for those that required it to help with the management of meeting packs.
	102.6 Borough Councillor Reports
	102.6.1 B/Cllr Patman gave an update highlighting the following points: • Shinfield Studios: The business had taken notice of residents' concerns around the location of buildings and changed plans accordingly. • Work to manage COVID was ongoing and still affecting workflow. • Addressing climate change had become a priority for WBC and was having a significant impact on workloads. • The Local Plan was progressing. The new AWE emergency planning zone had a bearing on plans and it was expected that development in the area would reduce as a result. • WBC was considering how to recoup money lost during pandemic. Parking facilities were likely to see cost increases. • There was concern about the policing situation in the area and increase in vehicle theft. It had been noted that police needed to respond more quickly to traveller situations. The PCC was aware of these issues. 102.6.2 Members noted the reports issued by B/Cllrs Rance and Frewin and circulated prior to the meeting.
	102.7 Questions to WBC via Borough Councillors
	102.7.1 Cllr. McDowell noted the issue of frequent car racing at Mere oak park and ride which had been reported to police but not acted upon. B/Cllr. Patman stated that this was an operational issue and not a matter for the PCC. 102.7.2 Cllr. Peer stated that she had been advised that significant changes were being made to the structure of the local police force. B/Cllr Patman noted that the PCC was trying to get money put aside

	for more PCSOs. The Clerk undertook to speak with the local PCSO to gain an understanding of the changes being made.
	102.8 Reports from Outside Bodies
	There were no reports from outside bodies.
	102.9 Resignation of Administrator
	Cllr. Clarke paid tribute to Angela King, Administrator who had resigned after completing more than 16 years of service with SPC. In particular, he noted her understanding of local allotment holders and expressed concern about loss of knowledge. Members expressed their gratitude for her outstanding contribution. The Clerk noted that the post had been recruited and gave assurance that sufficient training would be given to ensure that the allotments relationships remained well managed.
21/103	Neighbourhood CIL proportion report from WBC
	The CIL proportion report from WBC was NOTED .
21/104	New Community Centre 92.1 Construction 92.1.1 Cllr. Grimes gave an overview of the community centre project Director's report circulated prior to the meeting highlighting the following points: • The project was now a further week behind schedule. The target date for completion had originally been 11 October, now 18th October. Technically the project was four weeks from being finished however there was some doubt over whether that would be achieved. • Labour was becoming marginally easier to acquire. • Underfloor heating had been installed. 92.2 General • Conversations would be held with the University of Reading to see whether the freehold of the property could be purchased which would allow the buildings to be kept in perpetuity. 92.3 The community centre update report was NOTED.
21/105	Invoices for Payment
	105.1 It was PROPOSED that the invoices up to 13 September were APPROVED for payment. Proposed: Cllr. Peer Seconded: Cllr. Brown Unanimously Agreed
	105.2 It was RESOLVED that the Barclay card statement detailing expenditure by SPC up to 13 September 2021 was APPROVED. Proposed: Cllr. Montgomery Seconded: Cllr. Boyer Unanimously Agreed

	105.3 It was PROPOSED that the payment of Invoice No.13 for the New Community Centre £224,200 ex VAT was APPROVED . Proposed: Cllr. Emmet Seconded: Cllr. Peer Unanimously Agreed
	105.4 Contract Register
	The Contract Register, tracking the payments for LIFE build and the new Community Centre was NOTED .
21/106	Recommendations from Committees to the Full Council of 20 September 2021
	There were no recommendations from committees to consider.
21/107	Correspondence and other items
	107.1 There were no items of correspondence.
	107.2 Completion of AGAR Audit letter
	The Clerk confirmed that the Audit had been successfully with no issues raised. Members thanked staff for their work in completing the Audit. It was PROPOSED that the AGAR audit letter was APPROVED . Proposed: Cllr. Boyer Seconded: Cllr. Peer Unanimously Agreed
	107.3 Letter to WBC Regarding Schools
	The letter circulated to members prior to the meeting was NOTED .
	107.4 Shinfield United Charities
	It was PROPOSED that David Purton and Ian Montgomery be reappointed as trustees to the Shinfield United Charities for a further four-year term as representatives of SPC. Proposer: Cllr. Emmet Seconder: Cllr. Brown Unanimously Agreed
	107.5 Training for Council Members
	The Deputy Clerk noted that she had circulated training opportunities taking place in November targeting areas that members had requested training on. Though the courses were not compulsory, best practice recommended that parish council members carried out an amount of CPD each year. In addition, e-learning opportunities would be circulated members shortly. Cllr. Grimes encouraged members to participate.
	107.6 Reading Greenbelt
	An e-mail received from a local resident requesting signatures in support of a green belt around Reading was NOTED .

21/108	Update on Staffing Recruitment
	It was PROPOSED that the recruitment of three candidates for front of house vacancies at the new community centre and the recruitment of a replacement administrator be APPROVED . Proposed: Cllr. Peer Seconded: Cllr. James Unanimously Agreed
21/109	Date of Next Meeting: 18 October 2021 Spencers Wood Pavilion.

The meeting ended at 10pm.

Action Items:

Minute Ref	Details	Action By:
128	Update on land swap with WBC required. Awaiting response from Susan Parsonage.	Clerk
15.8.4.2	Consideration to be given to implementing a process for making an award to nominated community groups for their efforts during the pandemic.	Deputy Clerk/ L Hope
78.4.2	Cllr. Clarke to present business case for Spencers Wood recreation ground before Feb 2022	Cllr. Clarke
101.3	Clerk to ascertain how MFG would maintain workplace access for members who were experiencing issues with security settings.	Clerk
102.5.3	Clerk to investigate electronic device solutions for members to help with the management of meeting packs.	Clerk
102.72	Clerk to speak to PCSO regarding structure changes within the local police	Clerk