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Draft

Minutes of a meeting of Shinfield Parish Council held on Monday 17 February 2020 at Three Mile Cross church centre, commencing 19.30 hrs.

Present: Cllr's N Boyer, E Brown, I Clarke, P Darley, P Emmet, A Grimes (Ch), P Jahromi, L James, D Lias, M McDowell, I Montgomery, M O'Brian, D Peer.

Attending: Mike Balbini (Clerk), Jo Skidmore (Committee Secretary), John Halsall, Leader of the Council, B/Cllr. Munro, B/Cllr. Patman, B/Cllr. Frewin and several residents.

20/13 In the absence of Cllr. Grimes for the first part of the meeting it was agreed that Cllr. James would Chair the meeting until his arrival.

20/14 Public Questions

13.1 A resident queried why there were only two bus stops in the parish where the number 9 bus, which serviced the Royal Berkshire Hospital, could be boarded as this meant that residents in Spencers Wood were required to walk some distance. He confirmed that he had written to Reading Buses and suggested that a further bus stop be added near the library.

13.2 It was confirmed that Reading Buses would be sending a representative to the next Full Council meeting and that this would be raised in addition to other issues.

13.3 Mr Cooper of Grazeley, read out his statement about the issue of speeding in Grazeley. The issue had been raised with WBC, SPC and the local MP in 2013. Since then seven accidents had occurred with two fatalities. The latest incident in Mortimer Road had resulted in significant damage to the residents' home, loss of the sale of the house and had had a major impact on the mental health of the residents. A top speed of 93mph had been recorded on the road in January 2020 as well as several other speeding violations. The resident asked WBC what changes it intended to make.

13.4 Cllr Lias confirmed that SPC were considering implementing speeding measures across the parish such as installing village gates and chicanes, but that support would be required from the WBC highways department.

13.5 John Halsall, Leader of the Council expressed his sympathy for the issues raised but considered that WBC was restricted in what actions it could take by police policy though he undertook to check this.

13.6 It was **AGREED** that a speed camera would be the most effective way of dealing with the issue. Cllr. James undertook to progress the issue urgently through the Planning and Highways Committee and in conjunction with WBC.

13.7 A resident announced that a public meeting would be taking place at the Mill House on Wednesday

19 February regarding consultation on plans for a gravel and sand extraction site adjacent to Mill House.

Cllr. Grimes arrived and took the position of Chair.

20/14

Apologies and declarations of members' interests

14.1 There were no apologies received.

14.2 There were no declarations of interest.

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

20/15

15.1 Council Minutes 20 January 2020

The minutes of the Council meeting held on 20 January 2020 that had been circulated prior to the meeting were **APPROVED**.

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

15.2 Matters Arising from Previous Meeting

23.3.2.3 Spencers Wood Pavilion Business Case

See agenda item 20/26

49.2.2 Website development

This item was noted as ongoing.

49.3.3.3 Decision making policy and framework to be developed.

This item was noted as ongoing.

83.2.4 Cllr. Grimes to write to enforcements copying in B/Cllrs. and Wayne Smith regarding the storage of vehicles at a Carneys.

Cllr. Grimes confirmed that he had followed the matter up but was awaiting a response.

92.3.3 Clerk required to obtain costing and design of new village gateway signs from WBC

This item was noted as in progress and part of the remit of Cllr Lias and the speeding initiative.

114.4.2 Cllr. McDowell to research options for an electronic solution for documentation access and storage to reduce paperwork.

This item was noted as ongoing.

124.3.2 Clerk to set up meeting between himself, Cllr. Lias and B/Cllr Frewin to discuss speeding reduction in the area

Cllr. Lias confirmed that the meeting had taken place and that he would be issuing a letter to B/Cllrs and highways.

128.0 Clerk to write to Sarah Hollamby requesting an update on Ryeish pavilion and remediation of rates.

This item was noted as ongoing.

131.2 Cllr. Brown, Lias and Darley to set up a working party to determine how to celebrate 75 years since VE day in 2020

See agenda item 20/22

144.1 Cllr. Boyer to submit a proposal for the Volunteer Event 2020 to January Full Council and look at honors process.

This item was noted as ongoing

147.2 Clerk to ascertain the minimum amount of information on members that should be listed on the SPC website.

The Clerk confirmed that it was compulsory for partners declarations to be published on website.

147.3 SPC to send proposal for relocation of playground at Three Mile Cross to WBC

It was confirmed that Cllr. Lias and the Clerk had discussed the relocation of the Three Mile Cross playground and that this would form part of the discussion on plans for the junction next to it.

3.5 Members to submit comments on the SPC objection letter regarding Grazeley to Cllr. Grimes

See item 28.2

5.2 Clerk to share details of WBC climate emergency meeting with members

The Clerk confirmed that the meeting had been exclusively for representatives of the media but that he had asked WBC for feedback.

15.3 There were no further matters arising.

20/16

Reports

16.1 Chair's Report

The Chair highlighted the following items:

- SPC's purchase of land from SUC was now complete
- The Community Center steering group would be meeting on 27 February to discuss value engineering of the project.
- Reading buses would be attending the next Full Council meeting.

The Clerk was asked to obtain a supply of bus timetables to be made available in the parish hall.

- The SPC position statement on development at Grazeley had been updated.
- The Chair had acted as a witness at the South of Cutbush Lane planning enquiry. An outcome was expected shortly.
- The Chair would be attending a meeting with Reading University regarding the Thames Valley Science Park.

16.2 Clerks Report

The Clerk highlighted the following items from the report circulated prior to the meeting:

- Drainage works on the Deardon allotments had commenced and would take 5 weeks to complete. The Clerk undertook to send Cllr. Emmet details of the work being undertaken.
- Groundskeeper Maintenance Appointment: Interviews would be taking place during the following week.
- Cllr. Emmet would be providing emergency cover for the parish hall going forward and Token Security would automatically come out if the alarm was activated.
- Staff Appraisals were now complete.
- Residents had been informed of planned tree maintenance work surrounding the Spencers Wood Pavilion.
- The newsletter was in production.
- All bins were now under one contract with Select.

- MFG was resolving the recent internet outage and was to take over the responsibility of telephone lines into the building. This would mean that MFG could more easily manage issues going forward.
- The youth club would recommence on 4 March. Publicity had been kept to a minimum as current staffing levels meant that attendee levels needed to be carefully monitored.
- The bus stop at Hollow Lane would not be moved despite a request to WBC to turn it around to avoid splashing. New benches would be installed in the bus stop shortly.
- The Clerk had attended the local Clerks meeting on 29 January. Clerks had acknowledged the effort that John Halsall, Leader of the Council, had made to attend their meetings.

Cllr. Peer requested that the Clerk speak to those responsible for drainage on Hyde End Road to ensure that the drains were clear on the bend affected by recent flooding in case this had been a contributing factor.

16.3 Borough Councilors' Report and Questions

16.3.1 B/Cllr. Frewin

B/Cllr. Frewin highlighted the following points from the report circulated prior to the meeting:

- B/Cllr. Frewin thanked Cllr. Grimes and WBC for their contributions to the South of Cutbush appeal and commended the SOS group on their excellent work.
- The Climate Emergency draft plan had been agreed and published.
- Issues with Fulbrook Avenue being used as a cut through had been raised with WBC. In addition, a request had been made to move a bus stop on the road which intruded on resident's privacy but no progress had been made to date. Cllr. Grimes stated that if a shelter would help SPC would consider funding it.
- Consultation was taking place with residents on the proposed development at Grazeley and the proposed gravel extraction site.

16.3.2 B/Cllr. Munro

B/Cllr. Munro highlighted that a consultation meeting regarding the proposed gravel extraction site would be taking place at WBC from 4pm to 7:30pm on 11 March.

It was noted that enforcement issues at the One Stop shop were ongoing.

16.3.3 B/Cllr Patman

B/Cllr Patman confirmed that he had attended the annual budget meeting for police at which it had been agreed that the police precept would be raised by £10 this year. The intention to recruit an additional 250 police officers across the Thames Valley in the next six months was noted though difficulties with this were acknowledged as London remained a more attractive proposition for many and police trained by Thames Valley were highly sought after.

17.4 Updates from Recent Committee Meetings

17.4.1 Recreation and Amenities Committee 30 January 2020

Cllr. Clarke gave an overview of the minutes circulated in advance of the meeting. The minutes were **NOTED**.

17.4.2 Planning and Highways Committee 7 February 2020

Cllr. Peer confirmed that an update on most recent meeting would be available at next meeting.

17.5 Verbal reports from committees that had not convened since the last Full Council meeting

There were no reports.

17.6 Reports from Outside Bodies

17.6.1 Cllr Brown presented an overview of the report circulated prior to the meeting that detailed activity in the parish that focused on reducing isolation. It was noted that the list would be reviewed annually and was work in progress.

17.6.2 It was **AGREED** that the Clerk would arrange for a list of the groups to be added to the website to increase awareness.

17.6.3 Cllr. James reminded Cllr. Brown to inform constituted groups that they could apply for funding from SPC.

17.6.4 Cllr Brown noted that he had asked WBC to address the fact that their Design our Neighbourhoods proposal duplicated the work being carried out by other council groups.

17.6.5 The Recreation and Amenities Committee **AGREED** to consider the issue of Welcome Club no longer having the opportunity to have guest speakers due to reduced availability of the community hall.

17.6.6 Cllr. Montgomery noted his attendance at a Health and Wellbeing forum and at the Shinfield South meeting where the issue of how well patient care networks were working was discussed. It was confirmed that a Social Prescriber had been appointed to signpost patients to relevant services.

17.6.7 John Halsall, Leader of the Council, acknowledged the issue of access to primary care and noted that although WBC had a team that should be able to identify vulnerable and isolated it was not necessarily working as well as it could do. He cited the main issues as how to get people healthier to reduce demand on primary health and how to get to hard to reach. There was also a need to increase the retention of primary health workers.

20/18

SPC Project listing

18.1 6i Cycle Paths: Cllr. Brown noted the increase in road traffic and population of children which he considered raised the priority of the project to introducing cycle paths to link communities together. An updated was requested on what was happening with the initiative.

18.2 2E Mere oak Pedestrian Crossing: Cllr. McDowell suggested that a secure facility at the Mere oak park and ride for bikes would be beneficial.

18.3 1E Three Mile Cross Playground and Junction: Cllr. Lias noted that changes had been made to the original plans for the junction at Basingstoke Road and Church Lane in Three Mile Cross raising concerns about the loss of a proposed cycle lane and the loss of parking outside the post office which it was felt could result in closure and the loss of a facility that was an integral part of the community.

It was **AGREED** that the Clerk would arrange a special meeting to discuss the issue for all

members and that B/Cllr. Patman would be invited.

The SPC project listing circulated prior to the meeting was **NOTED**.

20/19 **Neighborhood CIL Report**

19.1 The CIL allocation report for December 2019 was **NOTED**.

20/20 **Invoices for Payment**

It was **PROPOSED** that the report of invoices for payment up to 11 February 2020 was **APPROVED**.

Proposed: Cllr. Boyer Seconded: Cllr. Emmet Unanimously Agreed

20/21 **Precept 2020/2021**

It was confirmed that the Council Tax provisional notification for 2020/21 had been sent to WBC and that the appropriate information would be placed on the SPC website at the relevant time.

20/22 **VE Day Celebrations**

22.1 It was confirmed that 3K of the community events budget had been set aside to support VE day celebrations taking place in the parish. Cllr. Brown confirmed that a fun day was being held on the Spring bank holiday with stalls in attendance. It was requested that members volunteered to represent SPC on its stall.

22.2 It was noted that a special service would take place on 10 May in St Mary's church and confirmed that the Clerk had been tasked with purchasing a bench to commemorate the occasion.

20/23 **Meeting Schedule 2020/21**

23.1 It was **PROPOSED** that the Clerk change the title of AOC meetings to Community Centre Project meetings.

Proposed: Cllr. James Seconded: Cllr. Boyer Unanimously Agreed.

23.2 The meeting schedule for the remainder of the calendar year was **NOTED**.

20/24 **General Power of Competence**

It was **PROPOSED** that it was attested that SPC now met the requirements to operate under the General Power of Competence.

Proposed: Cllr. Emmet Seconded: Cllr. Jahromi Unanimously Agreed

20/25 **Appointment of a Planning Professional**

It was **PROPOSED** that the recommendation of the Planning and Highways committee that SPC appoint a planning professional to provide advice on planning matters be accepted.

Proposed: Cllr. Lias Seconded: Cllr. Boyer Unanimously Agreed

20/26 **Spencers Wood Pavilion Replacement**

26.1 Cllr. Clarke gave an overview of the progress to date with the plan to replace Spencers

Wood pavilion and set out his vision for the site which he considered would be a valuable resource for the community.

26.2 It was **PROPOSED** that the recommendation of the Recreation and Amenities committee that SPC proceed with obtaining a timeline and estimate for the project to replace the pavilion at Spencers Wood be accepted.

Proposed: Cllr. Jahromi Seconded: Cllr. Montgomery Unanimously Agreed

26.3 Cllr. Grimes requested that a full business case be presented to Council before the project could progress further.

20/27 **Appoint a Project Manager to Oversee SPC Major Projects**

It was **PROPOSED** that the recommendation of the Recreation and Amenities committee that SPC appoint a Project Manager to project manage major projects.

Proposed: Cllr. James Seconded: Cllr. Darley Unanimously Agreed

20/28 **Correspondence and AOB**

28.1 In light of recent extreme weather Cllr. Emmet undertook to look into whether flood wardens should be appointed in the parish.

28.2 It was **PROPOSED** that the updated position on Grazeley Garden Settlement be **AGREED**.

Proposed: Cllr. Darley Seconded: Cllr. Lias Unanimously Agreed

28.3 It was **NOTED** that a Community Vision meeting would be taking place on Thursday 20 February.

28.4 Cllr. Darley stated that MFG had confirmed that all the technical features that should be in place to prevent scams and junk -email were in place. It had been suggested that members participate in training and awareness to prevent further incidents.

There were no further items of correspondence and no other business.

20/29 **Next Meeting: 16 March 2020 Three Mile Cross Church Centre**

The meeting was closed at 22:00

Action Items:

Minute Ref	Details	Action By:
23.3.2.3	Spencers Wood Pavilion Business Case Business Case to be presented for the provision of new facilities at Spencers Wood.	Cllr. Clarke
49.3.2.2	Website proposal to be bought back to Council	Cllr. Brown
49.3.3.3	Decision making policy and framework to be developed. Cllr Grimes to bring to Council a policy for developing assets in the parish	Cllr. Grimes
83.2.4	Cllr. Grimes to follow up on writing to enforcements copying in B/Cllrs.	Cllr. Grimes

	and Wayne Smith regarding the storage of vehicles at a Carneys.	
92.3.3	Cllr Lias to discuss siting of new village gateway signs with Cllr. Lias and notify WBC.	Cllr Lias
114.4.2	Cllr. McDowell to research options for an electronic solution for documentation access and storage to reduce paperwork.	Cllr McDowell
128	Cllr. Grimes awaiting response on Ryeish Green pavilion sent to WBC.	Cllr. Grimes
131.2	Cllr. Brown and Lias to give regular update to Council on plans to celebrate 75 years since VE day in 2020	Cllrs Lias/Brown
144.1	Cllr. Boyer to submit a proposal for the Volunteer Event 2020 to January Full Council	Cllr. Boyer
13.6	Cllr. James to progress issue of speed camera on Mortimer road through Planning and Highways and in conjunction with WBC.	Cllr. James
16.1	Clerk to obtain a supply of bus timetables to hold at the Parish Council.	Clerk
16.2	Clerk to send details of drainage work being undertaken at Deardon Allotments to Cllr. Emmet	Clerk
16.2	Clerk to speak to drainage people to ask them to ensure drains on Hyde End Road bend where flooding occurred are clear.	Clerk
17.6.2	Clerk to arrange for list of groups in parish working to reduce isolation to be added to the SPC website	Clerk
17.6.5	R&A to discuss availability of the community hall for the Welcome club to enable them to have guest speakers	Cllr. Clarke/Clerk
18.3	Clerk to arrange special meeting for members to discuss plans for the junction at Basingstoke Road and Church Lane with B/Cllr Patman being invited.	Clerk
23	Clerk to change title of AOC meetings to Community Centre Planning meetings on meeting schedule	Clerk
28.1	Cllr. Emmet to investigate the need for flood wardens in the parish	Cllr. Emmet