

Minutes of a meeting of Full Council
Held on Wednesday, 27th March 2024
At School Green Centre commencing at 19:30

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

Attending: BCllrs Glover, Gray, Rance,
B Winton (Clerk), S Herring (Deputy Clerk)
1 member of the public

24/24 Public Questions

24.1 There were no public questions

24/25 Apologies and declarations of Members' Interest

25.1 Apologies had been received from Cllrs Jahromi & Peer and BCllr Munro

25.2 There were no declarations of interest

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

24/26 Minutes of the Meeting held on 28th February 2024

26.1 The minutes of the Meeting held on 28th February 2024 were approved and signed by the Chairman as a correct record

Proposed: Cllr Montgomery

Seconded: Cllr Lias

Approved: Unanimously

26.2 The following matters arising were discussed:

24/3.2 Clerk to arrange a visit to Oakbank School and report back to the appropriate
23/158.3 meeting of the Children and Young Adults Committee

The Clerk had written to the school again requesting a date for this visit.
Realistically this was now likely to be after exam season.

ACTION – Clerk to follow up arranging a visit to Oakbank School

24/3.2 Clerk to set up a working party to explore the idea of community amenities
23/161.2 further

[Handwritten signature]
24/4/24

The first meeting took place on the 5th March and further meetings will be required before a report can be made to Full Council covering all the options.

ACTION – Clerk to set up a meeting for the community amenities (to include Shinfield North) working party

19:33 *Cllr Hoyle joined the meeting*

24/9.2 Clerk to include meeting schedule for June 2025 to May 2026 for consideration at the Annual Full Council Meeting in May.

This will be done and the Clerk will send out electronic invites once the dates were set.

ACTION – Clerk to add meeting schedule for June 2025 to May 2026 to the agenda of the Annual Full Council Meeting in May

24/13.1 Clerk to draft and circulate a letter to the Regional Director at DfE

This had been done. No response had been received.

24/17.4 Clerk to add Annual Grants Process to the agenda for the March Full Council meeting

This was on the agenda.

24/20.1 Clerk to progress the initiation of the public art project

This was underway.

24/27 Reports from Borough Councillors

27.1 Members **NOTED** the written reports from Borough Councillors

19:35 *BCllrs Glover and Rance joined the meeting*

27.2 The following questions were raised to the Borough Councillors

The Chairman expressed concern that there had been two events relevant to Shinfield Parish Council (SPC) being discussed at Borough Council meetings that had not been brought to the attention of Shinfield Parish Council

- 1 School Places Strategy
- 2 Road Safety

The Clerk reported that he had attempted to raise questions at Wokingham Borough Council (WBC) meetings on behalf of SPC and had been told that “there was no provision for town and parish councils to ask questions”. The Clerk had advised that under the Localism Act 2011, the General Power of Competence gives a local authority the power to do anything that individuals generally may do.

[Signature]
24/4/24

The question for BCllrs was to ensure that WBC changed their constitution to allow town and parish councils to ask questions.

The Chairman also requested that WBC be asked to give consideration as to how to make town and parish councils aware when there were items on WBC agendas that were likely to be of interest to one or more of those councils.

ACTION – Clerk to contact WBC Democratic Services and request that their constitution be amended to allow parish councils to raise questions

Cllr Clarke wished to record the good work that had been carried out at the flat at Frensham Green and was saddened that Wokingham Borough Council now wished to transfer this to housing. Cllr Montgomery reported that a similar situation had occurred in Gorse Ride the previous year.

19:43 Cllr Masseron joined the meeting

19:44 BCllr Rance left the meeting

24/28

Reports from Committees and associated working Parties

28.1 Minutes of the Facilities Committee 6th March 2024

24/FC/24.3 High Copse – Cllr Lias had previously requested that the project plan for the building be circulated. The Clerk advised that he had requested but not received a project timetable from the builders or University of Reading (UoR).

Members **NOTED** the minutes of Facilities Committee

Sports Working Party

Cllr Clarke reported that the High Copse pavilion was well under way. The quality of the football and cricket pitches were intended to be of an excellent quality and were intended to meet regional level standards.

School Green Working Party

The planning application for the screens on the school green had been submitted.

28.2 Minutes of the Arts, Culture and Events Committee 7th March 2024

Cllr Tatla reported that a test of the panels for the art exhibition had been successful. It was expected that there would be capacity for approximately 300 pieces of art to be displayed in the Pound Green and Ryeish Green rooms.

The Cinema had been approved and would be installed in the Ryeish Green room during July/August 2024.

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

[Handwritten signature]
24/4/24

Events Working Party

The committee were exploring events for Shinfield North and were proposing a 'Friday Funday' style outdoor event.

28.3 Minutes of the Planning & Highways Committee 13th March 2024

Cllr Peer reported that they had commissioned ET Planning to respond to a planning application for 149 houses east of Hayes Drive.

A project group had been set up to review the Shinfield Parish Neighbourhood Plan and the first meeting was held on 26th March.

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

Traffic Working Party

The working party had drawn up a list of outstanding actions with WBC and were awaiting a meeting to discuss further.

28.4 Minutes of the Children and Young Adults Committee 14th March 2024

The Clerk had written to BCllr Mickleburgh expressing the concerns of SPC in relation to education in the parish but had not received a response.

Members identified a number of issues that required addressing in order to reduce the level of anxiety for parents and students that was experienced in 2023 regarding school transport.

- Information was required at a much earlier date than the previous year
- Information on the numbers of children attending schools outside of the parish
- Information on the number of statutory and non-statutory places
- Requirement for statutory places to be registered early
- Clarity to be given to parents so they understand the process

It was reported that more students had been offered places at Bohunt this year, and only 20% of those living in Shinfield were going to Oakbank.

ACTION –

- Clerk to publish information in the SPC Newsletter to encourage parents to apply for bus places early
- Clerk to request that WBC give clarity to parents regarding bus places
- BCllr Gray to bring to the attention of all concerned at WBC regarding clear and early information being communicated to parents
- Clerk to set up a meeting with BCllr Bray and Director of Education after the elections in May

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


24/4/24

28.5 **Engagement Working Party**

The Clerk was still investigating a suitable provider for a training course for councillors and officers on engagement.

ACTION – Clerk to continue to investigate

28.6 **Chairman's Report**

Cllr Grimes reported

- He had attended School Green Centre for a visit from RIBA – British Architects competition
- Borough Parish liaison forum – WBC had agreed to meet with SPC
- SPC need to respond to the Local Plan Update (LPU) when published
- Finalised the screening facility in the Ryeish Green Room
- Attended a meeting with SOLVE regarding the proposed development at Hall Farm
- Attended UoR Court and noted the proposed school at Hall Farm is not going to help students in Shinfield Parish Council (SPC) in the near future.

ACTION – Clerk to set up a project group to respond to the LPU

28.7 **Reports from Outside Bodies**

The Chairman reported that Spencers Wood Village Hall committee was now stable and working well.

24/29

Annual Grants

- 29.1 A request had been made at the last Full Council meeting to consider the arrangements that had been approved by Finance & General Purposes committee.

The Clerk advised that the issues experienced had been with capital grants and not revenue grants and the system applied in 2023 had proven to be successful. His recommendation was therefore that the scheme was repeated in 2024 with some tightening of wording.

Members requested that the wording be revised to show three levels

- 1 Minor Grants for annual spending for community activities, for example, regular support for Spencers Wood Carnival and Readibus
- 2 Funding Grants up to £5,000
- 3 Capital Grants for over £5,000 (one off grants)

The wording on page one be changed from 'multiple years' to 'successive years'

ACTION – Clerk to amend the wording of the annual grants policy and resubmit to the next meeting for approval

[Handwritten signature]
24/4/24

24/30

Shinfield Screening Facility

- 30.1 The Chairman reported that the screening facility would be installed in the Ryeish Green room at the School Green Centre. This would be for the capacity of 80 seats (60 raked seats and 20 free-standing seats allowing accessibility spaces).

The Clerk showed slides of the plan. This could be utilised for a cinema, lecture theatre, gaming room, etc.

The equipment would be installed in July/August when the normal 'regular hirers' of the room had no bookings thus eliminating any disruption to hirers.

24/31

Millworth Sports Park

- 31.1 Full Council approved an overall budget of £861k at its meeting in October 2023. The initial plan had now been revised after discussions with WBC. Costs were still being finalised, however, there was an additional cost of £60k to achieve the new configuration. It was anticipated that the additional predicted revenue would offset this amount. The Clerk confirmed that this would still leave an £80k contingency within the overall budget.

Members approved the request for an additional £60k to enable the revised configuration.

Proposed: Cllr Bowyer
Seconded: Cllr Tatla
Approved: Unanimously

ACTION – Clerk to update the budget for expenditure on developing Millworth Sports Park

24/32

High Copse Pavilion

- 32.1 Request to fund additional solar panels to the Pavilion

The Clerk advised that currently the University of Reading were building High Copse pavilion with the minimum solar panels required to meet the BREEAM standard. There was however an option to completely cover the roof of the pavilion with PV panels which had been costed at £157k. Excess electricity generated could be fed back into the grid and used to offset the energy consumption at other buildings, most noticeably School Green Centre.

However, while the council currently pay 33p Kwh at School Green Centre it would only receive 15p Kwh hour using the offset. This is a difference of 18p Kwh. For context the daytime energy consumption at School Green Centre (net of the existing PV panel contribution) is approximately 68,000 kwh.


24/4/24

As an investment installing maximum PV panels at High Copse would have a pay back period of 15 years (£157,000 divided by £10,200 (68,000 kWh x 15p offset). This ignores the effect of inflation.

It would be more cost effective to max out PV at the School Green Centre. The architects had advised that they "think there is a very easy way to tidily add to the existing array on School Green Centre, and indeed install another array on the old parish hall."

The Clerk therefore recommended that:

- a) We establish what additional PV provision at High Copse would be best to reduce that building's anticipated draw from the grid to effectively zero
- b) We actively investigate maximizing PV provision at School Green Centre and
- c) Any proposals for additional PV panels at School Green Centre (and if appropriate High Copse) are brought back to Full Council when ready

ACTION – Clerk to report back on the best options for SPC facilities to minimise electrical costs through microgeneration opportunities

24/33

Correspondence

33.1 Natural History Museum Steering Group

The Natural History Museum had invited Shinfield Parish Council to nominate a councillor to join the Steering Group that will guide the development of a community engagement plan. The first meeting is planned for April 2024.

Cllr Fernandes volunteered to join the Steering Group and Cllr Matic was willing to deputise when necessary. The Clerk would also like to join the Steering Group.

ACTION – Cllr Grimes to inform the NHM of the proposed nominee(s)

24/34

Invoices for Payment

34.1 Members **NOTED** the following payments: -

- Payments made within the Clerk's financial delegation
- Payments made on Barclaycard within the Clerk's financial delegation

34.2 Payments outside the Clerk's financial delegation

There were no payments made outside the Clerk's financial delegation



24/35 Catering at the School Green Centre

- 35.1 It was **RESOLVED** that in accordance with the Public bodies (Admission to Meetings) Act 1060 the press and public be excluded from the meeting as discussions on catering at the School Green Centre may be prejudicial to the special nature of the business.

The Clerk presented commercial information relating to the process the Café Working Party carried out to arrive at the recommendation that was subsequently supported by the Facilities Committee at their meeting held on 20th March 2024.

From the three tenders received, it was **RESOLVED** that the parish council would appoint Crumbs Café as the new provider of catering at the School Green Centre.

Proposed: Cllr Boyer
Seconded: Cllr Lias
Approved: Unanimously

ACTION – Clerk to inform ‘Crumbs’ of the decision of Full Council and to work with Crumbs to facilitate commencement of opening

24/36 Date of Next Meeting

- 36.1 The date of the next meeting was Wednesday, 24th April 2024

Meeting ended at 21:15

[Handwritten signature]
24/4/24.

List of Actions

24/26.2 24/3.2	Clerk to follow up arranging a visit to Oakbank School	Clerk
24/26.2 24/3.2	Clerk to set up a meeting for the community amenities (to include Shinfield North) working party	Clerk
24/26.2 24/9.2	Clerk to add meeting schedule for June 2025 to May 2026 to the agenda of the Annual Full Council Meeting in May	Clerk
24/27.2	Clerk to contact WBC Democratic Services and request that their constitution be amended to allow parish councils to raise questions	Clerk
24/28.4	Clerk to publish information in the SPC Newsletter to encourage parents to apply for bus places early	Clerk
24/28.4	Clerk to request that WBC give clarity to parents regarding bus places	Clerk
24/28.4	BCllr Gray to bring to the attention of all concerned at WBC regarding clear and early information being communicated to parents	BCllr Gray
24/28.4	Clerk to set up a meeting with BCllr Bray and Director of Education after the elections in May	Clerk
24/28.5	Clerk to continue to investigate a suitable provider for a training course for councillors on engagement	Clerk
24/28.6	Clerk to set up a project group to respond to the LPU	Clerk
24/29.1	Clerk to amend the working of the annual grants policy and resubmit to the next meeting for approval	Clerk
24/31.1	Clerk to update the budget for expenditure on developing Millworth Sports Park	Clerk
24/32.1	Clerk to report back on the best options for SPC facilities to minimise electrical costs through microgeneration opportunities	Clerk
24/33.1	Cllr Grimes to inform the NHM of the proposed nominee(s) for the Natural History Museum Steering Group	Cllr Grimes
24/35.1	Clerk to inform 'Crumbs' of the decision of Full Council and to work with 'Crumbs' to facilitate commencement of opening	Clerk


24/4/24