

Minutes approved on:	
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Draft

Minutes of a meeting of Shinfield Parish Council held on Monday 20 December at School Green Centre, commencing 19.30 hrs.

Present: Cllrs E Brown, P Emmment, A Grimes (Chair), I Montgomery, I Clarke, L James, and D Peer

Attending: Mike Balbini (Clerk), Kouy Young (Deputy Clerk), B/Cllr J Frewin, J Rance and B Pattman

21/131 Public Questions

There were no public questions.

21/132 Apologies and declarations of members' interests

132.1 Apologies were received from Cllr. Boyer, Jahromi, O'Brian, McDowell, Lias. B/Cllr Munro and Bhatt

132.2 There were no declarations of interest.

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

21/133 **133.1 Council Minutes**

The minutes of the Council meeting held on 15 November 2021 that had been circulated prior to the meeting were **APPROVED**.

Proposed: Cllr. Brown Seconded: Cllr. Clarke Unanimously agreed

133.2 Matters Arising from Previous Meeting

128 Update on land swap

This item was noted as ongoing.

78.4.2 Cllr. Clarke and Cllr. James to work together to progress Spencers Wood Recreation Ground project.

This matter was noted as ongoing.

102.5.3 Clerk to investigate electronic device solutions for members to help with the management of meeting packs.

See agenda item 141.4

113.6.2 Clerk to obtain stats on fly tipping across the borough

This item was noted as ongoing. B/Cllr Frewin undertook to provide Cllr Emmet with meeting dates of the monthly meetings to deal with the issue of fly-tipping which he had agreed to attend.

117.1.2 Clerk to place travel plan on the SPC website and send a copy to Andy Glencross, WBC.

The Clerk confirmed that the travel plan had been placed on the SPC website.

123.1.1 Clerk to contact Marcia Head, WBC, advising that there had been no feedback on activity at Foxglades in respect of Planning

The Clerk confirmed that he had contacted Marcia Head, WBC who had referred the matter to enforcements. No response had been received and the Clerk undertook to follow the matter up.

123.3.1 Deputy Clerk to send a copy of the asbestos report produced in respect of Millworth Lane Pavilion to the Chair.

The Deputy Clerk undertook to forward the asbestos report after the meeting.

133.3 Matters Arising

There were no further matters arising.

21/134 **Reports**

134.1 Reports from Borough Councillors

134.1.2 B/Cllr Rance provided an update circulated prior to the meeting highlighting the following points:

- Residents had complained of inconsiderate parking by Buxted vans. A complaint had been made and a helpful response received requesting that future incidents were reported to the company.
- Attended the Remembrance Service on the Green.
- A resident on Cutbush Lane East had complained about developers starting work at 6.40 pm on a Sunday. This was workmen from the British Museum and assurance had been given that this would not happen again.
- There were issues with large lorries accessing the Shinfield Studios through Cutbush Lane despite a No Access sign. Drivers have been abusive to residents that have challenged them. Contact had been made with the SDL team and a response awaited.
- Photos of lorries lined up along Church Lane from 7.35 had been received. These created a hazard for pedestrians and poor visibility. Contact with WBC was made to complain and it was hoped that this had now stopped.
- Barbed wire had been left by contractors on Hyde End Layne and Bays Crescent as well as pipes next to the play area. In addition, a mound of dirt/soil was left on Fullbrook Road. Contact with Taylor Wimpey resulted in these issues being resolved.
- Contact had been made with Bovis regarding the delayed completion of properties in Allen Way further to contact from a future resident. This remained unresolved.

134.1.3 B/Cllr Patman updated members on planned changes to the Public Protection Partnership, an alliance between West Berkshire, Bracknell Forest and Wokingham Borough Councils that covered environmental health, licensing, and trading standards. West Berkshire currently had primary control of the service. A request had been made to leave the partnership to improve the service which in turn would help to keep SPC informed of what was happening in the borough. Members would be kept abreast of developments.

134.1.4 B/Cllr Frewin provided an update circulated prior to the meeting highlighting the following points:

- Grazeley speeding solutions: An estimated cost of 120k would prohibit any engineering or camera solutions.
- Complaints received where residents were not following planning applications had been escalated
- B/Cllr Frewin had input into the Equalities Working Group and Tenants Group.
- Asylum seeker hotel health issues had been escalated and medical care issues resolved.
- No progress had been made to date with the Customer Service Working Group

134.1.5 The B/Cllr's reports were **NOTED**.

134.2 Questions to WBC via Borough Councillors

134.2.1 A member raised a query regarding access to a path being blocked by Leyland Gardens in response to complaints received from residents. It was noted that an evaluation of right of way could

take up to a year. B/Cllr. Frewin confirmed that a planning document from the 1960's showed that the Council had adopted the pathway at this time however land registry showed that it formed part of the property and the owner was insisting that it was designed as an escape route and not a right of way.

134.2.2 Cllr Grimes undertook to discuss concerns with B/Cllr Rance about accessibility of the Wokingham bus survey which had been placed online outside of the meeting.

134.2.3 There were no further questions, and the Borough Councillors left the meeting.

134.3 Minutes of the Recreation and Amenities committee 25 November 2021

134.3.1 Cllr. Clarke highlighted the committee's plan to consult with residents on proposals for the Spencers Wood recreation ground. Members supported the approach.

134.3.2 Cllr. Clarke raised concerns about the accessibility of room hire in the parish to local groups. Cllr. Grimes reminded Cllr. Clarke that a document was in place to ensure that room hire remained available to all. It was **NOTED** that in the case of non-constituted groups a request should be made via the Clerk in the first instance.

134.3.3 The minutes of the Recreation and Amenities committee meeting on 25 November 2021 were **NOTED**.

134.4 Minutes of the Planning & Highways committee meeting 2 December 2021

134.4.1 Cllr. James noted that he had not yet seen documentation from Cllr. Lias in relation to village gates which had been expected shortly after the Planning and Highways meeting on 2 December 2021. Cllr. Peer undertook to follow this up with Cllr. Lias.

134.4.2 The minutes of the Planning and Highways committee meeting on 2 December 2021 were **NOTED**.

134.5 Minutes of the Finance and General Purposes committee meeting 8 December 2021

The minutes of the Finance and General Purposes committee meeting on 8 December 2021 were **NOTED**.

134.6 Working Parties Reports

134.6.1 Sports Strategy

134.6.1.1 Cllr. Clarke noted that a business case was being prepared for the Spencers Wood Recreation Ground in preparation for it following the procurement process in the New Year.

134.6.1.2 Cllr Clarke confirmed that contractors had completed a large amount of work at Millworth Lane and that meetings had taken place on site to discuss its future but expressed frustration about the procurement process which he felt was delaying progression.

134.6.1.3 Cllr Grimes recommended that Cllr. Clarke appointed SPC's preferred project manager to oversee the development of Millworth Lane. This would help the project to gain pace and provide liability protection for SPC.

134.6.1.4 It was **AGREED** that Cllr. Clarke would draw up a plan of what was required on site to present to the project manager in the New Year.

134.6.1.5 The minutes of the Sports Strategy Working Party of 29 November and 3 December were **NOTED**.

134.7 Chair's Report

The Chair highlighted the following points:

- Work was taking place with Cllr Peer and Arborfield and Newland Parish Council on the approach to a proposed development at Halls Farm noting a need to accept that there would be some development but to minimise it as much as possible. Cllr. Peer confirmed that SPC and Arborfield and Newland had agreed to share costs of investigative work required into the plans and had spoken about proposing alternative sites. A submission would be presented to full council in due course.

The Clerk undertook to ask Arborfield and Newland if the figure quoted for the budget to support the work was inclusive or exclusive of VAT.

- The Wokingham Bus survey was now live though hard to navigate. Members were encouraged to complete it and to encourage others to complete it.

134.8 Clerks Report

The Clerk referred to his report circulated prior to the meeting. The following points were highlighted:

- The licence for the café had now been agreed.
- The heroes award ceremony had been a success with positive feedback received.

The report was **NOTED**.

134.9 Reports from Outside Bodies

134.6.1 The minutes of the Borough Parish Liaison Forum that took place on 4 October 2021 were **NOTED**.

134.6.2 The minutes of the Neighbourhood Action Group AGM that took place on 4 October 2021 were **NOTED**.

134.6.3 The minutes of the Neighbourhood Action Group meeting that took place on 26 November 2021 were **NOTED**.

134.6.4 **Speedwatch**

Cllr. Emmet confirmed that the Speedwatch initiative was going well. Details of a Sentinel speed camera available to purchase at a cost of approximately £2.5k had been passed on to the group by the Speedwatch co-ordinator. Benefits included that it could be mounted and left and that it provided a significant amount of data. Members supported Cllr. Emmet's request to research the product and present a proposal to Full Council to purchase it if it was deemed suitable.

21/135 **Neighbourhood CIL proportion report from WBC**

The CIL proportion report from WBC was **NOTED**.

21/136 **Request for Co-funding Outside Gym**

It was **PROPOSED** that a request from WBC to co-fund an outside gym outside the Ryeish Green Hub was **DECLINED** as it was not aligned with SPC's sports strategy which was being developed.

Proposed: Cllr Peer Seconded: Cllr Clarke Unanimously Agreed

21/137 **Proposal to operate CCTV cameras procured by WBC**

It was **PROPOSED** that the offer to purchase CCTV equipment as set out by WBC was **DECLINED**.

Proposed: Cllr Clarke Seconded: Cllr Emmet Unanimously Agreed

21/138 **Completion of the 121B Monitoring Form detailing CIL status**

It was **PROPOSED** that the 121B monitoring form detailing CIL status and completed prior to the meeting was **ADOPTED**.

Proposed: Cllr James Seconded: Cllr Clarke Unanimously Agreed

21/139 **New Community Centre**

139.1 Cllr. Grimes noted that several issues needed to be resolved regarding completion of the building and undertook to circulate an e-mail explaining the situation. The following points were highlighted:

- Outside areas and turfing to be completed.
- Rear gates to be installed
- Work on the roof to be completed to ensure that the Guarantee remained effective
- Wifi to be installed in January

139.2 The Clerk noted that a booster was required to improve mobile phone signals within the building. This had been limited by the material chosen for the roof. Members expressed frustration that SPC had not been advised of this when selection was made.

139.3 The Clerk confirmed that he was capturing the impact of issues raised on the reputation of SPC.

21/140 Invoices for Payment

140.1 It was **PROPOSED** that the invoices up to 12 December were **APPROVED** for payment.

Proposed: Cllr Montgomery Seconded: Cllr Emmet Unanimously Agreed

140.2 It was **PROPOSED** that the Barclay card statement detailing expenditure by SPC up to 12 December 2021 was **APPROVED**.

Proposed: Cllr Montgomery Seconded: Cllr Brown Unanimously Agreed

140.3 Final Invoice for School Green Community Centre

Cllr. Grimes confirmed that the invoice had been proposed but not yet finalised.

140.4 Contract Tracker for Lifebuild and the New Community Centre

The updated contract tracker for Lifebuild and the New Community Centre was **NOTED**.

21/141 Recommendations from Committees to the Full Council of 20 December 2021

141.1 Budget recommendation for 2022/2023

141.1.1 Cllr James gave an overview of the budget paper circulated prior to the meeting and highlighted the following:

- All reserves had been maintained and some had been increased.
- Each committee Chair had agreed their budget prior to the meeting.
- The budget had been approved by the Finance and General-Purpose committee on 8 December 2021.
- The budget recognised that initial CIL money had been spent and that future income from CIL would be limited.
- The budget for the Recreation and Amenities Committee was now almost £250k due to the increase in work mostly relating to sports facilities in the parish and it was suggested that additional support be provided to Cllr Clarke.
- It was anticipated that an employee would be taken on to manage the sports facilities on behalf of SPC however timing was unknown at present and therefore this had not been factored into the budget.
- It was likely to take three to four years to break even on the School Green Community Centre.

141.1.2 It was **PROPOSED** that the budget recommendation for 2022/2023 be **APPROVED**.

Proposed: Cllr Clarke Seconded: Cllr. Montgomery Unanimously Agreed

141.2 Precept recommendation for 2022/2023

It was **PROPOSED** that the recommendation to increase the precept by 3% to £75.09 for a band D equivalent for 2022/2023 as discussed by the Finance and General-Purpose committee of 08 December 2021 be **APPROVED**.

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

141.3 Investments

141.3.1 Cllr. James noted the proposed investment spread circulated to members prior to the meeting. Members were reminded that the level of investment was likely to reduce over the next six years in line with the reduction of CIL income. The aim of which was to place money in investments with higher yields and interests to generate a specific amount of money for future repairs and maintenance on assets. The chosen fund had been recommended by NALC and approved by the Finance and General Purposes committee on 8 December 2021. Approval was now sought from Full Council to invest in the recommended.

141.3.2 Members asked for clarity on certain matters. Cllr James undertook to obtain the information required and to bring the paper back to the next meeting.

141.4 Paper copies of meeting papers

The Clerk confirmed that he was awaiting advice from MFG on a suitable electronic solution for meeting papers. It was **AGREED** that this item would therefore be deferred until the next meeting. Cllr. Grimes noted that a statement of intent would be required from those wishing to rescind their right to paper copies of meeting papers.

141.5 Roles in the Parish Council

Cllr. James confirmed that role description for Councillors and officers would be presented to Full Council for approval once a final version had been agreed by the Staffing committee.

21/142 Correspondence and other items

142.1 Grant Request from Link Visiting Scheme

It was **AGREED** that a grant request from the Link Visiting Scheme could not be considered until a completed application form had been received.

142.2 Meeting planner for 2022

It was **PROPOSED** that the meeting planner for 2022 be **APPROVED**.

Proposed: Cllr Peer Seconded: Cllr Brown Unanimously Agreed

21/143 **Date of Next Meeting:** 17 January 2022

The meeting ended at 22:10

Action Items:

Minute Ref	Details	Action By:
128	Clerk to consult WBC on swapping Pearmans Copse rather than Century Drive and to hire land valuers.	Clerk
78.4.2	Cllr. Clarke to present business case for Spencers Wood recreation ground before Feb 2022.	Cllr. Clarke/Clerk
102.5.3	Clerk to investigate electronic device solutions for members to help with the management of meeting packs – awaiting advice from MFG.	Clerk
113.6.2	Clerk to obtain stats on fly tipping across the borough. Clerk to investigate the issue of fly tipping on Kybes Lane. Cllr. Emmet to attend monthly meetings on fly tipping as requested by the Chair.	Clerk Clerk Cllr Emmet
123.1.1	Clerk to follow up with enforcements regarding feedback on activity at Foxglade in respect of Planning	Clerk
123.3.1	Deputy Clerk to send a copy of the asbestos report produced in respect of Millworth Lane Pavilion to the Chair.	Deputy Clerk
134.4.1	Cllr Peer to follow up with Cllr Lias on village gates proposal.	Cllr Peer
134.6.1.4	Cllr Clarke to put together a list of tasks required at Millworth Lane in preparation for procuring the services of a project manager.	Cllr Clarke
134.7	The Clerk undertook to ask Arborfield and Newland if the figure quoted for the budget to support the work was inclusive or exclusive of VAT.	Clerk