

Minutes approved on:	
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Draft

Minutes of a meeting of Shinfield Parish Council held on Monday 17 January 2022 at School Green Centre, commencing 19.30 hrs.

Present: Cllrs E Brown, P Emmet, A Grimes (Chair), L James (from item 4.1), M McDowell, I Montgomery, I Clarke, and D Peer

Attending: Mike Balbini (Clerk), Kouy Young (Deputy Clerk), Jo Skidmore (Committee Secretary), B/Cllr J Frewin, J Rance and B Patman and three residents.

22/1 **Public Questions**

1.1 Residents raised the following questions regarding the bus services in Shinfield.

1. What representations have been made to Reading bus about the suspension of the number 7 service w.e.f. 17 January 2022?
2. What reassurances have been received from Reading Bus that the service will be reinstated and when will that take place?
3. Whether the Parish Council contributed observation to the survey of bus provision conducted by Wokingham Council which ran from 16 December 2021 to 16 January 2022, and if so to request that their submission is circulated?

4. What has been done about providing bus stops on the western section of Hyde End Road and on Basingstoke Road between the corner of Hyde End Road and the existing Village Hall/Farriers stop to serve the number 9 service?

1.2 Cllr Grimes confirmed that SPC was working with WBC to make representations to Reading buses on suspension of bus service 7 and to address the fact that service 7 and 9 operated too closely together.

1.3 Cllr Grimes had completed the bus consultation survey on the WBC website, but he and other members raised concerns about the difficulty in completing it and the lack of opportunity in it to make constructive comments. B/Cllr Frewin undertook to raise concerns about the survey.

1.4 B/Cllr Patman noted that Reading Buses were carrying out a review of all bus routes. Roadworks on route 7 were causing issues and the service was under used. WBC had previously paid Reading Buses £39k to ensure that the parish retained an evening service, and it was suggested that this could instead be used to fund a daytime service. If no solution was found WBC may consider suspending the payment and using it to fund resident's journeys.

1.5 Cllr Grimes noted that he had made representations to Reading Buses and WBC about three bus stops to be installed in Hyde End Road between Fullbrook Avenue and Basingstoke Road and had requested that services 8 and 9 join up as cross parish travel was not currently accepted on this route.

1.6 B/Cllr Patman confirmed that WBC were ready to go ahead with installing the bus stops but that the bus stops were not yet available. He undertook to request that temporary bus stops be put in place.

1.7 Cllr Grimes noted that bus routes had been affected nationally due to the pandemic and that the issue was due to funding from politicians rather than the operator. A resident suggested that the operator had taken decisions which made it impossible to cover costs such as withdrawing all community services into Reading from the area.

1.8 Cllr. Grimes noted that when the south of Reading bus plan was put together, he had spoken to WBC stating that in the future the Route 7 would not be sustainable which WBC officers dismissed. It was felt that Reading Buses would need a lot of persuasion to bring them back, but he undertook to keep residents informed. He assured residents that SPC would continue to push its strategy to get people out of their cars and ensure that residents had access to transport.

1.9 The residents were thanked for raising questions. They then left the meeting.

22/2

Apologies and declarations of members' interests

2.1 Apologies were received from Cllr. Boyer, Jahromi, O'Brian and B/Cllr Bhatt

2.2 There were no declarations of interest.

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

3.1 Council Minutes

The minutes of the Council meeting held on 20 December 2021 that had been circulated prior to the meeting were **APPROVED**.

Proposed: Cllr. Brown

Seconded: Cllr. Emmet

Unanimously agreed

3.2 Matters Arising from Previous Meeting

128 Update on land swap

This item was noted as ongoing. Cllr Grimes confirmed that a valuation of £15k had been received on Century Drive and WBC would now be approached to add Century Drive field and playground to the land swap and request a maintenance payment of £10k to close the remaining financial gap in land values.

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

See item number 4.4.1.

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

See item number 8.

113.6.2 Clerk to obtain stats on fly tipping across the borough

The Clerk shared details of fly tipping stats from across the borough and noted that WBC had offered signage to SPC to assist in deterring people from carrying out fly tipping. These had proved helpful when used in other areas.

Cllr Emmet confirmed that he was meeting with WBC on 28th January to discuss the issue. B/Cllr Frewin confirmed his wish to attend the meeting.

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 a response had been received and circulated.

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 confirmed that the asbestos report had been sent.

134.4.1 Cllr Peer to follow up with Cllr Lias on village gates proposal.

Cllr. Peer confirmed that this had been passed to Motion who had been instructed to manage it.

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.

See item 4.4.1.4.

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.
It was confirmed that the quote was exclusive of VAT.

3.3 **Matters Arising**

There were no further matters arising.

22/4 **Reports**

4.1 Reports from Borough Councillors

4.1.2 B/Cllr Rance confirmed that she had no updates to the report she circulated prior to the meeting.

4.1.3 B/Cllr Patman confirmed that in response to a question on what structures were allowed in one's curtilage that Thames Valley Police responded that apart from not blocking the driver's sight lines at junctions there were no exclusions.

4.1.4 B/Cllr Frewin asked where SPC was in terms of nominating green space as part of the Local Plan Update and whether there were spaces within the SDL in Shinfield that SPC would consider. Cllr Grimes confirmed that SPC's position was in draft and noted that SPC was not able to nominate land within the red line shown in the SDL. B/Cllr. Frewin requested that SPC identify potential green space areas in its draft plan in line with other parishes.

4.1.5 B/Cllr Frewin asked whether SPC had a social media communication strategy. Cllr Grimes confirmed that SPC did not currently communicate on social media but that the policy position would be agreed at the Communications and Policy committee meeting and published on the SPC Website. B/Cllr Frewin suggested that SPC used social media to address issues arising in the parish however concerns were raised about the way in which some residents used social media and the issues that this caused for SPC.

4.1.6 It was agreed that clarification was required on the road adoption policy between WBC and SPC for community amenities for example streetlights, bins, play areas. It was suggested that a mapping process be carried out detailing who is responsible for what and that the information be added to the SPC website.

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

4.2 Questions to WBC via Borough Councillors

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

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

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

4.4 Working Parties Reports

4.4.1 Sports Strategy

Spencers Wood recreation ground

4.4.1.1 Cllr. Clarke confirmed that he was putting together a business case to enable improvement of facilities at the Spencers Wood recreation ground.

4.4.1.2 Cllr Grimes confirmed that the business plan would need to contain quotes obtained through contract finder and that planning permission would need to be sought prior to the business case being put forward. It was suggested that an outline business case was submitted to Council for approval in advance of these details being confirmed.

4.4.1.3 The Clerk reminded members that the business plan would need approval from the Recreation and Amenities Committee in the first instance.

Millworth Lane

4.4.1.4 Cllr. Clarke confirmed that he had met the Project Manager from BDS at Millworth Lane to discuss the scope of the work.

4.5 Chair's Report

Cllr Grimes highlighted the following points:

- Residents would be encouraged to approach SPC directly with their concerns and to attend meetings rather than raising them on social media.
- A response to the Local Plan Update was being prepared. It was noted that this had been circulated for comment and disappointment expressed about the lack of feedback received from members.
- A response to the bus survey had been submitted to and feedback provided to WBC about the way the survey had been structured.

4.6 Clerks Report

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

- A response was awaited on the pre-school license.
- Planters had been ordered for the Piazza corner at the School Green Centre.
- The electric Vehicle chargers had been commission. 11 people had used the chargers by 7 January.
- Limited WiFi was now operational.
- Hall hirers were providing positive feedback in respect of the new venue.
- A meeting would be taking place the next day regarding the re-design of the library with Library services, WBC.

The report was **NOTED**.

4.7 Reports from Outside Bodies

There were no reports from outside bodies.

22/5 Neighbourhood CIL proportion report from WBC

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

22/6 New Community Centre

6.1 Cllr. Grimes noted the following:

- **Catering:** The kitchen scope had changed and therefore a flue was required. Discussions had taken place with Lifebuild regarding the cost of fitting a flue and a quote received for £28k. Cllr. Grimes had written to MEA to instruct them to go ahead with the work but asked them to challenge the costs quoted by AOC. The work was scheduled to be completed within four weeks.
- **Snagging Issues:** The list of snagging issues was growing. MEA had been asked to address them while on site in respect of the flue
- **Tower Room Acoustics :** Correspondence with AOC highlighted that when the project was value engineered AOC had not stated the impact of the changes that they recommended. AOC had agreed to hire an acoustic team at their risk and time.
- Water had now been connected
- Wi-Fi was now connected
- **Footway Complaint:** As raised at the last meeting the consortium had now confirmed that the path would be fixed as part of landscaping work that they would be carrying out.

6.2 The Clerk noted that the catering contractor had suggested opening a coffee service whilst waiting for the installation of the flue but that he was concerned about how this might impact work on the flue installation. Members expressed disappointment that the need for a flue had not been identified at an earlier stage. It was **AGREED** that it was appropriate to delay opening of a coffee provision to expedite the finalisation of the kitchen and open the café in full.

22/7 Invoices for Payment

7.1 Cllr Clarke queried the invoice payable to Cratus and requested confirmation of the total amount paid to them. The Clerk noted that this was the final bill payable to them and that there would be no further relationship with them but undertook to supply Cllr. Clarke with the information requested. The need for a clear brief when taking on contractors was noted.

7.2 It was **PROPOSED** that the invoices up to 7 January 2022 were **APPROVED** for payment.

Proposed: Cllr Montgomery Seconded: Cllr Emmet Unanimously Agreed

7.3 It was **PROPOSED** that the Barclay card statement detailing expenditure by SPC up to 7 January 2022 was **APPROVED**.

Proposed: Cllr Montgomery Seconded: Cllr Emmet Unanimously Agreed

22/8 **Electronic Devices for Councillors**

8.1 The Clerk gave an overview of options for electronic devices that would allow members to access meeting papers. It was confirmed that councillors had the legislative right to paper documents but that they could waive that right by writing to the Clerk.

8.2 The quote for lap-tops for Council members for the purpose of SPC business was approved .

Proposed: Cllr James Seconded: Cllr Peer Unanimously Agreed

22/9 **Damage to Old Parish Hall Kitchen**

The Clerk noted that contractors had damaged the old parish hall kitchen. Cllr Grimes confirmed that this could be charged back to the contractors and asked the Clerk to confirm details to him.

22/10 **Local Plan Update Response**

10.1 Cllr Grimes gave an overview of SPC's draft response.

10.2 Cllr. James suggested that it contained a list of assets required by the parish. Cllr. Peer queried whether it contained enough emphasis on environmental practice. Cllr Grimes noted that there would be another round of consultation in which SPC could refine its input.

10.3 It was **PROPOSED** that the draft local plan update be **APPROVED** for submission subject to the deletion of references to appendices as applicable.

Proposed: Cllr. Peer Seconded: Cllr Brown Unanimously Agreed

22/11 **Investments Proposal**

This item was deferred to the next Full Council meeting.

22/12 **Speedwatch**

This item was deferred to the next Full Council meeting.

22/13 **Correspondence and other items**

13.1 **Grant Request from Link Visiting Scheme**

A grant for £900 for costs of services relating to Shinfield was **APPROVED**.

Proposed: Cllr Montgomery Seconded: Cllr Brown Unanimously Agreed

13.2 **Jubilee Celebrations**

This item was deferred until the next Full Council meeting.

22/14 **Date of Next Meeting:** 21 February 2022

22/15 **Exclusion of the Press and the Public**

It was **RESOLVED** that, in view of the confidential nature of the business about to be transacted in relation to personal and business information, it is advisable in the public interest that the public and press are temporarily excluded and they are asked to withdraw from the next items on the agenda.

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

22/16 16.1 Cllr James confirmed that the Clerk and Committee Secretary had resigned. The priority was to replace the Clerk and an approach had been made to LGRC to secure the services of a locum. A possible individual identified, and costs established however availability to work full time needed to be checked. The locum Clerk would be responsible for managing the Clerk recruitment process and handover. Cllr James would be discussing plans with the staff of SPC the next day to provide assurance.

Proposed: Cllr James Seconded: Cllr Lias Unanimously Agreed

16.2 It was PROPOSED that an additional £20k over the budgeted Clerk's salary to civic year end be set aside for the purposes of employing a locum.

Proposed: Cllr Peer Seconded: Cllr Lias Unanimously Agreed

The meeting ended at 22:10

Action Items:

Minute Ref	Details	Action By:
128	Clerk to consult WBC on adding in Century Drive field and playground together with a maintenance payment of £10k to the land swap in order to equate the deal. .	Clerk
78.4.2	Cllr. Clarke to present business case for Spencers Wood recreation ground before Feb 2022.	Cllr. Clarke/Clerk
22/7	Clerk to provide Cllr Clarke with details of amount paid to Cratus for their recent services.	Clerk
22/8	Clerk to obtain laptops for Council members to enable electronic meeting packs	Clerk
22/9	Clerk to send details of damage to old parish council kitchen to Cllr Grimes	Clerk