

Minutes of a meeting of
Full Council
Held on Monday 20th June 2022
At School Green Centre commencing at 19.30

Present: N Boyer, E Brown, I Clarke, P Emmment, A Grimes (Chair), L James, D Lias, M McDowell, I Montgomery, D Peer, R Tatla

Attending: B Winton (Clerk)

22/50 Public Questions

50.1 There were no public questions.

22/51 Apologies and declarations of Members' Interest

51.1 Apologies had been received from Cllrs Jahromi and Jones. Apologies had also been received from Borough Cllrs Batth, Frewin and Rance.

51.2 There were no declarations of members' interests.

51.3 There were no changes to members' declarations of pecuniary interest.

22/52 Minutes of the Previous Meeting

52.1 The minutes of the committee meeting of 16th May 2022 were approved as a correct record and signed as such by the Chairman.

Proposed: Cllr Emmment
Seconded: Cllr Brown
Approved: Unanimously

52.2 The following matters arising were covered:

46.2 The Deputy Clerk had written to BCllr Rance regarding foliage growing next to the A33.

46.3 Councillors to prepare questions in regard to Borough Councillors reports prior to Full Council Meeting is an ongoing item.

47.1 Cllr Grimes to investigate putting forward a claim for incurred costs due to no sound proofing installed when the School Green Centre was built. This is an ongoing item.

ACTION – Cllr Grimes to pursue claim for incurred costs

47.1.1 Cllr Grimes was asked to write to both Lidl and Aldi regarding what, if any, plans they had for a shop in Shinfield.

ACTION – Cllr Grimes to write to Lidl and Aldi

47.1.2 The Clerk advised that Robyn's Nest were not providing full cooked breakfasts due to a lack of space in the kitchen. The Clerk was asked to revisit this with Robyn's Nest.

ACTION – Clerk to investigate option of full cooked breakfasts at Robyn's Nest

48.1 Clerk to investigate the cost of the phone bill for the Clerk's phone. The previous Clerk had international roaming, and this had been removed.

22/53

Reports

53.1 Reports from Borough Councillors

Members **NOTED** the contents of the reports from BCllrs Batth and Rance.

The Clerk was asked to write to BCllr Batth regarding reference in his report to him working with WBC to arrange a pelican crossing for Crosfield School

ACTION – Clerk to write to BCllr Batth

There was a discussion regarding the condition of Croft Gardens play park. The Clerk was asked to have some initial discussion about possibly taking over the playgrounds currently managed by WBC and the cost implications of doing so.

ACTION – Clerk to investigate taking on WBC playgrounds

BCllr Frewin was intending to conduct a survey of the occupiers of the relatively new builds in the parish to gauge their opinions regarding their properties and asked if any Parish Councillor was willing to work with him on this.

53.2 Questions to Wokingham Borough Council via Borough Councillors

There were no questions from Councillors for Wokingham Borough Council via Borough Councillors.

53.3 Minutes of Recreation & Amenities Committee 26th May 2022

Cllr Clarke discussed the ongoing considerations of the R&A Committee regarding bollards for School Green which is likely to come to a future Full Council meeting for consideration. Cllr Clarke also covered the ongoing discussions with Wokingham Borough Council regarding the condition of Orchard Rise allotments before they are handed over to Shinfield Parish Council. Members **NOTED** the minutes of the R&A Committee meeting on 26th May 2022.

53.4 Minutes of the Finance & General Purposes Committee 8th June 2022.

Cllr James advised Councillors of the committee's considerations regarding potential cost increases not recognised in the budgets for 2022/23.

Cllr Grimes and the Clerk would push harder to resolve the outstanding land swap issues. It was noted that WBC were receiving the financial benefits of the two football pitches intended to move from SPC to WBC as part of the swap. Cllr Grimes and the Clerk would write to the Leader of WBC and the Chief Executive regarding this matter to ensure that there was no possibility of WBC claiming adverse possession of the football pitches and to look to recover the income that SPC would have earned.

Members **NOTED** the minutes of the Finance & General Purposes Committee meeting on 8th June 2022.

ACTION – Cllr Grimes and the Clerk to write to WBC regarding the land swap and the football pitches.

53.5 Minutes of the Planning & Highways Committee 9th June 2022

Cllr Lias provided an update on the proposals for the Three Mile Cross traffic works. The Clerk was asked to write to Motion to ascertain their views on whether the proposed traffic measures for the surrounding area were in line with SPC's desired outcomes. The matter would also be discussed at the Highways Meeting with WBC on 6th July.

Members **NOTED** the minutes of the Planning & Highways Committee meeting on 9th June 2022.

ACTION – Clerk to write to Motion regarding the proposed traffic measures

53.6 Working Parties

Cllr Clarke advised that

- i) the installation of new fitness equipment at Spencers' Wood Recreation ground would be starting shortly
- ii) The various works for the Millworth Lane pavilion had been completed under budget
- iii) He and the Clerk were in discussions with University of Reading regarding the cricket pitches at the Manor. It would not be cost effective for UoR to provide a temporary pavilion for the short remaining part of the season (the pitch could be available from 22nd July) and so the intention was to move in the new year.

53.7 Chairman's Report

Cllr Grimes advised that the Jubilee Picnic at Spencers' Wood Recreation ground on 3rd June 2022 had been very well attended and he had given the toast to Her Majesty. He was now having a regular update meeting with the Clerk. The bus stops in Hyde End Road were in place and being well used. There was a public meeting on Hyde End Lane traffic issues scheduled for 28th June 2022.

53.8 Reports from Outside Bodies

There were no reports from outside bodies.

22/54

**Annual Accounts and Annual Governance and Accountability Return –
Year Ending 31st March 2022**

54.1 The contents of the Internal Audit Report were **NOTED**. Specific attention was drawn to the comment on the Risk Register, and this was addressed later in the agenda.

54.2 The Financial Statement for the year ended was **APPROVED**. Cllr James explained that there were a large number of variances between the budgets set and actual outturn, but the main variance was the need to engage a Locum Clerk from January resulting in an overspend of approximately £20k.

Proposed: Cllr Emmet
Seconded: Cllr Lias
Approved: Unanimously

54.3 Members considered the contents of the Shinfield Parish Council Risk Register and the changes to the format of the Risk Register proposed by the Finance & General Purposes Committee. Members **APPROVED** the current Risk Register and the proposed changes.

Proposed: Cllr Montgomery
Seconded: Cllr Clarke
Approved: Unanimously

54.4 Cllr Grimes read each statement in Section 1 out in turn and confirmed the acceptance of the statements by all members of the Council present. The form as presented showed Item 9 as a “no”, but this should more correctly be presented as “N/A”. The Clerk drew Council’s attention to the additional information that would be provided in addition to Section 1 in respect of the Risk Register.

Members **APPROVED** Cllr Grimes as Chairman of the Council to sign Section 1 – Annual Governance Statement 2021/22 subject to Item 9 being corrected.

Proposed: Cllr Lias
Seconded: Cllr Brown
Approved: Unanimously

ACTION – Clerk to correct the form and represent to Cllr Grimes

- 54.5 As for the previous item, Item 11 of Section 2 should also be amended to "N/A".

Members **APPROVED** Cllr Grimes as Chairman of the Council to sign Section 2 – Accounting Statements 2021/22 subject to Item 11 being corrected.

Proposed: Cllr Montgomery
Seconded: Cllr Emmment
Approved: Unanimously

ACTION – Clerk to correct the form and represent to Cllr Grimes

- 54.6 Members **NOTED** the Notice of public access to AGAR.

22/55

Staffing Committee Update

- 55.1 Members received and considered a verbal update from Cllr James of the Staffing Committee meeting on 16th June 2022. It was proposed to change the structure to have a part time Deputy Clerk, move the building related aspects of the job to the Facilities Manager role, increase the responsibilities of the IT & Communications Manager and nominate a Front of House Supervisor.

Members **APPROVED** the proposed restructuring.

Proposed: Cllr Emmment
Seconded: Cllr Clarke
Approved: Unanimously

- 55.2 Members **APPROVED** the delegation of authority to the Staffing Committee, in consultation with the Clerk, to progress the recruitment of a Part Time Deputy Clerk.

Proposed: Cllr Clarke
Seconded: Cllr Peer
Approved: Unanimously

- 55.3 Members **NOTED** the intention to accommodate the new Facilities Manager within the current office in the School Green Centre. This would require the purchase of some additional desks, chairs and ancillary items.

- 55.4 Cllr James also advised that Cllr Tatla had been asked, and had agreed, to join the Staffing Committee.

22/56

New Community Centre

- 56.1 Members received a verbal update from Cllr Grimes on the New Community Centre. The soundproofing of the Tower Room had been very effective. Fire doors were still proving problematic but work in general on the snagging list continued.

The Clerk was asked to ascertain the whereabouts of the sound system that had been in the old Parish Hall and also the Parish Council archives

ACTION – Clerk to establish whereabouts of the sound system and archives

- 56.2 The Clerk was asked to ensure that the Facilities Manager maintained an up-to-date asbestos register for the Parish Council.

ACTION – Facilities Manager to maintain an up-to-date asbestos register

22/57

Invoices for Payment

- 57.1 Payment of the Lloyds Bank invoices was **APPROVED**.

Proposed: Cllr Lias
Seconded: Cllr Brown
Approved: Unanimously

- 57.2 Payment of the Barclaycard invoices was **APPROVED**.

Proposed: Cllr Boyer
Seconded: Cllr Emmet
Approved: Unanimously

22/58

Correspondence

- 58.1 Members **NOTED** the report from The Edmund Godson Charity regarding their local activity in the year 1st April 2021 to 31st March 2022

22/59

Dates of Future Meetings

- 59.1 The next Full Council Meeting is on Monday the 18th July 2022 at 7.30 p.m.
- 59.2 The meeting scheduled for Monday 15th August 2022 is **RESCHEDULED** for Monday 22nd August 2022 at 7.30 p.m.

The meeting ended at 21.30

List of Actions

47.1	Cllr Grimes to pursue claim for incurred costs	Cllr Grimes
47.1.1	Cllr Grimes to write to Lidl and Aldi	Cllr Grimes
47.1.2	Clerk to investigate option of full cooked breakfast at Robyn's Nest	Clerk
53.1	Clerk to write to BClr Batth regarding pelican crossing for Crosfield School	Clerk
53.1	Clerk to investigate taking on WBC playgrounds	Clerk
53.4	Cllr Grimes & the Clerk to write to WBC regarding the land swop and the football pitches	Cllr Grimes Clerk
53.5	Clerk to write to Motion regarding the proposed traffic measures for Three Mile Cross	Clerk
54.4	Clerk to correct the Section 1 return and represent to Cllr Grimes for signature	Clerk
54.5	Clerk to correct the Section 2 return and represent to Cllr Grimes for signature	Clerk
56.1	Clerk to establish the whereabouts of the sound system and archives	Clerk
56.2	Facilities Manager to maintain an up-to-date asbestos register	Clerk