

Minutes of a meeting of Full Council
Held on Wednesday, 26th June 2024
At School Green Centre commencing at 19:30

Present: Cllrs Clarke, Fernandes, Grimes (Chair), Hoyle, Jahromi, James, Johnson, Lias, Masseron, Matic, Montgomery, Peer and Tatla

Attending: BCIr Glover
B Winton (Clerk)
S Herring (Deputy Clerk)
2 members of the public

24/61

Public Questions

- 61.1 A member of the public, with a child in year three at Aldergrove Primary School, raised concerns over the lack of Secondary Education in the parish. He was concerned that new primary schools had been, and were planned to be, built and asked what plans were being made for expansion of secondary provision.

Cllrs explained that Shinfield Parish Council (SPC) was aware of the ongoing problems and had been in communication with the Executive for Education at Wokingham Borough Council (WBC) and the Department for Education (DfE) to raise their awareness of the situation. Bohunt Secondary School in Arborfield was built with the intention that it served SPC residents, however, due to the vast developments in Arborfield the capacity is insufficient to accommodate those living in the SPC area. Similarly, Oakbank School was not large enough to accommodate the capacity and would not be enlarged as it sat within the Designated Emergency Planning Zone (DEPZ). Currently students in SPC mainly attended schools in Wokingham, however, it was noted that when the developments were built in South Wokingham there may be insufficient capacity at these schools. The proposed new development at Hall Farm, Arborfield included a new secondary school but it was unlikely that this would happen within the next ten years.

Major issues arose last year as there were insufficient bus places for students attending Wokingham Schools and SPC held meetings to facilitate a resolution.

The member of public was keen to work with other parents to raise the profile of the issue and would consider involving the press.


24/7/24

24/62

Apologies and declarations of Members' Interest

- 62.1 Apologies had been received from Cllr Boyer, BCllrs Bell, Gray and Munro
- 62.2 There were no declarations of interest
- 62.3 There were no changes to members' declarations of pecuniary interests

24/63

Minutes of the Annual Council Meetings held on 22nd May 2024

- 63.1 Cllr Tatla raised a concern regarding the process of electing two Vice-Chairman and felt that this should have been proposed, seconded and voted on. The Chairman recognised that this should have been the correct process and suggested that the wording be amended in the current review of the Standing Orders to avoid any future issues.

It was resolved that the Council would have two Vice Chairman for 2024/25.

Proposed: Cllr Jahromi
Seconded: Cllr Lias
Approved: Unanimously

ACTION – Standing Orders to be revised accordingly

The Clerk advised that in previous years the minutes had been approved at the following Annual Council Meeting, however, he had identified that it was more common to approve them at the next ordinary meeting following the Annual Meeting.

Members **AGREED** to adopt this approach.

The minutes of the Annual Council Meeting held on 22nd May 2024 were approved and signed by the Chairman as a correct record

Proposed: Cllr Masseron
Seconded: Cllr Fernandes
Approved: Unanimously

- 63.2 The minutes of the Council Meeting held on 22nd May 2024 were approved and signed by the Chairman as a correct record.

Proposed: Cllr Montgomery
Seconded: Cllr Peer
Approved: Unanimously

- 63.3 **The following matters arising were discussed:**

- 24/49.3 University of Reading (UoR) to set a date and Terms of Reference for the group on collaborative working

The Clerk was working with the UoR.



24/37.1 Shinfield Parish Council social media policy to be updated

As stated at the last meeting, this policy would form part of the corporate governance work over the next few months.

ACTION – Cllr Masseron and the Clerk to draft a social media policy for consideration by Full Council

21/51.2

24/39.2 Clerk to follow up arranging a visit to Oakbank School

The Clerk advised that there had still not been any response from the school on this issue. The Clerk suggested that this be revisited again in the new academic year.

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

Cllr Tatla reported that she had withdrawn from the process of joining the Anthem Community Council (ACC) as the Trust had been difficult to work with. There had been erroneous information sent out regarding the situation of appointing a headteacher.

ACTION – Clerk to write to the DfE about the process of the appointment of the Headteacher at Oakbank School

24/26.2 Clerk to set up a meeting for the community amenities working party
24/3.2

There had been a discussion at Finance & General Purposes Committee on 19th June and it was felt that there would be a benefit in pausing any procurement plans while the views of residents in Shinfield North were sought to establish what kind of provision would be of most benefit for residents. The first opportunity would be the council's involvement in the HAF (Holiday Activities and Food) event on Frensham Green on Thursday 1st August. It was proposed that working jointly with Reading Borough Council in serving Fresham Green would be beneficial to the community.

ACTION – Chairman to contact Reading Borough Council regarding joint working with SPC and the residents of North Shinfield

24/41.7 Cllr Fernandes to contact members and Oakbank School to gather ideas for the Natural History Museum (NHM) project

Cllr Fernandes reported that he had not yet been able to contact Oakbank School

ACTION – Cllr Fernandes to contact Oakbank School

24/44.3 Clerk to discuss with Shinfield Rangers Football Club and the Football Association regarding the Football Association Grant

This would be covered at the next Facilities Meeting

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24/7/24

24/47.1 Clerk to circulate a staffing report to members

The Clerk advised that he would be proposing an amended staffing structure with a five year staffing strategy.

Cllr James reported that an Extraordinary meeting of the Staffing Committee was arranged for 1st July 2024.

24/52.2 Overgrown vegetation on Church Lane roundabout

This had now been cut down and an application for sponsorship of the roundabout had been made by Budgens in Three Mile Cross.

24/52.2 Transparency on website

This was being worked on.

24/54.1 Annual Grants

The Clerk reported that 7 responses had been received to date. Closing date for applications was the end of July. Applications would be considered by the Finance and General Purposes committee on 21st August 2024.

ACTION – Clerk to arrange a special meeting of the Finance and General Purposes Committee in August to consider annual grant applications

24/64

Annual Accounts and Annual Governance and Accountability Return – Year Ending 31 March 2024

64.1 Cllr James drew members attention to the comments in the report on the Exercise of Public Rights and Section M of the Auditors summary of work carried out.

Members **NOTED** the report of the internal auditor.

64.2 Members **APPROVED** the unaudited Financial Statement for the Year Ended 31st March 2024

Proposed: Cllr Peer
Seconded: Cllr Jahromi
Approved: Unanimously

64.3 Members **APPROVED** Section 1 – Annual Governance Statement 2023/24

The Chairman read out declarations 1-9 and all Councillors acknowledged their responsibilities by vote on each section. The Chairman and Clerk signed Section 1 of the Annual Governance and Accountability Return (AGAR).

ACTION – Clerk to display notice from 27th June for the required period

Plus
24/7/24

64.4 Members **APPROVED** Section 2 – Accounting Statements 2023/24

The Clerk submitted a signed version of Section 2 of the AGAR return which was approved by Councillors and then signed by the Chairman.

Proposed: Cllr Montgomery
Seconded: Cllr Clarke
Approved: Unanimously

ACTION – Clerk to display notice from 27th June for the required period

64.5 Members **NOTED** the Notice of public access to AGAR

ACTION – Clerk to display notice from 27th June for the required period

20:57 Cllr Jahromi left the meeting

24/65 **Reports from Borough Councillors**

65.1 Members **NOTED** the written reports from BCllrs Bell, Glover and Gray

65.2 The following matters were raised

The Swan Inn

Cllr Glover had received a complaint about noise from The Swan Inn. Cllr Lias had spoken to the Landlord who had been apologetic. The noise had arisen from a live heavy rock band that had been playing outside. The Landlord reported that they were installing screening and agreed not to play live music until this was in place. The Swan Inn did have the appropriate licencing until 01:00, however, BCllr Glover felt that this was too late for a residential area. If the level of noise continued to be a problem the licence could be reviewed by Wokingham Borough Council (WBC).

24/66 **Reports from Committees and associated working Parties**

66.1 **Minutes of the Facilities Committee 5th June 2024**

Millworth Sports Park meeting

Residents raised concerns over traffic and parking in Millworth Lane. The planned arrangements were explained to the residents who were more reassured.

Members **NOTED** the minutes of Facilities Committee

Sports Working Party

There was nothing further to report.



School Green Working Party

Delivery of the caps for the top of the posts were still outstanding. Once these had been delivered the screening on the School Green would be installed.

66.2 Minutes of the Arts, Culture and Events Committee 6th June 2024

Cllr Matic was the new chair of the committee.

SPC were participating in the HAF event run by WBC at Frensham Green on 1st August from 10:00 to 13:00.

The Film Selection Panel meeting was successful with eleven attendees.

'Balcony art' idea was in the very early stages of development.

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

Events Working Party

There was nothing further to report at this time.

66.3 Minutes of the Planning & Highways Committee 12th June 2024

Minute 60.3 relating to a Planning Application 241326 (screening application) for 191 dwellings on Land North of Arborfield Road, Shinfield – SPC would write to WBC objecting that they were prevented from responding. Subsequently it had been decided that a Full Environmental Impact Assessment was not required.

ACTION – Clerk to write to WBC regarding the reduced time frame for commenting on PA241326 that prevented SPC from responding.

The Clerk reported that the Plymouth Brethren had painted the yellow barrier at the entrance of the service road to the Ryeish Green Pavilion.

National Meadows Day would take place on 6th July from 10:00 to 16:00 at Langley Mead Nature Reserve

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

Traffic Working Party

Cllr James reported that SPC were still waiting for a response from WBC on the requested actions.

Shinfield Parish Neighbourhood Plan (SPNP) Project Group

The next meeting was Thursday 28th June.



66.4 **Finance and General Purposed Committee 19th June 2024**

Members **NOTED** the minutes of the Finance and General Purposes Committee

Corporate Governance Working Party

Cllr Masseron requested members to join the group that would be drafting updates to the Standing Orders, Finance Regulations and Terms of Reference of Committees

ACTION – Councillors to inform the Clerk if they wished to join the Corporate Governance Working Party

66.5 **Engagement Working Party**

Nothing further to report.

66.6 **Chairman's Report**

Cllr Grimes reported that

- He had attended the residents meeting regarding Millworth Sports Park
- He had been working with the Clerk on the 'school bus' meeting
- Complaint received regarding environmental health on Sussex Lane
- Complaint received about Music at the Swan public house passed to the Clerk and Cllr Lias
- Inquiry from agent about issues to be addressed to develop the Highlands Farm Estate. The Chair responded that the site is in the DEPZ and the owners should seek advice on that issue.

66.7 **Reports from Outside Bodies**

Berkshire Association of Local Councils (BALC)

Cllr Peer reported that she would be attending a meeting of BALC on Monday, 8th July.

Grazeley Village Hall

Cllr Lias reported that he had not received any communication from this group.

24/67

Terms of Reference for Committees

- 67.1 The Clerk reported that this had been placed on the agenda following a discussion at the Planning & Highways meeting on the 12th June.

The Clerk had requested nominations for Chair and Vice-Chair of committees in advance. While this is a requirement in the Standing Orders for the Chair and Vice-Chair(s) of Council it was not a requirement for committees. Clarification was required on whether members wished this to be a requirement or, as the Clerk had intended, a means to smooth the process on the evening. This would be included in the updated Standing Orders.

It was important that when a person was nominated that the nominee had agreed to be put forward for the position.

It was agreed that this would be discussed at the next Corporate Governance Working Party meeting.

- 67.2 There was a discussion about whether members should be required to have undertaken training specific to the committee they were part of.

It was **AGREED** that this would be discussed at the next Corporate Governance Working Party meeting.

- 67.3 Terms of Reference of Committees

It was **AGREED** that all Terms of Reference should be in the same format and would be reviewed by the Governance Working Party.

24/68 School Green Centre

- 68.1 Screening Facility

It was reported that the agreement had been signed.

A pre-start meeting was scheduled for 2nd July with work scheduled to start on 16th July.

24/69 Education Matters

- 69.1 Nothing further to report.

24/70 Correspondence

- 70.1 As approved at the Annual Council Meeting, Mr Andrew Oughton had been reappointed as the council's representative as a Trustee to the Edmund Godson Charity. Members **NOTED** that this re-appointment had been confirmed.

- 70.2 Members **NOTED** the report from Mr Andrew Oughton regarding the AGM of the Edmund Godson Charity.

- 70.3 Tackling Violence against Women and Girls (VAWG)

Awareness would be raised in the SPC Newsletter asking residents if they know of any areas of concern and if there may be someone willing to assist with the VAWG Hearing the Voices project.

ACTION – VAWG to be published in the SPC Newsletter



24/71 Invoices for Payment

71.1 Payments made within the Clerk's financial delegation

Members **NOTED** the payments made within the Clerk's financial delegation

Payments made on Barclaycard within the Clerk's financial delegation

Members **NOTED** the payments made on Barclaycard within the Clerk's financial delegation

71.2 Payments outside the Clerk's financial delegation

There were no payments outside of the Clerk's financial delegation to be approved

24/72 Date of Next Meeting

72.1 The date of the next meeting was Wednesday, 24th July 2024

Meeting ended at 21:59

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24/7/24

List of Actions

24/63.1	Standing Orders to be revised in relation to the decision of the Council to have two Vice-Chairmen	Corporate Governance Working Party
24/63.3	Cllr Masseron and the clerk to draft a social media policy for consideration by Full Council	Cllr Masseron and Clerk
24/39.2	Clerk to follow up arranging a visit to Oakbank School in September	Clerk
24/39.2	Clerk to write to the DfE about the process of the appointment of the Headteacher at Oakbank School	Clerk
24/26.2	Chairman to contact Reading Borough Council regarding joint working with SPC and the residents of North Shinfield	Cllr Grimes
24/41.7	Cllr Fernandes to contact Oakbank School regarding ideas for the Natural History Museum	Cllr Fernandes
24/54.1	Clerk to arrange a special meeting of the Finance and General Purposes Committee in August to consider annual grant applications	Clerk
24/64.3	Section 1 – Annual Governance Statement 2023/24 Clerk to display notice from 27 th June for the required period	Clerk
24/64.4	Section 2 – Accounting Statements 2023/24 Clerk to display notice from 27 th June for the required period	Clerk
24/64.4	Notice of public access to AGAR Clerk to display notice from 27 th June for the required period	Clerk
24/66.3	Clerk to write to WBC regarding the reduced time frame for commenting on PA241326 that prevented SPC from responding	Clerk
24/66.4	Councillors to inform the Clerk if they wished to join the Corporate Governance Working Party	All Councillors
24/70.3	VAWG to be published in the SPC Newsletter	Clerk

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24/7/24