

Minutes of a meeting of Full Council
Held on Wednesday, 18th December 2024
At School Green Centre commencing at 19:30

Present: Cllrs Clarke, Grimes (Chair) (*arrived at 20:00*), Fernandes, Hoyle, James (Vice Chair), Jahromi, Jones, Lias, Matic, Montgomery and Peer

Attending: BClrs Glover, Gray and Rance
B Winton (Clerk), S Herring (Deputy Clerk)

2 members of the public

Cllr James, Vice-Chair of the Council, chaired the meeting until the arrival of Cllr Grimes

24/140 Public Questions

140.1 There were no public questions.

24/141 Apologies and declarations of Members' Interest

141.1 Apologies had been received from Cllrs Boyer, Johnson, Masseron and Tatla, and BClr Srinivasan

141.2 There were no declarations of interest

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

24/142 Minutes of the Meetings held on 20th November 2024

142.1 The minutes of the Council Meeting held on 20th November 2024 were approved and signed by the Chairman as a correct record.

Proposed: Cllr Clarke
Seconded: Cllr Montgomery
Approved: Unanimously

142.2 **The following matters arising were discussed:**

24/126.2

24/111.1 Clerk to approach NAG and request that they invite the Managers of the retail outlets to their next meeting

The Clerk had written to the secretary of the Fields NAG suggesting such a meeting.

- 24/111.1 Clerk to send a copy of the letter that had been written to the Police and Crime Commissioner to the Co-op with a covering letter expressing the concerns of the council

This had been done.

- 24/111.1 Chairman to write to the MP's asking what was being done at government level to address the issues of anti-social behaviour (ASB)

The Chairman was not present for this item.

Postscript: this had been done

- 24/111.1 Clerk to publish the response once received from the PCC and Co-op

This will be published when received.

- 24/111.1 Clerk to send letter to the Chief Constable and Crime Commissioner

This had been done.

- 24/111.1 Shinfield Parish Council to offer to facilitate a meeting between the Police, Co-op and other affected retail outlets experiencing similar problems once Lidl had opened.

The Clerk reported that this was dependent upon the responses received but anticipated that the most likely approach would be a dedicated meeting of retailers with the Police, Wokingham Borough Council (WBC) and any other interested parties.

24/87.3

- 41.7 Cllr Fernandes and the Clerk to meet with Oakbank School regarding ideas for the Natural History Museum

The Clerk had been in touch with Phil Collins the Interim Headteacher who had agreed in principle to a meeting but had not been forthcoming with dates.

In the most recent Oakbank newsletter the following was reported:-

"You should also have received a letter from me today informing you that for personal reasons I will be stepping down as Interim Headteacher at Oakbank. The letter provides you with more details. However, I am pleased to inform you that from January, Ms Esther Marshall will be taking my place as Interim Headteacher at Oakbank. Ms Marshall is currently Deputy Headteacher at E-Act Crest Academy in London."

- 24/110.2 Clerk to share the report on the implementation of the new waste collection scheme with members once received

The Clerk had spoken to a WBC officer regarding the implementation of the scheme who advised that in general it had gone well. There had been some bins not delivered in parts of the borough but not within the parish. The biggest issue

seemed to be the demand for green recycling bags. Part of this had been the desire or need to recycle more but it had also been observed that bags were being used for non-recycling purposes.

WBC would send more detailed data in respect of the parish and this would be circulated once received.

ACTION – Clerk to circulate data from WBC, once received, regarding the implementation of the new waste collect scheme

24/128.1 High Copse

This was on the agenda, see minute 24/150.2

24/128.1 Clerk to arrange a visit to High Copse Pavilion for all Councillors

This will be arranged once the lease had been signed.

ACTION - Clerk to arrange a visit to High Copse Pavilion for all Councillors once the lease had been signed

24/128.1 Clerk to circulate the High Copse Lease to members in advance of the meeting in December

This had been done.

24/128.1 Clerk to add 'signing of High Copse Lease' to the agenda of the December meeting

This was on the agenda, see minute 24/150.1

24/128.1 Clerk to add area adjacent to Star Rise Play area to the next meeting of the Planning and Highways Committee for further consideration

This had been done and it was intended to arrange a site visit with WBC officers in January.

24/128.1 School Green Working Party – all Members to report potholes on the WBC website

This had been noted.

24/128.4 Planning and Highways Committee to submit comments to the planning application for TPOs at the Stanbury development

This would be done.

24/128.8 Cllr Matic to send the link to the inspector's report, on The Hollies in Burghfield, to members of the council

This had been done.

- 24/129.1** Clerk to add the lease between Shinfield Parish Council (SPC) and Crumbs Café to the agenda of Full Council

The Clerk expected this to come to Full Council in January.

ACTION – Clerk to add the lease between SPC and Crumbs Café to the agenda of Full Council in January 2025.

- 24/131.1** Clerk to sign the agreement with Arts4Wokingham

This had been done and the first planning meeting had been held

- 24/132.1** Clerk to circulate the outline plan for the path from Lailey Path/Hyde End Road to Shinfield Infants and Nursery School to members

This had been done.

- 24/134.1** Clerk to send a meeting invite to all members for the meeting with the University of Reading (UoR)

This had been done.

- 24/134.1** Cllrs to send agenda items to the Clerk prior to the meeting with the UoR

This had been done.

- 24/135.1** Clerk to circulate a simplified version of the consultation on remote attendance and proxy voting to all members to enable a Council response

This had been done, minute 24/146.1

- 24/136.1** Clerk to arrange for a photographer to attend at the start of the next Full Council meeting

This had been done.

24/143 Reports from Borough Councillors

- 143.1 Members **NOTED** the written reports from BCllrs Glover, Gray and Rance

- 143.2 The following matters were raised:

BCllr Glover reported that Wokingham Borough Council (WBC) would not be introducing charges to the School Green car park.

The Clerk had been in discussion with WBC Energy Officer about potential support but had been advised that they “cannot pursue any potential commercialised offer with you as this point in time.”

ACTION – BCllr Glover to seek clarification on why WBC cannot assist the Parish with support on microgeneration options.

24/144

Reports from Committees and associated Working Parties

144.1 Facilities Committee

Cllr Hoyle queried the minute in relation to the projected budget at High Copse. The Clerk advised that the Facilities committee minutes would be corrected.

Members **NOTED** the minutes of Facilities Committee held on 27th November 2024

144.2 Arts, Culture and Events Committee

Members **NOTED** the minutes of Arts, Culture and Events Committee held on 28th November 2024

144.3 Minutes of the Planning and Highways Committee

The Clerk reported that a meeting of the Neighbourhood Plan Working Party meeting had been set for 30th January 2025.

ACTION – Deputy Clerk to send an invite to Councillors

Cllr Lias would like a response to item 117.2/24/PC/94 regarding Woodcock Lane.

ACTION – Clerk to follow up a response and to report back to the Planning and Highways Committee in January 2025

Members **NOTED** the minutes of the Planning and Highways Committee meetings held on 3rd December 2024

144.4 Minutes of the Finance and General Purposes Committee

Members **NOTED** the minutes of the Finance Committee meetings held on 11th December 2024

144.5 Corporate Governance Working Party

The Working Party were continuing to work on updating the Standing Orders. The process was taking longer than anticipated, but had been productive.

ACTION – Corporate Governance Working Party to submit revised Standing Orders to a Full Council meeting once ready

144.6 Chairman's Report

Cllr Grimes reported on the following:-

- He had attended a meeting with south Reading Borough Councillors to discuss cross-boundary issues. It was recognised that the Whitley Wood Centre would be able to serve communities in north Shinfield and south

Reading. It had been identified that a suitable crossing on Whitley Wood Lane would be helpful as this road was extremely busy; this would require WBC to work with RBC. A further meeting would be held in the new year.

- Yuan Yang, MP was due to have a meeting with the Director of Education South regarding Oakbank School and he had provided a briefing note for that meeting
- He had written to Clive Jones, MP to remind him that he represents the Parish.

Cllr Grimes asked a question to the Borough Councillors regarding WBC's position on the recently published National Policy Planning Framework (NPPF); would this delay the submission of the Local Plan Update (LPU). BClr Glover reported that WBC was on track to submit the LPU in the new year.

ACTION – Chairman to write formally to WBC to ask what their plans were if the LPU was rejected

144.7 **Reports from Outside Bodies**

Cllr Montgomery had attended the 'South Reading Interested Parties' meeting during which he had discussions with a Reading Cllr who informed him that since the John Madejski Academy had failed their Ofsted inspection, they now had a new Trust.

24/145 **Education Matters**

145.1 Cllr Lias drew attention to WBC's disappointing response to SPC's concerns on the Planning Application 241861 for the proposed primary school in Spencers Wood. It was recognised that the parish suffers on all matters relating to education. SPC would like to see equality of provision of education for all children, however, WBC review the service across the whole Borough and this severely affects provision in this parish.

ACTION –

- Clerk to write to BClr Bray requesting a policy statement on transport arrangements for primary aged children to schools outside of the parish once the Primary places were oversubscribed.
- Cllr Hoyle to speak to Swallowfield Parish Council regarding these issues as they too were affected.

24/146 **Consultation on Remote Attendance and Proxy Voting**

146.1 Following the previous meeting, the Clerk had circulated a simplified version for members to enable a collated Council response to be submitted. From the responses received a collated response had been circulated with the agenda.

Members **AGREED** that the collated response be submitted.

Proposed: Cllr Peer
Seconded: Cllr Matic
Approved: Unanimously

ACTION – Clerk to send in the collated response from Shinfield Parish Council

24/147

Council meetings

- 147.1 Discussion at the Finance and General Purposes Committee led to a proposal for each committee to consider, in January 2025, what they felt was the most appropriate meeting frequency for that committee. The Clerk reported that currently SPC held 66 formal council meetings in each year. A reduction in the number of meetings would allow him and the Deputy Clerk more time to deal with the business of the council.

ACTION – Committees to consider the number of meetings required during 2025/26 and report back to the next Full Council meeting.

24/148

Correspondence

- 148.1 Shinfield Studios

An announcement had been made of the retirement of the joint Managing Directors, Nick Smith and Ian Johnson at the end of 2024. The daily operations of Shinfield Studios would be led by Dean Horne, Vice President of Global Studio Operations, and Charlene St Aubyn, Financial Controller, who have been part of the team since the early phases of construction. The Clerk had written to the joint Managing Directors to thank them for what they had brought to SPC and to wish them well in their retirement.

24/149

Invoices for Payment

- 149.1 **Payments made within the Clerk's financial delegation**

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

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

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

- 149.3 **Payments outside the Clerk's financial delegation**

There were no payments outside the Clerk's delegation.

24/150

High Copse

- 150.1 In accordance with the Public bodies (Admission to Meetings) Act 1960 it was **RESOLVED** that the press and public be excluded from the meeting as discussions on the following item may be prejudicial to the special nature of the business.

20:30 *BCllrs Glover, Gray and Rance, and two members of the public left the meeting*

- 150.2 The Clerk had previously circulated the proposed lease and financial model for High Copse to members of the Council. Questions had been received prior to the meeting and the Clerk responded to these following advice from the Council's lawyers and discussions with the UoR.

It was **AGREED** that the lease for High Copse between the University of Reading and Shinfield Parish Council be signed.

Proposed: Cllr Clark
Seconded: Cllr Jahromi
Agreed: 8 in favour
3 abstentions

ACTION – Clerk to arrange for the lease for High Copse between the University of Reading and Shinfield Parish Council be signed.

24/151

Date of Next Meeting

- 151.1 The date of the next meeting was Wednesday, 29th January 2025

Meeting ended at 21:33

List of Actions

24/142.2		
24/110.2	Clerk to circulate data from WBC, once received, regarding the implementation of the new waste collection scheme	Clerk
24/128.1	Clerk to arrange a visit to High Copse Pavilion for all Councillors once the lease had been signed	Clerk
24/129.1	Clerk to add the lease between SPC and Crumbs Café to the agenda of the Full Council in January 2025	Clerk
24/143.2	BCllr Glover to seek clarification on why WBC cannot assist the Parish with support on microgeneration options	BCllr Glover
24/144.3	Deputy Clerk to send an invite to Councillors to a meeting of the Neighbourhood Plan Working Party on 30 th January 2025 at 19:30	Deputy Clerk
24/144.3	Clerk to follow up a response and to report back to the Planning and Highways Committee in January 2025 regarding Woodcock Lane	Clerk
24/144.5	Corporate Governance Working Party to submit revised Standing Orders to a Full Council meeting once ready	Clerk
24/144.6	Chairman to write formally to WBC to ask what their plans were if the LPU was rejected	Cllr Grimes
24/145.1	Clerk to write to BCllr Bray requesting a policy statement on transport arrangements for primary aged children to schools outside of the parish once the Primary places were oversubscribed	Clerk
24/145.1	Cllr Hoyle to speak to Swallowfield Parish Council regarding these issues as they too were affected	Cllr Hoyle
24/146.1	Clerk to send in the collated response from Shinfield Parish Council on the Consultation on Remote Attendance and Proxy Voting	Clerk
24/147.1	Committees to consider the number of meetings required during 2025/26 and report back to the next Full Council meeting	All Committee Chairs
24/150.2	Clerk to arrange for the lease for High Copse between the University of Reading and Shinfield Parish Council to be signed	Clerk