



Minutes of a meeting of
Full Council
Held on Thursday 16th February 2023
At School Green Centre commencing at 19.30

Present: I Clarke, P Emmet, A Grimes (Chair), L James, D Lias, N Masseron & I Montgomery

Attending: S Herring (Deputy Clerk)

23/12 Public Questions

12.1 There were no public questions

23/13 Apologies and declarations of Members' Interest

13.1 Apologies had been received from Cllrs N Boyer, P Jahromi, D Peer & R Tatla
Cllr M Jones was present at the meeting and no apologies had been received
Apologies had been received from Borough Cllrs Batth, Frewin, Munro & Rance
Apologies had been received from The Clerk

13.2 There were no declarations of members' interests

13.3 There were no changes to members' declarations of pecuniary interest

23/14 Reports

14.1 Reports from Borough Councillors

Members **NOTED** the written reports from Borough Councillors Batth, Frewin,
Munro & Rance

14.2 Questions for Borough Councillors

There were no questions for Borough Councillors



14.3 Minutes of Recreation & Amenities Committee 2nd February 2023

Cllr Clarke gave the following update:

- The Sports Consultation had highlighted a strong need for a 3G pitch
- The area on the north side of the bus lane at High Copse may not become pitches
- Tennis club toilets is not an easy problem to resolve, and alternatives were being investigate by Nigel Frankland, UoR.
- Plan to build a disabled toilet at the end of Pavilion at Millworth Lane
- Millworth Lane – concern expressed at consultation day about additional traffic

Members **NOTED** the minutes of the Recreation & Amenities Committee meeting on 2nd February 2023.

14.4 Minutes of the Planning & Highways Committee 9th February 2023

Cllr Lias gave the following update:

- Presentation was given by the Emergency Planning Department at Wokingham Borough Council (WBC) on areas of the DEPZ and UPA
- More clarification required in relation to school plans in case of an incident, this should include private schools
- Many young people from the parish attend the JMA and Reading Girls schools, therefore they should also have an emergency plan
- Carneys Yard is still an issue. They have now purchased land by Showcase Cinema, Winnersh.
- Electricity site next to Carneys has been passed to Telecoms

Members **NOTED** the minutes of the Planning & Highways Committee meeting on 9th February 2023.

14.5 Working Parties

School Green Working Party:

The Clerk was still awaiting the initial quote for the main elements of the working party proposals from a landscaping company used by the council. This would at least provide an initial outline of potential costs.

Traffic Working Party:

Cllr James gave a brief update from the Traffic Working Party

14.6 Chairman's Report

Cllr Grimes advised that:

Spencers Wood Village Hall was now financially stable

Meeting had taken place with the Clerk, Chairman, Andy Glencross and Andrew Fletcher (WBC) to discuss money for footpaths:-

- Local Cycling and Walking Infrastructure Plan (LCWIP) Riverside path through the parish had a missing link to Sussex Lane
- Path on Hyde End Lane North is on Wokingham Borough Council (WBC) land; SPC would require a commitment from the borough on this matter in order to consider contributing funds to future schemes
- Parish and Borough Council should be working cooperatively, and WBC recognizes a cultural shift is required with officers to achieve this.

Transport workshop

- Pleased with the response
- Any overview of Hall Farm should place emphasis on walking and cycling
- Good leadership from Paul Fishwick

Sleepout

Shinfield Parish Council (SPC) had delivered this event as planned although only two people were prepared to sleep over. The music was excellent and enjoyed by all those present.

High Copse Meeting

Environmental solar panels would be installed on the Pavilion and SPC can finance additional panels if they wish.

Bus Services

BCllr Frewin had confirmed that these had been safeguarded for a further 3.5 years

14.7 Reports from Outside Bodies

There were no reports from outside bodies

23/15 Borough Council Boundary Review

- 15.1 Members considered the proposed revised ward boundaries. There were no objections to the proposals in the Review, in principle, and it was recognised that Shinfield Parish Council (SPC) could have more 'Borough' representation. The proposals for parish were accepted.

Proposed: Cllr L James
Seconded: Cllr D Lias
Approved: Unanimously

ACTION – Clerk to respond to the Review

23/16 Planning Appeal Decision for land west of Kingfisher Grove

- 16.1 Following the lost appeal of WBC, concern was expressed that this could open further requests for development in the Parish. Judicial review would be the only way left to challenge but was not viable for SPC.

Proposed: Cllr A Grimes
Seconded: Cllr P Emmet
Approved: Unanimously

ACTION – Cllr I Montgomery to seek the views of AWE and the MOD

- 16.2 The Clerk would write to AWE, Wokingham Borough Council and West Berkshire Council expressing our concerns.

ACTION - Clerk to draft a letter to AWE, Wokingham Borough Council and West Berkshire Council regarding our concerns

23/17 Minutes of the Previous Meeting

- 17.1 The minutes of the meeting on 26th January 2023 were approved as a correct record and signed as such by the Chairman.

Proposed: Cllr P Emmet
Seconded: Cllr D Lias
Approved: Unanimously



17.2 The following matters arising were discussed:

4.1 Clerk to amend the draft minutes and resubmit to the Chairman for signature

This had been done

22/104.3 (i) Clerk to continue to carry out visits and collate information from schools attended by pupils from Shinfield

The Clerk had attended a Student Council meeting at Emmbrook on Wednesday 8th February and spoke to approximately 30 students (some of whom were from Shinfield) about what they would like to see from revised sports facilities. Among the comments received were to include spaces where they could sit and shelter from sun/rain as they did not always want to take part in sports activities. The Clerk is still awaiting confirmation of dates to visit other schools

ACTION – Clerk to continue to visit other schools

104.3 (ii) Clerk and BCllr Frewin to arrange a meeting with BCllr Bray

Due to holidays BCllr Bray was now proposing a Teams meeting on either Wednesday 22nd or Thursday 23rd March at 5.00p.m. Wednesday was the day most Cllrs were available (apologies to be noted from Cllr I Clarke)

ACTION – Clerk to arrange Teams meeting with BCllr Bray on Wednesday, 22nd March

104.3(iii) Clerk to obtain information on school pupils being bussed outside of the parish

This is on the agenda at Item 10.1

107.1 Clerk to ask Democratic Services for background data on how many households there were in the parish and to circulate the statistics compiled by Cllr Bowyer

The Clerk had circulated Cllr Bowyer's statistics but had not yet requested the information from Democratic Services

ACTION – Clerk to request the statistics from Democratic Services on the number of households in the parish



5.2 Clerk and the Chairman of Recreation & Amenities Committee to pursue the provision of a 3G pitch in the parish with WBC

The Clerk wished to wait for the end of the sports consultation before formally making any submission to WBC as the results should give added weight to the case for having an additional 3g pitch in the parish

ACTION – Clerk to add to the agenda for the next meeting

5.5 Clerk to arrange a meeting with WBC regarding the traffic working party proposals

The consultation period formally ends on 17th February and the Traffic Working party is scheduled to meet again on 21st February to discuss the final comments from the consultation and agree a narrative response to residents and a way forward with WBC.

ACTION – Clerk to add to the agenda for the next meeting

5.7 Clerk to inform Shinfield United Charities that SPC supported the reappointment of Cllr Jahromi as a trustee of that charity

The Clerk had written to Shinfield United Charities accordingly.

6.1 Clerk to respond to the Thames Valley Police proposals regarding Local Policing Areas

The Clerk had responded in accordance with the position agreed at the last Full Council meeting

6.2 BCllr Batth to raise Reading Borough Council proposals on Houses in Multiple Occupation with WBC officers

Nothing further to report to date at this stage

7.2 Submission of Precept information to Wokingham Borough Council

The Clerk had submitted the required information to WBC in accordance with their timetable for submission

8.1 Clerk to arrange a meeting with the Head of Estates at WBC

The Clerk had met with the Head of Estates on Friday 3rd February. This will be covered further in the next item

23/18 Land Swaps

- 18.1 The Clerk had met with the Head of Estates (Craig Hoggeth) on 3rd February and the key points were:

SPC wanted to see matter resolved but we are still at a position where we have an imbalance in the areas to be included in the swap.

Mr Hoggeth disputes the fact that we would not be able to justify the swap as it stands as, in his opinion, he believes they are in the public good and would be admissible.

The Clerk advised that was not the SPC opinion and that we wanted to see more land included in the swap. Specifically SPC wished to have the School Green Car Park back. The recent possibility that charges might be introduced for this car park showed how our bookings at School Green Centre could be affected by any decision made by WBC.

Mr Hoggeth said he would talk to the Car Park department about this.

He has now responded to advise that:

“The land is part of the WBC’s car parking management strategy for the borough, so it is not surplus to requirements and therefore not available for disposal.

The School Green car park has, along with all Council car parks, been included in the Off-Street TRO which will enable the Council to administer control over them for the benefit of users. There are no plans to introduce charging at the School Green car park. The TRO will allow for the enforcement of any disabled bays and EV charging bays in car parks which have them and that currently have no enforcement abilities. It will also provide for restrictions being introduced such as time limits to ensure bays are being used for the right reasons. From our discussion, I took it that these restrictions are something the Parish Council would like to see introduced. If you would like to outline the restrictions the PC would like to see put in place at School Green Car Park, I’d be happy to pass them onto the Council’s Car Parks manager so they can review and consider whether/how these can be introduced.”

Cllr L James reported that he would talk to the Auditor regarding the balance of Land Swops.

ACTION – Cllr James to talk to the Auditor regarding the balance of Land Swops

23/19 School Green Centre

- 19.1 Cllr Grimes reported that we were waiting for the advisers to discuss settlements.

23/20 Coronation of King Charles III

20.1 Tea Parties

Cllrs discussed proposals for possible areas of the Parish where tea parties / events could take place to commemorate the Coronation of King Charles III. It was agreed that up to £5,000 be allocated to support local groups to enable them to set up the events. Any events should encourage inclusiveness to non-UK citizens. Possible areas that should be involved from initial discussions were:-

- Grazeley Village (possibly the Village Hall and School)
- North Shinfield (contact Shabina)
- Shinfield Green (contact the local churches)
- St Michaels Church and Spencers Wood Village Hall had already indicated that they would like to run something

One site identified was the SANG car park but authorisation to use this area would need to be requested from the UoR.

Proposed: Cllr I Montgomery
Seconded: Cllr I Clarke
Approved: Unanimously

ACTION – Clerk to allocate up to £5,000 to enable local groups to organize tea parties / events in the Parish

20.2 The Clerk would inform local groups of available financial support

ACTION – Clerk to inform local groups that financial support would be available to enable them to organise ‘tea parties’ / events to celebrate the Coronation of King Charles III

20.3 The Clerk would inform members of the Parish via the Newsletter

ACTION – Clerk to publish in the Newsletter



- 20.4 Cllr Masseron suggested that the newsletter be in a format that would be more user friendly to residents and have a more professional appearance. She was familiar with a 'professional newsletter platform' and would be willing to work with the Clerk to set this up. This would also allow for statistical information to be gathered that could help to assist with improvements in the future. Currently the newsletter was sent as an email with an attachment that had to be opened; this 'platform' would open the newsletter automatically when the recipient opened the email.

ACTION – Cllr Masseron to discuss with the Clerk

- 20.2 Photo Mosaic

The Clerk had drafted a proposal to create a 'time capsule' for the parish in the form of a mosaic picture of King Charles III. Thousands of photographs would need to be obtained from Cllrs and residents of the parish to create this artwork. Residents would be able to look at the finished version online and zoom in to see their submissions.

Proposed: Cllr P Emmet
Seconded: Cllr N Masseron
Approved: Unanimously

ACTION – Clerk to upgrade the software to the professional version

- 20.3 The Clerk would promote the idea of a photo mosaic to residents

ACTION – Clerk to publish idea in the newsletter and request submission of photographs

- 20.4 Councillors to submit photographs to the Clerk of the areas they serve in the parish

ACTION – Cllrs to take photographs of the areas they served in the parish

- 20.5 The Clerk would inform local groups and request the submission of photographs for the photo mosaic

ACTION – Clerk to inform schools and other local groups for requests for photographs



23/21 Correspondence

21.1 Students travelling to school by bus

Statistics on the number of students bussed to schools from the parish had been obtained from BCllr P Bray. It was noted that these numbers did not accurately reflect the number of children travelling to schools outside of the parish as many were driven to school by parents.

ACTION – Clerk to request numbers of secondary school children in the parish and to discuss with Cllr Tatla

21.2 Complaint from a Member of the Public

It was NOTED that a complaint had been received from a member of the public and that the Clerk was investigating and drafting a response.

ACTION – Clerk to be authorised to respond to the complainant

21.3 Community Futures with Town & Parish

It was agreed that the Clerk, Cllrs A Grimes and D Peer attend the meeting on 6th March regarding this topic.

Proposed: Cllr L James
Seconded: Cllr I Montgomery
Approved: Unanimously

ACTION – The Clerk, Cllrs Grimes and Peer to attend a meeting regarding Community Futures with Town and Parish

21.4 Request from Member of the Public for Council Meetings to Revert to Monday evenings

An email has been received from a member of the public requesting that we revert to Monday evenings for Full Council meetings in order to avoid clashes with WBC meetings

The Committee meeting structure would be revisited following the elections in May.

ACTION – Clerk to add to the agenda of the meeting in May



23/22 Invoices for Payment

22.1 Members NOTED the following payments:-

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

23/23 Date of Next Meeting

23.1 The date of the next meeting is Thursday 16th March 2023. The Clerk has checked the WBC meetings diary and their next Full Council meeting is on the 23rd March.

The meeting ended at 21:45

Minutes approved on:
Approved By:



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List of Actions

23/15.1	Clerk to respond to the Borough Council Boundary Review	Clerk
23/16.1	Cllr I Montgomery to seek the views of AWE and the MOD on the planning appeal decision for land west of Kingfisher Grove	Cllr I Montgomery
23/16.2	Clerk to draft a letter to AWE, Wokingham Borough Council and West Berkshire Council regarding our concerns	Clerk
23/17.2	22/104.3 (i) Clerk to continue to visit schools attended by SPC children	Clerk
	22/104.3 (ii) Clerk to arrange Teams meeting with BCllr Bray on Wednesday 22nd March	Clerk
	107.1 Clerk to request the statistics from Democratic Services on the number of households in the parish	Clerk
	5.2 Clerk to add to the agenda of the next meeting feasibility of a 3G pitch	Clerk
	5.5 Clerk to add to the agenda for the next meeting the traffic working party proposals	Clerk
23/18.1	Cllr L James to talk to the Auditor regarding the balance of Land Swops	Cllr L James
23/20.1	Clerk to allocate up to £5,000 to enable local groups to organise tea parties / events in the Parish	Clerk
23/20.2	Clerk to inform local groups that financial support would be available to enable them to organise 'tea parties' / events to celebrate the Coronation of King Charles III	Clerk
23/20.3	Clerk to publish proposals to mark the Coronation King Charles III in the parish newsletter	Clerk
23/20.4	Cllr Masseron to discuss with the Clerk alternatives for delivering an electronic newsletter	Clerk & Cllr N Masseron
23/20.5	Clerk to upgrade software to the professional version for the photo mosaic	Clerk

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23/20.6	Clerk to publish the idea of a photo mosaic in the parish newsletter and request the submission of photographs	Clerk
23/20.7	Cllrs to take photographs of areas they serve in the parish for the photo mosaic	All Cllrs
23/20.8	Clerk to inform schools and other local groups for requests for photographs for the photo mosaic	Clerk
23/21.1	Clerk to request numbers of secondary school children in the parish and to discuss with Cllr Tatla	Clerk & Cllr R Tatla
23/21.2	Clerk to be authorised to respond to the complainant	Clerk
23/21.3	The Clerk, Cllrs A Grimes and D Peer to attend a meeting regarding Community Futures with Town and Parish	Clerk & Cllrs A Grimes & D Peer
23/21.4	Clerk to add to the agenda of the meeting in May, schedule of dates for council meetings	Clerk