

To all members of Shinfield Parish Council

Notice is hereby given and you are summoned to attend a meeting of the Full Council on
Wednesday 24th July 2024 at the School Green Centre commencing at 20:00

For information: There will a public meeting on school buses starting at 18:30



Bruce Winton, Parish Clerk
19th July 2024

Members: Cllrs Boyer, Clarke, Fernandes, Grimes, Hoyle, Jahromi, James, Johnson, Jones, Lias,
Masseron, Matic, Montgomery, Peer and Tatla

Agenda

1. Public Questions

- 1.1 To **RECEIVE** and **CONSIDER** any questions from the public

2. Apologies and declarations of members' interests

- 2.1 To **RECEIVE** and **CONSIDER** members' apologies for absence
- 2.2 To **RECEIVE** and **CONSIDER** declarations of members' interests
- 2.3 To **RECEIVE** and **CONSIDER** changes to members' declarations of pecuniary interest

3. Minutes of Full Council Meeting held on 26th June 2024

- 3.2 To **APPROVE** the minutes of the Full Council meeting held on 26th June 2024*
as a correct record of the meeting
- 3.3 To **RECEIVE** information on matters arising

4. Reports Borough Councillors

- 4.1 To **RECEIVE** reports from the Borough Councillors*
- 4.2 To raise any questions to WBC via the Borough Councillors

5. Reports from Committees and associated Working Parties

- 5.1 To **NOTE** the draft minutes of the Facilities Committee dated 3rd July 2024*
and update from the Chair of the Committee including updates from:
 - Sports Working Party
 - School Green Working Party
- 5.2 To **NOTE** the draft minutes of the Arts, Culture and Events Committee dated
4th July 2024* and update from the Chair of the Committee including updates
from:
 - Events Working Party

* indicates one or more attachments in support of the item

** indicates papers to follow

- 5.3 To **NOTE** the draft minutes of the Children and Young Adults Committee dated 9th July 2024* and update from the Chair of the Committee
- 5.4 To **NOTE** the draft minutes of the Planning & Highways Committee dated 10th July 2024* and update from the Chair of the Committee including updates from:
 - Traffic Working Party
- 5.5 To **NOTE** the draft minutes of the Staffing Committee dated 17th July 2024** and an update from the Chair of the Committee
- 5.6 To **RECEIVE** and **NOTE** a verbal update from the
 - Corporate Governance Working Party
- 5.7 To **RECEIVE** a verbal report from the Chair of the Council
- 5.8 To **RECEIVE** reports from outside bodies

6. School Green Centre

- 6.1 To **RECEIVE** and **CONSIDER** a verbal update from the Clerk on the installation of the screening facility in the Ryeish Green room at the School Green Centre

7. Staffing Matters

- 7.1 To **RECEIVE** and **CONSIDER** a recommendation from the Staffing Committee for the restructuring of council staff to reflect operational needs*
- 7.2 To **RECEIVE** and **CONSIDER** a recommendation from the Staffing Committee to refer to the Clerk's role as "Chief Executive Officer and Clerk to the Council"

8. Education Matters

- 8.1 To **RECEIVE** and **CONSIDER** a verbal update from the Chair of the Council
- 8.2 To **RECEIVE** and **NOTE** Wokingham Borough School Places Strategy 2024/25 to 2029/30
<https://wokingham.moderngov.co.uk/documents/s71907/Enc.%201%20for%20School%20Place%20Planning%20strategy.pdf>

9. Correspondence

- 9.1 To **RECEIVE** and **CONSIDER** a request to support The Safety of Electric-Powered Micromobility Vehicles and Lithium Batteries Bill*
- 9.2 To **RECEIVE** and **CONSIDER** a verbal proposal from the Clerk to instigate a scheme to recognise parishioners that reach the age of 100
- 9.3 To **RECEIVE** and **CONSIDER** a proposal for the inaugural University of Reading/Shinfield Parish Council meeting to take place at 2.00 p.m. on either Saturday 14th September 2024 (preferred date) or Saturday 28th September 2024

10. Invoices for Payment

- 10.1 To **RECEIVE** and **NOTE** Lloyds Bank payment of invoices within the Clerk's financial delegation*
- 10.2 To **RECEIVE** and **NOTE** Barclaycard payment of invoices within the Clerk's financial delegation*
- 10.3 To **RECEIVE** and **APPROVE** payments due to be made that are outside the Clerk's financial delegation*

11. Date of Next Meeting

- 11.1 The date of the next Full Council Meeting will be held on 28th August 2024

* indicates one or more attachments in support of the item

** indicates papers to follow

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: BCllr 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.

24/62

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

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

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 BClrs 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, BClr 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 smoothen 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

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
24/37.1		
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

Borough Councillor Reports

Councillor Bell

I forgot to mention this in my last report. Committees I have been assigned to on WBC:

- Overview & Scrutiny Committee for Health (HOSC)
- Personnel Board
- Wokingham Job Support Centre

Key activities undertaken and issues raised since the last meeting include:

1. Continued support of same and new vulnerable residents (**currently individual 4 residents**) on issues including home adaptation issues, SEN support, immigration, housing, domestic abuse, homelessness, poverty, and return to work.
2. **Update Residents Group/Committee for the Shinfield Meadows development. 9 group members have been confirmed. First in person to be held in early September (tbc). We would invite a member of the Parish Council to join us.**
3. Met with Trinity Estates and Vistry to build productive relationships and discuss:
 - a. Traffic management delays at Alder Grove causing significant risk to
 - b. Road adoption by WBC
 - c. Resident issues and concerns
 - d. Collaboration with Shinfield Resident Group
 - e. Update on completion of MUGA
4. Continued Liaison with Shinfield Gardens/Longacre residents over road adoption, management company charges, and SANG charges.
5. As SPC did, met with Bellway and supporting team to learn about the proposal for a new housing development – Phase Arborfield Road Shinfield Phase 2
6. **Update ASB – Illegal riding of motorcycle vehicles on pedestrian pathways at speed, causing a serious to risk to life and significant disruption to residents. A recent request for traffic management measures has been rejected. The resident and I were due to meet TVP Neighbourhood Sargeant and 'Fields' Officer, however due to short staffing they were reassigned today. Will support the appeal of WBC's decision to reject proposal for Pedestrian Guard Rails**
7. **Update - House 4 the Homeless.** I recently met with the Pastor of Shinfield Community Church to discuss progress and further support from me for the project. **Following introduction to the project by Cllr Glover meeting WBC member on 30th July to support discussions.**
8. **Update St Marys Graveyard (detached).** I was approached by a resident concerned about the upkeep and maintenance of St Mary's Graveyards, particularly the war graves. **Due to meet WBC Cemeteries team 19th July, postponed as resident can no longer make the meeting.**

9. Supporting resident and SPC Cllr on the proposal for the installation of a new footway on Ryeish Lane. Formal request made to WBC and organising meeting with Taylor Wimpey (tbc soon).
10. Requesting further information and suggesting option to WBC to ease disruption of proposed works on Shinfield Rd due in late August.
11. Helped with several requests for support with fly tipping, grass cutting issues etc.
12. Attended the School Buses meeting held at School Green. Liaising with Parish Clerk on possible option to ease school bus place squeeze for next academic year.
13. Attending Neighbourhood Action Group meeting 19th July (this will be after report submission, so will update in next report).

If any Parish Councillors wish to discuss any of the above or any other matter, please feel free to contact me sarah.bell@wokingham.gov.uk

Councillor Edmonds

Councillor Gray

This year I will be sitting on Children's Services Overview and Scrutiny committee, Overview and Scrutiny Management Committee and Corporate Parenting Board. Due to election period, most of the committees have not been sitting as normal since the start of the new municipal year, but there will be meetings in the coming weeks.

I have raised a question at full council on public transport provision in Shinfield, particularly getting to Wokingham as this link is less frequent, and very difficult for school age children. Improved public transport could be one way of mitigating secondary school travel issues.

Sarah and I have been hosting councillor surgeries in Crumbs café on Saturday mornings, we have held two so far. The intention is for these to be on the 1st Saturday of each month; we aim to get into a regular pattern in September.

Sarah and I also met with Reading University discussing a range of issues with development in Shinfield but particularly how green spaces were managed and plans for that. I'm sure there will be further talks when there is more clarity on the LPU.

Casework:

- Work with Sarah setting up a resident's group for Shinfield Meadows, our first meeting will be mid-late August.
- The path at the end of Leyland gardens that had been blocked off has now been reopened and the council are trying to make this permanent (there have been some legal objections I believe). This pathway is very useful for residents in the area.
- Following another accident I have been chasing up the council on progress on the Whitley Wood Road Junction. I have raised this many times, but it seems not all the accidents have

been logged with the council, and they do not become aware of them all, so the junction is not currently listed as a priority for safety. They are now looking into this again, following reports that I and other residents have raised.

- Some positive resolutions to ASB cases over the last few weeks.

Councillor Glover

Councillor Srinivasan

Councillor Munro

Continuing to work on safety and speed limits in Spencers Wood.

Minutes of a meeting of
The Facilities Committee
held on Wednesday 3rd July 2024
at School Green Centre commencing at 19:30

Present: Cllrs Boyer, Clarke (Chair), James, Johnson, Masseron and Peer

Attending: B Winton (Clerk)
S Herring (Deputy Clerk)

24/FC/67 Public Questions

67.1 There were no public questions

24/FC/68 Apologies and declarations of Members' Interest

68.1 Apologies for absence had been received from Cllr Jahromi as he was unwell

68.2 There were no declarations of Members' interests

24/FC/69 Minutes of the Previous Meeting

69.1 The minutes of the Facilities Committee meeting 5th June 2024 were approved as a correct record and signed as such by Cllr Clarke

Proposed: Cllr Boyer
Seconded: Cllr Johnson
Approved: Unanimously

69.2 The following matters arising from the meeting held on 5th June were discussed:

24/FC/49.4 Clerk to complete a list and map of SPC bins for the next meeting

This was continuing to be worked on.

- 24/FC/58.1 Terms of Reference for the Facilities Committee to be presented to Full Council for approval on 26th June 2024

The Corporate Governance working group would be looking at the terms of reference of committees as part of the work to overhaul the governance arrangements. The Terms of Reference for the Facilities Committee would therefore form part of the process and be approved at an appropriate time. In the meantime, the committee would work to the Terms of Reference used in the previous year.

- 24/FC/59.1 Clerk to continue to push Wokingham Borough Council (WBC) for a decision on the approval of removal of the trees to enable the installation of the toilets for the tennis club

This was on the agenda – see minute 24/FC/70.1

- 24/FC/59.2 Clerk to prepare a formal proposal for the Dementia Group to relocate to High Copse Pavilion to come to the next meeting

This was on the agenda – see minute 24/FC/74.1

- 24/FC/59.3 Clerk to prepare presentation on Millworth Sports Ground

This had been done.

- 24/FC/59.4 Clerk to confirm what had happened to containers at Millworth Lane

The Clerk reported that he believed the containers were still at Millworth Lane

- 24/FC/59.6 Clerk to write to Sport England and Football Foundation to clarify the situation regarding football pitches at Millworth Lane

This was on the agenda – see minute 24/FC/70.4

- 24/FC/60.1 Clerk to arrange installation of the screens on School Green

This was on the agenda – see Minute 24/FC/71.1

- 24/FC/62.1 Clerk to report back on microgeneration at the next meeting

This was on the agenda – see Minute 24/FC/75.1

- 24/FC/63.2 Clerk to prepare proposals for accessible plots and smaller sized plots at each allotment site

This was on the agenda – see Minute 24/FC/76.2

- 24/FC/64.1 Clerk to continue to explore the potential purchase of a community bus

This was on the agenda – see Minute 24/FC/77.1

24/FC/64.2 Clerk to continue to develop opportunities for volunteering

This was on the agenda – see Minute 24/FC/77.2

24/FC/64.4 Clerk to continue to explore option for BMX track with the University of Reading

This was on the agenda – see Minute 24/FC/77.3

24/FC/64.5 Cllrs Johnson and Masseron to continue to develop proposals for redeployment of existing bins and new bins within the parish

This was on the agenda – see Minute 24/FC/77.4

24/FC/64.5 Clerk to arrange Finance Manager to provide information on bin emptying as a %age of precept

This was on the agenda – see Minute 24/FC/77.4

24/FC/64.6 Clerk to confirm the position with regards to the surface at Spencers Wood Recreation Ground Play Area

This was on the agenda – see Minute 24/FC/77.5

24/FC/70

Sports Provision

70.1 Toilets for Millworth Lane

Formal approval had been received to remove the trees and the order for the toilets had been placed. Delivery was expected in approximately 8-10 weeks. Some preparatory work had to be done, such as removing some trees and shrubs, and ensuring that the drainage system was connected to the university's ditch. Once a confirmed delivery date for the toilets had been received a schedule of works would be drawn up.

70.2 Sports Working Party

High Copse

- High Copse was progressing well, and the pitches and the pavilion were looking fantastic.
- Another site visit should be planned, and some drone pictures taken to showcase the project.

ACTION –

- Clerk to arrange a site visit to High Copse Pavilion
- Cllr Johnson to take some drone pictures of the Pavilion and pitches

Millworth Sport Park

A meeting had taken place with some residents of Millworth Lane to explain the plans and address their concerns, mainly about traffic and parking. The 8 members of the public that had attended the meeting expressed concerns over parking and vehicle movements. It was explained that there would be

considerably more parking available on the site itself and it was not envisaged that there would be any overall increase in the numbers attending.

- The residents were supportive of the proposals and impressed by the facilities. One resident had followed up with an email, expressing his preference for some speed humps to slow down the traffic.
- The planning application for Millworth Sports Park was very close to being submitted and Tony Grover had prepared the draft documents.
- An article in The Sunday Times relating to paddle tennis highlighted that this was a fast-growing sport

ACTION – Clerk to send plans to Chris Howard, WBC

70.3 Hyde End Lane Football Pitches

Cllr Clarke reported that the drainage system had been restarted and installed. A meeting would be arranged with WBC to discuss management of the pitches. There was a mound of dirt that needed to be moved.

70.4 Millworth Sports Park – Football Grants

The Clerk had not yet been able to action this item

ACTION - Clerk to write to Sport England and Football Foundation to clarify the situation regarding football pitches at Millworth Lane

24/FC/71

School Green Centre and School Green

71.1 School Green Working Party

The Clerk reported that the caps for the posts had still not been delivered, therefore the installation of the screens was delayed. These were expected to be delivered in approximately 4 weeks.

ACTION – Clerk to arrange installation of the screens on School Green

71.2 Catering at the School Green Centre

The Clerk reported that

- the café had closed on 2nd July due to illness
- extended opening hours ie 07:30 to 19:30 would operate on 4th July while the general election was taking place
- AOC had not yet responded to the request to install the hatch between the kitchen and the café.

ACTION –

- Clerk to chase AOC regarding the hatch in the kitchen
- Clerk to arrange a quarterly meeting with Crumbs Cafe

71.3 School Green Cinema Facility

There was a Pre-start meeting held on 2nd July. The contractors will set up on Monday, 15th July before starting work on Tuesday 16th July with a scheduled completion of 6th September. The only remaining item the contractors need to resolve was the treatment on the cupboard doors in the Ryeish Green room as leaving them the current white colour would cause light reflection from the screen. There will be detailed training on operations of the seats, sound and light and projector provided in September.

It was anticipated that there would be 30-35 Friday evening showings per annum with perhaps a few more scheduled during the school holidays. The Arts, Culture and Events Committee would discuss the offerings available, for example, a mother and baby session, sessions for autistic people, etc.

71.4 Rough Sleeping

The Clerk wished to bring to the attention of the committee that there had been a rough sleeper outside the School Green Centre (under the overhang outside of the Three Mile Cross Room). The Clerk had asked him to move on and hopefully this was a one-off occurrence.

71.5 Meeting audio and video

Cllr Johnson would be assisting the Clerk and Deputy Clerk in the use of new technology to enable the record and actions of meeting to be turned around more efficiently.

24/FC/72

Spencers Wood Pavilion

72.1 Nursery

The Clerk reported that the lease had now been completed for the nursery at the Spencers Wood Pavilion.

72.2 Upgrade to Spencers Wood Pavilion

The Deputy Clerk had noted comments from potential hirers on their preference for booking a room at the School Green Centre as opposed to the Community room and made recommendations for improvements. These included:-

- Additional of Bluetooth speakers, similar to those at the School Green Centre
- Replacement of blinds in a colour to blend with the chairs and the fire door
- Four aerial photographs of the area to put on the walls
- New waste bin to match the coat stand
- Removal of graffiti in the portico area
- Revarnishing of the portico area to improve the appearance

Members **AGREED** to this work being carried out subject to costings.

ACTION – Clerk to obtain quotes for the work to be carried out and report back to the Committee

24/FC/73

Manor Ground

- 73.1 The Clerk reported that work was being carried out to repair the roof, at no cost to SPC. Parking on the grass had stopped.

24/FC/74

High Copse

- 74.1 Pavilion use

The Clerk reported that the Dementia Group, currently using the Manor Ground Pavilion, would be interested in moving to the High Copse Pavilion once this had been completed.

Members **AGREED** with this proposal.

Proposed: Cllr Peer
Seconded: Cllr Johnson
Agreed: Unanimously

ACTION – Clerk to promote the Manor Ground once the completion date for High Copse was available

24/FC/75

Microgeneration

- 75.1 The Clerk had held a meeting with a company on 10th June but they were more installers than consultants on microgeneration. It was, nonetheless, a useful meeting, and the company representative had offered to reach out to a couple of potential contactors who may be able to assist with the scoping of potential work.

Additional panels could be added to High Copse Pavilion in the future if required.

ACTION – Clerk to continue to investigate microgeneration

24/FC/76

Allotments

- 76.1 Allotments Inspection Process

The Clerk reported that every allotment was now checked on a monthly basis, with appropriate action being taken for those plots that had not been cultivated.

76.2 Creation of smaller and accessible allotment plots

Proposals for creating smaller and accessible allotments plots had been circulated with the agenda. This would enable a wider range of plot sizes across the allotment sites and create more availability that should enable the reduction of the waiting list. The reduction in size would only occur when a plot became vacant and was acceptable to those on the waiting list.

ACTION –

- Clerk to obtain views of allotment holders as to the kind of accessibility needs required
- Clerk to continue to monitor the allotment plot size and make recommendations at the appropriate time.

24/FC/77

Parish Wide Items

77.1 Options for community facilities in Shinfield North

The Clerk had received a proposed layout and indicative costs for a community bus which would cost in the region of £100,000 + VAT. However, there seemed to be a more general agreement that we should go back to first principles and establish what assets residents would find more beneficial to them. The 'HAF event' taking place on Fresham Green on 1st August would be an opportunity to seek views from residents

ACTION – Clerk and Councillors to seek views from residents on what they felt would be beneficial to enhance the parish

77.2 Development of Volunteers

The Clerk reported that there had been no further movement on this.

ACTION – Clerk to continue to develop opportunities for volunteering

77.3 Provision of a BMX Track

The Clerk had spoken to Nigel Frankland at the University of Reading (UoR) who had indicated that he was still keen to follow up such a proposal. The Clerk had asked him to put something in writing to the council.

77.4 Waste bins in the Parish

Redeployment of existing bins

Cllrs Johnson and Masseron reported that there were gaps in provision, especially in the new developments and open spaces. They had identified a bin in Fullbrook Avenue that would be better placed on Hyde End Road where students wait for the bus.

Cllr Masseron felt that there should be a bin in every play park and was working with WBC to achieve this.

ACTION – Members to report any play parks without a bin to Cllr Masseron

Bin expenditure

Further to discussion at the last meeting the Clerk had established that the amount of council expenditure on bin emptying had risen from £650 in 2015/26 which was 0.2% of that years Precept to £21,900 in 2024/25 (3.4% of Precept).

77.5 Spencers Wood Recreation Ground Play Area

This had been discussed at last months meeting where the Clerk had been asked to confirm the position regarding the most recent work on the playground.

The Finance Manager had established that that work was not under any kind of warranty.

The most recent inspection regime recommends repairs to the edges and other parts of the surface. However, the Grounds Maintenance Officer's view is that it would ultimately be more cost effective on the longer-term to completely relay the playground.

The cost for this work would be £25,200

Members suggested that quotes for different surfaces should be obtained to be able to compare costs before proceeding further.

ACTION –

- Clerk to obtain more quotes for resurfacing the Spencers Wood Recreation Ground play area
- Clerk to send Cllr Johnson a copy of the report

77.6 Nullis Farm

The Chairman reported that this was a listed building and was the responsibility of Taylor Wimpey to reinstate it as it was when they look over the land. Members would review the situation at a later date.

24/FC/78

Correspondence

78.1 Water-Wise Limited

The Clerk declared an interest in this item as the originator was a neighbour.

The Clerk had circulated a request from Water-Wise Limited to carryout test sampling of the river Loddon. This would be at no initial cost to the council but may incur costs in the future if SPC wish to see the results.

Members **AGREED** that the sampling of the river Loddon could proceed.

ACTION – Clerk to communicate the decision of the Committee to Water-Wise

78.2 The Clerk said that he had received a letter from a resident of Millworth Lane, who had attended the meeting with the Sports Working Party. The resident had reiterated his concerns about the traffic and parking issues and his preference was for some speed humps. The Clerk had replied to the resident and thanked him for his feedback. He had also forwarded the letter to the Sports Working Party and to Chris Howard WBC.

24/FC/79

Date of Next Meeting

79.1 The next meeting would be held on Wednesday, 7th August 2024

The meeting ended at 21:19

List of Actions

24/FC/70.2	Clerk to arrange a site visit to High Copse Pavilion Cllr Johson to take some drone pictures of the Pavilion and pitches	Clerk Cllr Johnson
24/FC/70.2	Clerk to send plans to Chris Howard, WBC of Millworth Sports Park	Clerk
24/FC/70.4	Clerk to write to Sport England and Football Foundation to clarify the situation regarding football pitches at Millworth Lane	Clerk
24/FC/71.1	Clerk to arrange installation of the screens on School Green	Clerk
24/FC/71.2	Clerk to chase AOC regarding the hatch in the café kitchen Clerk to arrange a quarterly meeting with Crumbs Café	Clerk
24/FC/72.2	Clerk to obtain quotes for the work to be carried out at Spencers Wood Pavilion and report back to the committee	Clerk
24/FC/74.1	Clerk to promote the Manor Ground once the completion date for High Copse was available	Clerk
24/FC/75.1	Clerk to continue to investigate microgeneration	Clerk
24/FC/76.2	Clerk to obtain views of allotment holders as to the kind of accessibility needs required Clerk to continue to monitor the allotment plot size and make recommendations at the appropriate time	Clerk Clerk
24/FC/77.1	Clerk and Councillors to seek views from residents on what they felt would be beneficial to enhance the parish	Clerk and Councillors
24/FC/77.2	Clerk to continue to develop opportunities for volunteering	Clerk
24/FC/77.4	Members to report any playparks without a bin to Cllr Masseron	Councillors
24/FC/77.5	Clerk to obtain more quotes for resurfacing the Spencers Wood Recreation Ground play area Clerk to send Cllr Johnson a copy of the condition report received on the Spencers Wood Ground play area	Clerk Clerk
24/FC/78.1	Clerk to communicate the decision of the Committee to Water-Wize	Clerk



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Minutes of a meeting of
the Arts, Culture and Events Committee
Held on Thursday 4th July 2024
at School Green Centre commencing at 19.30

Present: Cllrs Jahromi, James, Jones, Matic, Montgomery and Peer

Attending: B Winton (Clerk)

24/FC/51

Public Questions

51.1 There were no public questions

- 51.2 Nikki Sheffield from Shinfield Studios attended and discussed how the studios operates and opportunities for closer links between the council and the studios. Items discussed included:
- An update on the studios now they are fully open
 - How we can work together on the cinema e.g. possibly offering tours as a prize for a draw from people who buy tickets to the cinema
 - Opening Night including a separate movie quiz night
 - To discuss what else we can do to work together e.g. support for public art in the parish

Nikki offered a tour for the film selection panel

ACTION – Clerk to arrange a tour of Shinfield Studios for Film Selection panel

24/ACE/52

Apologies and declarations of Members' Interest

52.1 There were no apologies for this meeting

52.2 There were no declarations of members' interests

24/ACE/53

Minutes of the previous meeting

- 53.1 The minutes of the committee meeting of 6th June 2024 were approved as a correct record and signed as such by Cllr Matic.

Proposed: Cllr Jahromi
Seconded: Cllr Peer
Approved: Unanimously

53.2 Actions and Matters Arising

- 24/ACE/25.1 (c) Clerk to follow up with Dr Ghosh in June

This is on the Agenda at Item 5.3

- 24/ACE/25.1 (e) Clerk to submit premises licence application

The Clerk had missed one form so will be resubmitting

ACTION – Clerk to submit premises licence application

- 24/ACE/25.1 (f) Clerk to explore potential for Shinfield Studios to arrange celebrity seasons of films

It was agreed that this was not likely to be successful but the discussion with Nikki Sheffield had suggested that it may be possible to have an Oscar winner attend the opening night.

- 24/ACE/25.1 (g) Clerk to arrange film licensing as appropriate

The Clerk had registered with Film Bank who have now in turn asked for an additional set of details to be provided which the Clerk will arrange.

ACTION – Clerk to submit additional information to Film Bank

- 24/ACE/44.1 Terms of Reference for the Arts, Culture and Events Committee to be presented to Full Council for approval on 26th June 2024

This had been done

- 24/ACE/45.1 Clerk to arrange the next Art Exhibition Project Team meeting

This has now been set for Thursday 11th at 3.30 p.m.

- 24/ACE/45.2 Clerk to advise WBC regarding the SPC contribution to the HAF event at Frensham Green

This had been done.

24/ACE/45.2 Clerk to add attendance at the HAF event to the next Full Council agenda

This had been done.

24/ACE/45.4 Clerk to pursue options for Christmas at the School Green Centre

This was on the agenda at Item 4.4

24/ACE/46.1 Clerk to continue preparation of the Operating Plan for the cinema

This was on the agenda at Item 5.1

24/ACE/46.3 Clerk to complete the arrangements for the meeting on 21st June

This had been done.

24/ACE/48.1 Clerk to continue to pursue options with Arts4Wokingham

This was on the agenda at Item 7.1

24/ACE/48.3 Clerk to prepare a paper for the next meeting on art installations on the Balcony

This was on the agenda at Item 7.1

24/ACE/54

Developing Arts & Culture in the parish

54.1 Art Exhibition

There had been no meeting of the Exhibition Working Party since the last Committee meeting.

Cllr Masseron had felt that the council should cancel the event due to current workloads, but this was not a view shared by either the Clerk or the other councillors on the committee (Cllrs Montgomery, Peer & Tatla) and so the intention was to continue as planned.

Expressions of interest were still being received and the total now stood at 36.

Cllr Fernandes had advised the Clerk that he had an artist friend who was also keen to support the event.

ACTION – Clerk to Follow up actions from the Art Exhibition Meeting on 11th July

54.2 **Possible Events for Shinfield North**

The Clerk advised that WBC would be progressing with the HAF (Holiday Activity & Food) event with SPC participation. WBC had thanked SPC for their contribution to the event.

The event was scheduled for Thursday 1st August between 11.00 and 14.00.

Elements would include:

- Rainbow Run Assault Course
- Face Painting
- Ice Cream Van (HAF participants get an ice cream worth £1.50 others pay)

ACTION – Clerk to ensure that the Deputy Clerk was briefed on the arrangements for the event at Frensham Green on 1st August

54.3 **Council Attendance at Frensham Green on 1st August**

The SPC Gazebo, table and chairs would be transported to the Green for the day.

It was proposed to:

- Use the event as an opportunity to engage with local residents about what their needs from the parish council were
- Introduce them to the Shinfield Fans of Art collaborative Art project
- There would be schools' collaborative art projects as well, so the Fans of Art was aimed more at teenagers and adults
- Promote the Friday Fun Days at the School Green Centre
- Promote the Cinema at the School Green Centre

A request was made for volunteers to help man the event.

Cllr Matic asked if a Microsoft Form could be created to help capture information quickly and efficiently on the day.

ACTION – Clerk to arrange the creation of a Microsoft Form to capture information from residents at the event at Frensham Green

54.4 **Spencers Wood Carnival**

The organiser had contacted the Clerk to advise again about their concern over the funding arrangement and the Clerk had reiterated the council position agreed at the March meeting that the funding would be kept at £1,500 which was the net position after the carnival had refunded money to participants at the carnival.

Support will also be offered through items such as help with website and other support.

54.5 **Christmas Activities**

The Clerk has confirmed that the organisers of the Christmas Fayre at the School Green Centre are prepared to repeat the event in December 2024 and as before it will be tied in with the "Rockin Around the Christmas Tree" event.

The Clerk was investigating the option of a larger Christmas Tree on the School Green.

The Clerk had considered how we could apply Christmas lighting to the School Green Centre and proposed a projection on to a portion of the roof.

ACTION – Clerk to pursue options for Christmas lighting at the School Green Centre

24/ACE/55

School Green Centre Cinema

55.1 **Operating plan**

The Clerk had circulated the current working draft of the operating plan for information and would continue to refine the document.

ACTION – Clerk to continue preparation of the Operating Plan for the cinema

It was suggested that it may be beneficial to have a CCTV camera installed in the Ryeish Green Room to allow monitoring of the screenings.

ACTION – Clerk to investigate adding a camera in the Ryeish Green Room to the building network

55.2 **Film Selection process**

The public meeting for this interested in taking part on the Film Selection Panel had taken place on 21st June and 11 members of the public had attended with a very positive response from those attending. Cllrs Matic and Jahromi and the Clerk had all been pleased with the attendance and the interest shown.

ACTION – Clerk and Cllr Matic to follow up with the members of the film selection panel

55.3 The Clerk had received a follow up from Dr Ghosh at the University of Reading's Film, Theatre and Television Department.

"I have spoken to my colleague who runs the film programming module (Semester 2 which is from February to July 2025). She would be keen for the students to get involved and incorporate this as part of the assessment.

I have also checked the projects that are running in Semester 1 (end of September to January), which may have some space to do community consultations that can feed into the development of the film programme later.

I have also spoken to the relevant people at Shinfield Studios and the Wokingham Educational Partnership to support activities in ways that are possible/feasible for them."

The Clerk had also made a contact with Activate Learning and passed this on to Cllr Matic who will follow up.

ACTION – Clerk and Cllr Matic to follow up with University of Reading and Activate Learning regarding their possible involvement

24/ACE/56

Community Services

56.1 **Update on Mobile Catering**

There was no update on mobile catering at Spencers Wood Pavilion.

24/ACE/57

Public Art

57.1 **Arts4Wokingham**

The Clerk advised that Arts4Wokingham had now responded and indicated that they would be interested in working with the council regarding developing public art in the parish.

They advised that they would not be able to run the entire project "but can offer SPC support and our knowledge in some of the key aspects of the project from what we have garnered from The Arc project."

They had proposed a meeting to start the process.

ACTION – Clerk to arrange a meeting with Arts4Wokingham with a view to reporting back at the September meeting

57.2 **Balcony Art Project**

The Clerk advised that he had not been able to progress this particular item and suggested that it was included in the discussions with Arts4Wokingham in case there was synergy with the larger project.

ACTION – Clerk to include discussion of the Balcony Art project in the discussions with Arts4Wokingham

24/ACE/58

Correspondence

58.1 The Clerk advised members of the latest Teams meeting of the Natural History Museum Community Engagement group which took place on 3rd July with Cllr Fernandes as a member of the group and the Clerk in attendance. The emerging priority themes for work were:

- Advocates for the planet – sharing the wonder of nature

Potential range of activities – National Education Nature Parks, other NHM programmes such as Urban Nature Project, Fixing Our Broken Planet, NHM participation in related activities by partners, making the most of the outdoor space around the new centre and behind-the-scenes tours of collections.

- STEM skills and careers

Potential range of activities: work experience, apprenticeships, and volunteering, including possibility of accessing support for groups who are often excluded from the work force, behind-the-scenes tours of collections.

➤ Well-being and nature

Potential range of activities: volunteering, making the most of the space around the centre and partnering with University of Reading on the green spaces planned for the wider TVSP site, NHM sharing content for Council communications]

Once these are firmed up then more detailed planning could be carried but these were likely to be projects that took some time to come to fruition.

CLlr Fernandes would continue to remind the group that the council's expectations were to see actual benefits for our parishioners.

- 58.2 The Clerk advised members of an email received from the University of Reading regarding a collaborative art project they were working on with the company building the High Copse pavilion. The intention was to hang the finished piece at the pavilion when it was completed, and the request was whether it could be accommodated at the School Green Centre until then. It was agreed that the Clerk would follow up with the University and report back accordingly.

ACTION – Clerk to meet with the University of Reading to discuss the collaborative art project and report back to committee

24/ACE/59

Date of Next Meeting

- 59.1 The next meeting of the Arts, Culture and Events Committee meeting will be held on Thursday, 8th August 2024 at 19:30

The meeting ended at 20.55

List of Actions

51.2	Clerk to arrange a tour of Shinfield Studios for Film Selection panel	Clerk
25.1 (e)	Clerk to submit premises licence application	Clerk
25.1 (g)	Clerk to submit additional information to Film Bank	Clerk
54.1	Clerk to Follow up actions from the Art Exhibition Meeting on 11 th July	Clerk
54.2	Clerk to ensure that the Deputy Clerk was briefed on the arrangements for the event at Frensham Green on 1 st August	Clerk
54.3	Clerk to arrange the creation of a Microsoft Form to capture information from residents at the event at Frensham Green	Clerk
54.5	Clerk to pursue options for Christmas lighting at the School Green Centre	Clerk
55.1	Clerk to continue preparation of the Operating Plan for the cinema	Clerk
55.1	Clerk to investigate adding a camera in the Ryeish Green Room to the building network	Clerk
55.2	Clerk and Cllr Matic to follow up with the members of the film selection panel	Cllr Matic Clerk
55.3	Clerk and Cllr Matic to follow up with University of Reading and Activate Learning regarding their possible involvement	Cllr Matic Clerk
57.1	Clerk to arrange a meeting with Arts4Wokingham with a view to reporting back at the September meeting	Clerk
57.2	Clerk to include discussion of the Balcony Art project in the discussions with Arts4Wokingham	Clerk
58.2	Clerk to meet with the University of Reading to discuss the collaborative art project and report back to committee	Clerk

Minutes of a meeting of
Children and Young Adults Committee
Held on Tuesday 9th July 2024
At School Green Centre commencing at 19:30

Present: Cllrs Fernandes, Grimes, Matic, Montgomery (Chair) and Tatla

Attending: S Herring (Deputy Clerk)

24/CYA/30 Election of Chair of the Children and Young Adults Committee

30.1 The following nominations had been received

Cllr Montgomery was nominated

30.2 Cllr Montgomery was elected as Chair of the Children and Young Adults Committee for 2024/25

30.3 Cllr Montgomery accepted the position of Chair of the Children and Young Adults Committee and duly signed the declaration of acceptance of office

Proposed: Cllr Grimes
Seconded: Cllr Matic
Approved: Unanimously

24/CYA/31 Election of Vice-Chair of the Children and Young Adults Committee

31.1 The following nominations had been received

Cllr Fernandes was nominated

31.2 Cllr Fernandes was elected as Vice-Chair of the Children and Young Adults Committee for 2024/25

31.3 Cllr Fernandes accepted the position of Vice Chair of the Children and Young Adults Committee and duly signed the declaration of acceptance of office

Proposed: Cllr Matic
Seconded: Cllr Grimes
Approved: Unanimously

24/CYA/32

Public Questions

- 32.1 There were no public questions

24/CYA/33

Apologies for Absence and Declarations of Interest

- 33.1 Apologies for absence were received from Cllrs Johnson and B Winton (Clerk)

It was **NOTED** that Councillors Fernandes, Johnson and Matic have children of school age

- 33.2 There were no declarations of members' interests

24/CYA/34

Minutes of the previous meeting

- 34.1 The minutes of the meeting held on 7th May 2024 were approved and signed by the Chairman as a correct record

Proposed: Cllr Matic
Seconded: Cllr Grimes
Approved: Unanimously

- 34.2 Matters arising from the minutes

- 24/CYA/14.1 Clerk to write again to Department for Education (DfE) Regional Director

This will be done.

- 24/CYA/14.2 Clerk to follow up Shinfield Parish Council (SPC) messaging on tables in the School Green Café

Signage is available and will be displayed on columns in the café area.

- 24/CYA/18.1 Clerk to ensure that future plans for Primary Schools in the parish are followed up at the next meeting of the Education Working Party involving Wokingham Borough Council (WBC) members and officers

This will be done.

- 24/CYA/23.2 Clerk to arrange the next meeting of Education Working Party

This had been delayed due to the local and national elections. The next proposed date clashed with a meeting of the Liberal Democrats at WBC and needed to be rescheduled.

This would be arranged at an appropriate time.

24/CYA/26.2 Cllr Montgomery to follow up with contact regarding potential joint financial support for activities at St Barnabas Church

Cllr Montgomery had met with the Curate of St Barnabas Church. The Deputy Clerk reported that they had subsequently submitted a grant request for £5,000 to set up a food pantry.

24/CYA/26.3 Clerk to keep youth event on the agenda for future meetings

This was on the agenda.

24/CYA/27.1 Clerk to circulate revised version of user-friendly agenda to members of the committee

Due to time pressures this had not been carried out this month.

24/CYA/35

Education

35.1 Oakbank School

Cllr Grimes reported that a meeting with parents and WBC had been facilitated by SPC on 8th July 2024 to discuss school transport. The process had started approximately one month earlier than the previous year, which was a slight improvement.

Currently there were six vehicles, of which there was sufficient to transport students to Emmbrook School and The Holt School. There was a shortage of 20 spaces on the service to The Forest School. Currently there were 20 spaces available on the 224 service (pick up point from 'Wood' car park on B3270). The main problems this year were in Spencers Wood, Three Mile Cross and Swallowfield.

The key points raised were:-

- Parents not happy they had to go through the process every year
- Parents were willing to pay for over-provision of buses, with larger capacity, to ensure sufficient capacity
- Consideration should be given to current bus services serving more than one school
- Recognition of difficulties with dropping off at The Forest School due to hold up at traffic lights
- 244 service was not popular

Currently there appeared to be no cohesive strategy to improve Oakbank School.

Parents were advised to write to the Regional Director at the Department for Education (DfE) and involve the newly elected Member of Parliament (MP) – Yuan.yang.mp@parliament.uk

ACTION –

- Cllr Grimes to write to the local MP and invite her to the next parents meeting to be held at the SGC
- Cllr Grimes to contact Reading Buses to ascertain what provision could be offered to help alleviate the situation

35.2 **Education Working Party**

The Education Working Party had not met recently. Oakbank School had requested to be included on the Education Working Party.

ACTION –

- Clerk to arrange the next meeting of Education Working Party
- Clerk to invite a representative of Oakbank School to the Education Working Party

24/CYA/36

Anti-Social Behaviour

36.1 The Deputy Clerk reported on the following:-

- The Clerk had moved on a rough sleeper outside School Green Centre
- A group of youths broke into the cricket club containers and were breaking bottles at Millworth Lane
- A resident in Shorthorn Close had raised concerns with BCllr Glover regarding youths gathering in the park between 6pm and 8pm, now escalating to 11pm, damaging the area, smoking weed, shouting, throwing mud and grass. BCllr Glover had reported this to the Anti-Social Behaviour Team (ASB) at WBC and had asked the resident to report all incidents to the ASB Team.

It was recognised that youths needed a space away from residential areas to avoid impacting on local residents.

ACTION - Members to investigate ideas of places on SPC land where a shelter for teenagers could be placed

24/CYA/37

Youth Club & Youth Services

37.1 **Youth Club**

The Youth Club at the SGC was well attended and working well.

Cllr Montgomery had discussed the proposed 'sleep-out' with the Cub Scouts leader at Millworth Lane. He was not keen to hold overnight meetings outside of the ground around the Scout Hut due to ease of drying wet tents and security concerns.

37.2 **Youth Event**

The Clerk had spoken with the local Scout Master who was potentially interested in being involved with such an event in the summer 2025. There was nothing significant to report on this event at the current time.

Cllr Grimes suggested that the Army Cadet Force (ACF) in Whitley and Arborfield be approached.

ACTION –

- Clerk to contact ACF to see if they would be interested in participating in an event in 2025
- Youth Council to be added to the agenda in September

37.3 **SPC Website**

Members felt that links to Youth Groups and activities should be prominently displayed on the website so this group of the community could easily find activities.

ACTION –

- Cllr Fernandes to review the website and advise of ways to sign post Youth Activities
- Increase signage around the Parish with QR codes to direct Youths to local groups

24/CYA/38

User Friendly Agenda and Paperwork

- 38.1 Due to time constraints this had not been done this month. Perspex display boards had been purchased and would be displayed on the posts in the café in due course.

Cllrs enquired about the display screen that was previously sited in the café area.

ACTION –

- Clerk to arrange for the display screen to be re-sited in the café area
- Clerk to arrange for the 'user-friendly' agendas to be displayed

24/CYA/39

Correspondence

- 39.1 Shinfield St Mary's C.E. (VA) School

Members NOTED that Shinfield St Mary's C.E. (VA) School were proposing to become an academy school.

ACTION –

- Cllr Montgomery would contact the 'governors' and report on the result of their proposal to become an academy school
- Cllr Montgomery to write to Shinfield St Mary's C.E. (VA) School to ask how their governance would continue if they became an academy school

24/CYA/40

Date of Next Meeting

- 40.1 The date of the next Children and Young Adults Committee meeting will be 10th September 2024

The meeting ended at 21:00

List of Actions

24/CYA/35.1	Cllr Grimes to write to the local MP and invite her to the next parents meeting to be held at the SGC	Cllr Grimes
24/CYA/35.1	Cllr Grimes to contact Reading Buses regarding school transport	Cllr Grimes
24/CYA/35.2	Clerk to arrange the next meeting of the Education Working Party	Clerk
24/CYA/35.2	Clerk to invite a representative of Oakbank School to the Education Working Party	Clerk
24/CYA/36.1	Members to investigate ideas of places on SPC land where a shelter for teenagers could be placed	Members of the committee
24/CYA/37.2	Clerk to contact ACF to see if they would be interested in participating in an event in 2025	Clerk
24/CYA/37.2	Youth Council to be added to the agenda in September	Clerk
24/CYA/37.3	Cllr Fernandes to review the website and advise of ways to sign post Youth Activities	Cllr Fernandes
24/CYA/37.3	Increase signage around the Parish with QR cods to direct Youths to local groups	Clerk
24/CYA/38.1	Clerk to arrange for the display screen to be re-sited in the café area	Clerk
24/CYA/38.1	Clerk to arrange for the 'user-friendly' agenda to be displayed	Clerk
24/CYA/39.1	Cllr Montgomery to contact the 'governors' and report on the result of their proposal to become an academy school	Cllr Montgomery
24/CYA/39.1	Cllr Montgomery to write to Shinfield St Mary's C.E. (VA) School to ask how their governance would continue if they became an academy school	Cllr Montgomery



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Minutes of a meeting of
Planning & Highways Committee
Held on Wednesday 10th July 2024
At School Green Centre commencing at 19.30

Present: 10th July – Cllrs Grimes, Lias, Masseron, Peer (Chair)
11th July – Cllrs Grimes, Hoyle, Lias, Masseron, Peer (Chair)

Attending: 10th July – B Winton (Clerk)
11th July – B Winton (Clerk), S Herring (Deputy Clerk)

10th July – No Members of the public
11th July – 1 Member of the public

24/PC/67

Public Questions

67.1 There were no public questions

It was proposed and approved to adjourn the meeting until Thursday 11th July at 7.30 p.m.

Proposed: Cllr Lias
Seconded: Cllr Grimes
Approved: Unanimously

11th July

19:30

The meeting resumed

24/PC/68

Apologies and declarations of Members' Interest

68.1 Apologies had been received from Cllrs Jahromi and James

68.2 There were no declarations of members' interests

24/PC/69

Minutes of the Previous Meeting

69.1 The minutes of the committee meeting of 12th June 2024 were approved and signed as such by Cllr Peer

Proposed: Cllr Grimes
Seconded: Cllr Hoyle
Approved: Unanimously

69.2 **Actions and Matters Arising**

24/PC/46.2 Clerk to inform WBC Highways Department regarding the condition of
24/PC/27.2 the warning sign on Hyde End Road

This had been reported to WBC

24/PC/52.1 Clerk to follow up his invitation to 'Transport to the South East' to a
meeting with councillors

This was on the agenda – minute 24/PC/75.1

24/PC/59.1 Terms of Reference to be added to the agenda for Full Council on 26th
June 2024 for clarification of these matters

This had been done and was now being covered by the Corporate
Governance Working Party.

24/PC/60.2 Clerk to submit a response regarding PA 241261 on the basis of the
above

This had been done.

The Clerk had also attempted to submit a similar response in respect of
PA241326. The response from WBC was as follows:

"The application is for a screening opinion, and as such, there is no
requirement for the Council to carry out a public consultation exercise.
Notwithstanding that, the public and parish councils are welcome to
write to the Council about any matter.

The software which we use to host applications on the web site is "off
the shelf", it is outdated and not easily changed. The consultation
period field, does not include the word "public", and I am sorry that this
is misleading and gives the public the expectation that this is a closing
date for public comments. Unfortunately, the field is automatically
populated with a date when any consultations are sent and in this case,
internal consultations were sent to colleagues in other departments."

ACTION –

- Clerk to circulate the link to the Environmental Impact Assessment Regulations to members
- Clerk to write to WBC Democratic Services to express the concerns of the council that their democratic right to comment was removed due to the short period of time available for comments.

PA 233038 – Land East of Hayes Drive North of 3 Mile Cross
Wokingham

ACTION – Clerk to draft a letter to Marcia Head, WBC for comment by the committee, relating to the extension of the consultation period to 22nd July.

24/PC/62.3 Clerk to seek an update on the Carneys Yard site

The Clerk has requested an update. At Item 6.2 there are two items for the site shown as "Awaiting Compliance". Cllr Lias reported that there did not appear to be anything happening.

24/PC/63.2 Clerk to identify if there were any provisions that could be put in place to prevent vehicle access to Woodcock Lane

There has been correspondence between BCllr Glover and the Ramblers regarding this footpath as follows:

"As a lobby group we have raised this with WBC and it appears there is little enthusiasm to go down the restriction route. We have in the recent past elsewhere in the borough complained and WBC simply put a temporary closure order on the routes in the winter months. That is to say all traffic including walkers and equestrians were barred. Admittedly the byways in question were eventually repaired but we fear the magnitude of Woodcock Lane would make that a near impossibility in the current financial climate.

We see the only real way forward is for the Parish Council to put pressure on the Borough Council to carry out its duty and make the lane usable. That again will most likely force a temporary closure order. It's a hard battle to win really."

ACTION – Clerk to ask WBC when Woodcock Lane ceased being a bridle way and to request that motor vehicles are restricted

24/PC/64.1 Clerk to produce the next draft of the Shinfield Parish Neighbourhood Plan

This has not progressed as the last meeting of the group had been cancelled. This would be deferred until later in August.

ACTION – Clerk to produce the next draft of the Shinfield Parish Neighbourhood Plan for the meeting in September.

24/PC/70	Schedule of Deposited Plans
70.1	Planning applications were circulated to members weekly and comments noted on the WBC planning portal.
70.2	Cllr Peer gave an update on the proposal for 191 houses the Land to the North of the Arborfield Road.
	ACTION – Bellway Homes to be invited to the Planning and Highways Meeting on 14 th August and published in the SPC newsletter should they accept
24/PC/71	Appeals
71.1	The Clerk advised that there were no changes to the list provided last month and no new appeals.
	Members NOTED the report.
24/PC/72	Enforcement Notices
72.1	Closed Enforcement Notices
	One item had been deemed “No Breach” while three others had resulted in voluntary compliance.
	Members NOTED the report
72.2	Live Enforcement Notices
	There were three items showing as new cases: ➤ Fourwinds - breach of condition re planting trees re 191862 (although this was actually reported as a new case in June) ➤ 41 Appleby Walk – erection of an extension to the existing garage and outbuilding (this is the third live enforcement on this property) ➤ 16 Elizabeth Rout Close – use of land for storage and possible breach of conditions (relating to PA181117) Members NOTED the report
24/PC/73	Highways, Street Lighting and Footpath Matters
73.1	Footpath matters
	Cllr Masseron had produced a written report and highlighted the following:-
	• Footpath 20 had been considerably improved and the Plymouth Brethren had volunteered to paint the gate.

- The University of Reading (UoR) were making improvements to The Ridge and were exploring the idea of installing benches.
- UoR had been contacted regarding the gate on Footpath 4 as the current position would restrict access by cyclists.
- The Shinfield Volunteers had cleared Footpath 6, removed some old chain link fence and were working with the Ramblers to replace a rotten way mark post at the junction of Footpath 31A and footpath 32A.
- National Meadows Day had taken place on 6th July.
- Deardon Orchard was doing well and lots of fruit was being produced on the trees.
- Footpath between Deardon Way and Scobell Close has some loose metal barriers that needed attention.

73.2 Traffic Working Party

There had been no recent meeting of the Traffic Working Party to report back to committee.

73.3 Village Gates

The Clerk had intended to delegate this to the incoming Facilities Manager but that had not been possible. This would be followed up at the Traffic Working Party and resumed once a Facilities Manager was in post.

73.4 Lailey Path to Shinfield Infants School needed to be installed prior to the new school term in September. This was an extremely dangerous area for parents and children accessing the school.

ACTION – Clerk to write to WBC and request that this is given priority

24/PC/74

Renewal of Neighbourhood Plan

74.1 Shinfield Parish Neighbourhood Plan (SPNP)

The fourth meeting which had been planned for 27th June was not held.

ACTION – Clerk to reorganise the next meeting of the Working Party.

24/PC/75

Correspondence

75.1 Transport for the South East – Transport Strategy survey

The public consultation was planned for later in 2024 and Transport for the South East would attend a meeting nearer to the time of that process.

75.2 Development on Body's Farm – WBC response on publication of AWE

BCllr Glover had raised a query with WBC as to why they did not publish consultee comments until the end of the process. The Senior Planning Officer, WBC reported that this was their policy on all applications as it allowed them to pass on the information to the applicant in a managed way.

75.3 Nullis Farm House

This was a listed building in a poor state of repair. It was a requirement of Taylor Wimpy to bring it up to scratch before being handed back to WBC. The Clerk had written to WBC regarding the building but had not received a response.

(Post meeting note – Planning application 24166 - Full application for proposed repairing of Nullis Farmhouse, including foundation, structure and roof was on the WBC Planning Portal)

75.4 Members **NOTED** the application for the Designation of Thatcham Neighbourhood Area

75.5 University of Reading (UoR) – Tanner’s Farm, Farley

Members **NOTED** the UoR’s plans to launch a new agriculture and food research strategy after completing the purchase of Tanners Farm, Farley.

24/PC/76

Date of the next meeting

76.1 The date of the next meeting will be Wednesday, 14th August 2024

The meeting ended at 21:30

List of Actions

24/PC/69.2

24/PC/60.2	Clerk to circulate the link to the Environmental Impact Assessment Regulations to Members	Clerk
24/PC/60.2	Clerk to write to WBC Democratic Services to express the concerns of the council that their democratic right to comment was removed due to the short period of time available for comments	Clerk
24/PC/60.2	Clerk to draft a letter to Marcia Head, WBC for comment by the committee, relating to the extension of the consultation period to 22 nd July	Clerk
24/PC/63.2	Clerk to ask WBC when Woodcock Lane ceased being a bridle way and to request that motor vehicles are restricted	Clerk
24/PC/64.1	Clerk to produce the next draft of the Shinfield Parish Neighbourhood Plan for the meeting in September	Clerk
24/PC/70.2	Bellway Homes to be invited to the Planning and Highways Meeting on 14 th August and published in the SPC newsletter should they accept	Clerk
24/PC/73.4	Clerk to write to WBC and request that the path from Lailey Path to Shinfield Infants School is given priority	Clerk
24/PC/74.1	Clerk to reorganise the next meeting of the Working Party	Clerk

Introduction for Full Council

The report below was considered by the Staffing Committee at their meeting on 17th July and is **recommended** to Full Council for approval.

Proposed Changes to Staffing Structure

As had been previously reported, the proposed recruitment of a new Facilities Manager did not go to plan, with the candidate choosing to take another offer.

The gap created has been helpful in identifying what the staffing requirements going forward should be to better meet operational needs. The changes set out below help address the key pinch points in how the operation of the buildings and estate has developed and address the following issues:

- The Facilities Manager role
 - This role is still required to manage the existing Facilities team, the increased responsibilities (Millworth and High Copse) and the planned increase in the size of the team
- There is a need for dedicated Front of House supervision and management of bookings
- There is a need to continue to enhance and extend media and communications cover

Summary of Changes Proposed

The following changes are proposed:

- The Facilities Manager role is retained as per the previous job advert and role specification
- Reinstating of a Front of House Supervisor role. This was previously a part time role which had not had a chance to be bedded in due to the resignation of the post-holder.
 - An analysis of the Deputy Clerk's workload shows that a considerable amount of it relates to Front of House issues. The Supervisor role will allow better support for the Front of House and free up the Clerk and Deputy Clerk's time for other work
- The Deputy Clerk has indicated a desire to reduce to a 4 day a week.
 - We are required to consider this under Flexible Working regulations. This can be accommodated if done alongside the reinstating of the Supervisor role
- Finance Manager
 - The budget envisages this role going full time from October but it is felt that additional hours from 1st August are required
- Media and Communications Officer
 - A further increase in hours for this officer by a further one hour per day from 29hrs to 34hrs per week
- There is a provision in the budget for a part-time Grounds Maintenance person from October and it is proposed that this is still progressed
- The Sports Facilitators are not now likely to be required until April 2025

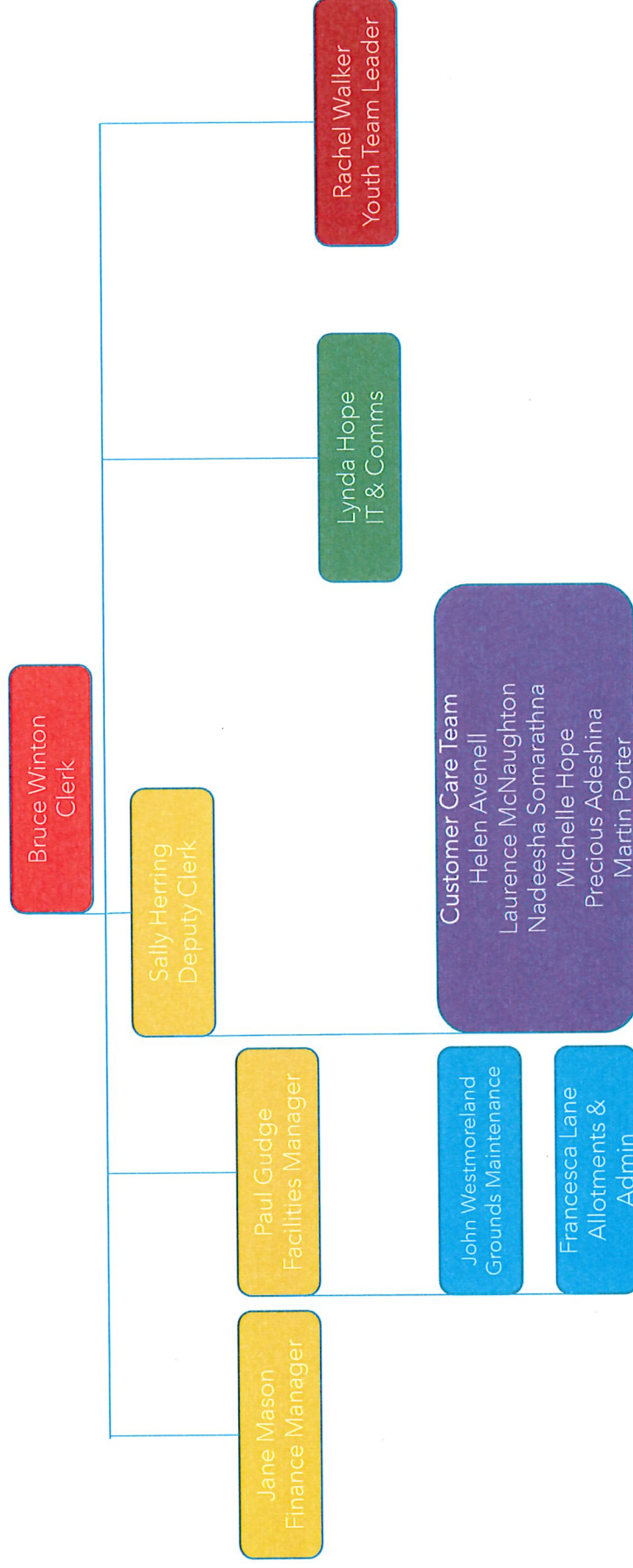
Financial Impact

The gapping of the Facilities Management post means that the actual impact of all the above changes in FY 24/25 would be a net reduction of £3.3k (which would cover any recruitment costs). In terms of FY 25/26 it is expected that the net increase against the approved payroll budget would be £29.1k.

Organisation Chart

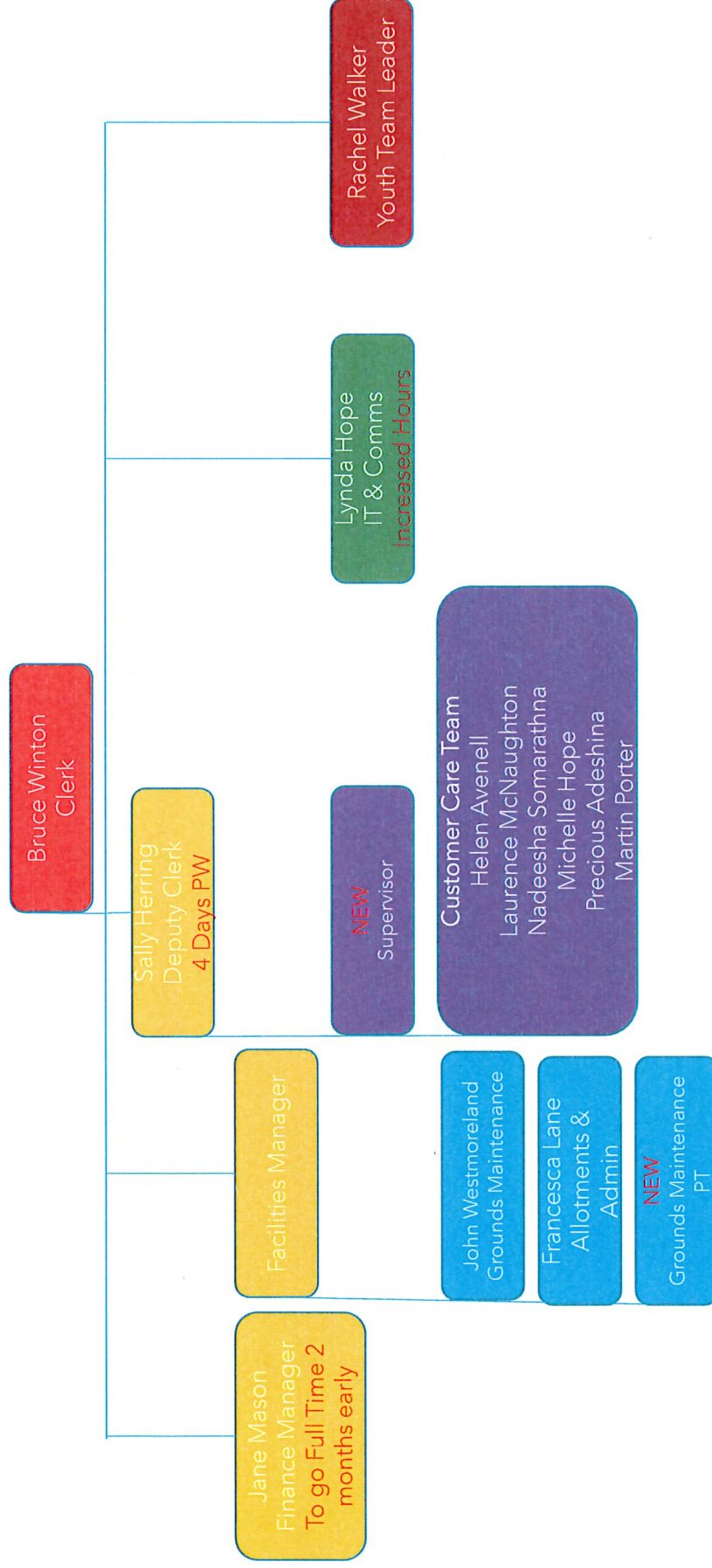
May 2024

Item 7.1a



Organisation Chart PROPOSED

Item 7.1a



Wokingham Borough School Places Strategy 2024/25 to 2029/30

Please view this document electronically

<https://wokingham.moderngov.co.uk/documents/s71907/Enc.%201%20for%20School%20Place%20Planning%20strategy.pdf>

The Safety of Electric-Powered Micromobility Vehicles and Lithium Batteries Bill

A Bill to make provisions regarding the safety of electric-powered micromobility vehicles and of lithium batteries; to give duties to the Secretary of State regarding those matters; and for connected purposes.

1. The safety of electric-powered micromobility vehicles and secondary lithium-ion batteries used to power such vehicles

(1) No person shall after 31st August 2025 place on the UK market any electric-powered micromobility vehicle or a secondary lithium-ion battery used to power such vehicles unless –

- (a) conformity assessment procedures have been carried out by a conformity assessment body ('CAB') authorised by the Secretary of State to carry out such assessments; and
- (b) the manufacturer has drawn up the technical documentation and declaration of conformity; and
- (c) the electric-powered micromobility vehicle and the battery used to power such vehicles bear the CE or UKCA mark to demonstrate conformity with designated or harmonised standards.

(2) The Secretary of State must within 6 months of the passing of this Act publish a list of CABs recognised as being able to carry out conformity assessment procedures pursuant to subsection (1).

(3) Where in the opinion of a CAB, a product covered by this Act has successfully met the essential safety requirements of applicable regulations, it shall issue a certificate of conformity to the manufacturer.

(4) Where a certificate of conformity has been issued pursuant to subsection (3) a manufacturer must display a CE or a UKCA mark on any product covered by this Act before it is placed on the UK market.

(5) No person shall display a CE or a UKCA mark on any product covered by this Act unless a certificate of conformity has been issued for the product given in accordance with this Act.

2. Disposal of Secondary Lithium-ion Batteries

(1) The Secretary of State must, within 6 months of the passing of this Act, make regulations regarding the safe disposal of lithium batteries.

(2) The regulations made pursuant to subsection (1) may include a requirement for sellers of such batteries to:

(a) Display a prominent warning about the dangers of improper disposal of lithium batteries not in accordance with those regulations; and

(b) Attach as part of the sale

- (i) Information regarding the cell chemistry of lithium batteries and;
- (ii) information regarding the safe disposal of such batteries.

3. Duties of the Secretary of State

(1) (1) The Secretary of State must, within 12 months of the passing of this Act, make regulations

(a) Specifying safety standards for micromobility vehicle conversion kits and associated components; and

(b) Requiring that all micromobility vehicles have either

- (i) a non-proprietary charging system with a communications protocol;
- or

(ii) a proprietary charging system with a matched charger

and such regulations may include details of the means by which those standards will be enforced and the penalties for failing to comply with those standards.

(2) The Secretary of State must within 6 months of the passing of this Act consult such persons as he considers have an interest in this matter on whether to implement an interim measure which prohibits the sale of universal chargers for electric-powered micromobility vehicles until such time as the regulations detailed in (1) (a) or (1) (b) come into force.

4. Offences

Any person who fails to comply with the terms of this Act commits an offence.

5. Interpretation

In this Act, the following terms have the following meanings:

- 'Electric-powered micromobility' means electric scooters or electric bicycles powered by secondary lithium-ion batteries, as defined in the Department of Transport 2020 publication 'Future of Transport Regulatory Review Moving Britain Ahead Call for Evidence'.
- 'A lithium battery' is a non-rechargeable battery with lithium as an anode.
- 'A secondary lithium-ion battery' is a type of rechargeable battery in which the main reaction is the transport and intercalation of lithium ions into the cathode and anode respectively as defined in the BEIS Research Paper No 2020/037 entitled 'Domestic Battery Energy Storage Systems A Review of Safety Risks'.
- 'A proprietary charging system' comprises of a manufacturer specified plug and socket system designed only to operate in combination with each other.

- 'A non-proprietary charging system' comprises of a non-manufacturer specified plug and socket system consisting of a standardised plug and socket and a communications protocol.
- 'A communications protocol' is a set of formal rules describing how to transmit or exchange data.
- 'A CE marking' means a mark consisting of the symbol "CE" set out in the form specified by the Secretary of State in regulations made pursuant to this Act.
- A 'UKCA' marking is a UK Conformity Assessed marking displayed in the form specified by the Secretary of State in regulations made pursuant to this Act.
- A conversion kit is the electrical drive train, battery and charging system, that is fitted to a regular pedal bicycle to convert it to an electric bike.

6. Regulations

(1) The Secretary of State must, within six months of the passing of this Act, make regulations specifying:

- (a) Any amendments to the definition of the term 'electric-powered micromobility' that, in the Secretary of State's opinion, are necessary.
- (b) The penalties that shall apply to breaches of this Act.

(2) Regulations under this Act shall be made by statutory instrument pursuant to the negative resolution procedure.

7. Extent, Commencement, and Short Title

(1) This Act extends to the whole of the UK, subject to resolutions being passed by

- (a) The Scottish Parliament;
- (b) Senedd Cymru;
- (c) The Northern Ireland Assembly

applying it to their respective countries.

(2) This Act comes into force on the day on which it is passed.

(3) This Act may be cited as the Safety of Electric-Powered Micromobility and Lithium Batteries Act 2023."

Ref	Date Paid	Payee Name	Amount Paid (Inc VAT) £	Description
001	18/06/2024	Alphabet (GB) Ltd	468.85	Van Rental - June 2024
002	18/06/2024	Air It Limited	1,263.60	Phones 2022 Settled
003	18/06/2024	Air It Limited	53.03	Internet SGC - May
004	18/06/2024	Air It Limited	53.03	Internet SGC - May
005	18/06/2024	Air It Limited	189.08	Datto Cloud Back Up - May
006	18/06/2024	Air It Limited	1,280.27	Managed IT Support - May
007	18/06/2024	Air It Limited	214.46	Phones - Settlement of disputed invoice (part)
008	18/06/2024	Claire Connell	237.50	Final Internal Audit Work & Report 2023-2024
009	18/06/2024	Select Environmental Services	2,410.98	Emptying Litter Bins May 2024
010	18/06/2024	Select Environmental Services	9.83	Emptying Feminine Hygiene Bins SWP - May
011	18/06/2024	Select Environmental Services	50.44	Commercial Waste - The Manor - May
012	18/06/2024	Select Environmental Services	84.72	Commercial Waste - SWP - May
013	18/06/2024	Select Environmental Services	103.10	Commercial Waste - Millworth Rec - May
014	18/06/2024	SPY Alarms	193.20	Annual Service - Access Control
015	18/06/2024	Absolute Brilliance Cleaning Ltd	5,594.38	Cleaning & Supplies May - School Green Centre
016	18/06/2024	Absolute Brilliance Cleaning Ltd	1,861.00	Cleaning & Supplies May - Spencers Wood Pavilion
017	18/06/2024	Absolute Brilliance Cleaning Ltd	228.00	Cleaning May - The Manor
018	18/06/2024	Window Flowers Limited	2,817.36	Plant Displays School Green Centre - Maintenance
019	18/06/2024	Adcock Refrigeration	438.00	Air Conditioning SWP 24/5/2024
020	18/06/2024	M & D Services	627.60	Remove & Dispose Tramp Surrd
021	18/06/2024	Office Depot International (UK	103.99	Stationery / Folders
022	18/06/2024	Lister Wilder	164.95	Consumables 22/5/2024
023	19/06/2024	Telefonika UK Ltd	257.99	5 Mobile Phones for Staff - June
024	20/06/2024	Everflow Utilities	554.09	Water & Waste Bill - 1 Qtr - SGC
025	20/06/2024	Everflow Utilities	33.02	Water & Waste Bill - 1 Qtr - SWP
026	20/06/2024	Everflow Utilities	252.22	Allotments - Water - 1 Qtr
027	25/06/2024	Employees	5,444.51	Salaries June (Part)
028	26/06/2024	Employees	11,843.69	Salaries June (Part)
029	27/06/2024	British Gas Lite	31.13	Electricity - School Green Outside - May
030	27/06/2024	British Gas Lite	642.91	Electricity - SGC (South) - May
031	27/06/2024	British Gas Lite	663.58	Electricity - SGC (North) - May
032	27/06/2024	British Gas Lite	252.35	Electricity - Spencers Wood Pavilion - May
033	27/06/2024	British Gas Lite	47.14	Electricity - Millworth Pavilion - May
034	28/06/2024	Fresh Berkshire Ltd TA Crumbs	576.00	TD Exhibitions - Counter Tops
035	28/06/2024	Fresh Berkshire Ltd TA Crumbs	4,299.18	Cafe Serving Area - Units & Materials
036	28/06/2024	Fresh Berkshire Ltd TA Crumbs	3,510.00	Labour - Installation & Finishing
037	28/06/2024	Fresh Berkshire Ltd TA Crumbs	936.00	Plumber - Installation Pipes and Taps
038	28/06/2024	Fresh Berkshire Ltd TA Crumbs	1,772.66	Furniture & White Goods - Café
039	28/06/2024	Fresh Berkshire Ltd TA Crumbs	504.80	Replace missing parts of Council Owned Kitchen Equipment
040	28/06/2024	Filmbankmedia	150.00	Single Title Screening Licence for Cinema
041	28/06/2024	Jaydee Living Ltd	467.86	Waste Bins - Internal
042	28/06/2024	Dyno Rod	247.00	Call Out to Manor - To Clear Blocked Toilet
043	28/06/2024	SSE Energy Solutions	465.42	Street Lighting May 2024
044	28/06/2024	SAS Land Services	1,740.00	Clearance Allotment Plots
045	28/06/2024	A1 Locksmiths (Berkshire) Ltd	238.49	Call Out to Remove Lock and Fit New Long Vulcan Shackle - Deardon Allotment
046	28/06/2024	Air It Limited	329.11	Telephones - SGC - May 2024
047	28/06/2024	Air It Limited	42.62	Telephones - SWP - Pre School
048	28/06/2024	Air It Limited	65.66	Telephones - SWP - Voluntary Car Service
049	28/06/2024	A D Wilson Plumbing & Heating	525.00	Installation - Hot & Cold Water Meters - Cafe
050	28/06/2024	Nest Pension Contributions	1,629.83	Pension Contributions - June
051	01/07/2024	Wokingham Borough Council	1,223.00	Business Rates - July - School Green Centre
052	01/07/2024	Wokingham Borough Council	216.00	Business Rates - July - The Manor Pavilion
053	01/07/2024	Wokingham Borough Council	157.00	Business Rates - July - Spencers Wood Pavilion
054	01/07/2024	Wokingham Borough Council	42.00	Business Rates - July - Millworth Pavilion
055	01/07/2024	Wokingham Borough Council	89.00	Business Rates - July - Ryelsh Pavilion
056	02/07/2024	Lloyds Bank plc	7.00	Bank Fee - June 2024
057	02/07/2024	HM Land Registry	3.00	Enquiry Fee
058	03/07/2024	British Gas Lite	177.93	Electricity June - The Manor
059	04/07/2024	IRIS Software Limited	48.00	Payroll Charge - June 2024
060	09/07/2024	Spencersr Wood Carnival	1,500.00	Grant - Support for Spencers Wood Carnival 2024
061	09/07/2024	HMRC paye	5,562.71	NI - PAYE - June 2024
062	09/07/2024	Wokingham Borough Council	141.64	Attachment of Earnings
063	09/07/2024	HM Land Registry	3.00	Enquiry Fee
Total Payments			65,139.91	

Barclaycard payment of invoices within the Clerk's financial delegation**Item 10.2**

Ref	Date Paid	Supplier	Reference	Amount Paid (exc VAT) £	Description
001	01/06/2024	Asda	B24033	50.14	Cleaning Supplies SGC
002	11/06/2024	Amazon EU	B24037	14.59	Wooden Key Chains - Youth Club Crafts
003	11/06/2024	Amazon EU	B24041	7.30	Key Rings - Youth Club Crafts
004	12/06/2024	Battery101	B24039	23.40	Batteries for Microphone
005	12/06/2024	Text Magic	B24044	60.00	Top Up Texting App for Allotment Holders
006	14/06/2024	Adobe	B24038	51.98	Adobe Licence - June 2024
007	26/06/2024	Coop	B24043	8.00	Ice Creams Youth Club
008	26/06/2024	Coop	B24045	7.30	Ice Creams Youth Club
				222.71	

Item 10.3

Payments Due to be Made Outside of the Clerk's Financial Delegation

There are no payments due to be made under this heading.