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Draft

Minutes of a meeting of Shinfield Parish Council held on Monday 16 December 2019 at Three Mile Cross church centre, commencing 19.30 hrs.

Present: Cllr's N Boyer, I Clarke, P Darley, P Emmet, A Grimes (Ch), L James, D Lias, I Montgomery, D Peer, John Halsall, Leader of the Council, Chris Easton, Brendan Troy Representatives of WBC.

Attending: Mike Balbini (Clerk), Jo Skidmore (Committee Secretary)

19/134 Public Questions

There were no public questions.

19/135 Apologies and declarations of members' interests

135.1 Apologies were received from B/Cllrs. Frewin and Bhatth

135.2 There were no declarations of interest.

135.3 There were no changes to members' declarations of pecuniary interests.

19/136 136.1 Minutes

The minutes of the Council meeting held on 18 November 2019 that had been circulated were **APPROVED**.

Proposed: Cllr. Montgomery Seconded: Cllr. Lias Approved Unanimously

136.2 Matters Arising from Previous Meeting

23.3.2.3 Spencers Wood Pavilion Business Case

This item was noted as ongoing. Cllr. Clarke confirmed that he was awaiting design proposals from three companies and was intending on seeking planning in March subject to agreement from Council.

49.2.2 Website development

Cllr. Lias confirmed that further options were being explored to ensure that it was fit for purpose in line with the expected growth of SPC.

49.3.3.3 Decision making policy and framework to be developed.

This item was noted as ongoing.

60.3.3 Clerk to ascertain ownership of land referred to as Common Land

This item was noted as ongoing.

83.2.4 Cllr. Grimes to write to enforcements copying in B/Cllrs. and Wayne Smith regarding the storage of vehicles at a Carneys.

Cllr. Grimes confirmed that he had contacted Wayne Smith and was awaiting a response.

92.3.1 Clerk to write to WBC to say that SPC did not consider that SPC should pay for the footbridge over the Grazeley footpath.

The Clerk confirmed that he had contacted and chased WBC on this matter. This item was noted as ongoing.

92.3.3 Clerk required to obtain costing and design of new village gateway signs from WBC

The Clerk noted that he and Cllr. Lias would be arranging a meeting to discuss speeding and gate positions in early January.

105.2 Clerk to arrange for camera to be taken to committee meetings for website profiles

It was **AGREED** that photographs would not be added to the website.

114.4.1 Clerk to ascertain the location of the new northbound School Green bus stop and whether its current location is permanent.

Cllr. Lias undertook to provide the Clerk with a justification for reinstating a bus shelter. This item was noted as ongoing.

114.4.2 Cllr. McDowell to research options for an electronic solution for documentation access and storage to reduce paperwork.

This item was noted as ongoing.

124.2 Cllr. Peer to speak with Kim Bedford regarding training for new councilors.

See agenda item 135.7

124.2 Clerk to ask Finance Manger to send Cllr. Clarke copy of contract with Space Care for Millworth Lane

This item was noted as complete.

124.3.2 Clerk to set up meeting between himself, Cllr. Lias and B/Cllr Frewin to discuss speeding reduction in the area

The Clerk confirmed that this would be arranged in early January

124.6.1 Cllr. Jahromi to put together proposal on Drone ownership including information governance, GDPR and potential use

A proposal was made to cancel the request for a proposal due to the complexities of obtaining a license and registration and confirmation of access to the loan of a drone from AWE should it be required for a particular purpose.

Proposed Cllr. Lias Seconded: Cllr. Emmet Unanimously Agreed

The Clerk undertook to inform Cllr. Jahromi.

124.6.2 Cllr. Montgomery to respond to Community Development officer in Aborfield that had contacted him

This item was noted as complete. Cllr. Montgomery noted that he would report back to Council regarding any initiatives arising from discussions held.

124.6.3 Cllr. Brown to pass details of Fiona Hewer to Clerk as potential speaker for APM

This item was noted as complete.

128.0 Clerk to write to Sarah Hollamby requesting an update on Ryeish pavilion and remediation of rates.

Cllr. Grimes noted that he would be submitting a written proposal to WBC on this matter at their request.

129.2 Staffing Committee Terms of Reference to be included in scheme of delegation. Cllr. James undertook to provide them to the Clerk.

This item was noted as complete.

129.4 Scheme of delegation should be brought back to the next meeting.

See agenda item 142.0

130.3 Clerk to clarify amount spent on grants to date and to whom and ensure cumulative total is added to minutes going forward.

See agenda item 143.0

131.0 Cllr Boyer to investigate process for national honours and rethink format of volunteer evening for 2020

This item was noted as ongoing.

131.2 Cllr. Brown, Lias and Darley to set up a working party to determine how to celebrate 75 years since VE day in 2020

It was requested that a regular update of progress on this matter be reported back to Council.

132.1 Clerk to respond to the resident that had requested the bottle bank stating that it would form part of the strategic view of what was happening in Spencers Wood

This item was noted as complete.

136.3 There were no further matters arising.

19/137

Reports

137.1 Chair's Report

The Chair highlighted the following items:

- A complaint had been received from a stakeholder that had not been invited to the opening of the Deardon Field Allotments. A response had been sent.
- The legalities had been agreed regarding the purchase of land from SUC which needed to be completed before April in order to avoid further complications.
- A day was spent with those bidding for construction of the community centre. Cllr. Grimes gave an update on progress to date and shared a timeline of plans. It was **NOTED** that final approval to proceed would be sought from Full Council and WBC in February with a view to commencing construction in April and completion in 2021.

It was **PROPOSED** that Cllr. Boyer be appointed to the Shinfield Community Centre Management Group.

Proposed: Cllr. Emmet Seconded: Cllr. Montgomery Unanimously agreed

Cllr. Grimes noted the various work streams relating to the development and confirmed that he would be looking for Cllrs. to take on some of the tasks.

- A meeting had taken place with an Aborfield Community Engagement officer to ascertain how Shinfield might benefit from similar work.

137.2 Clerks Report

The Clerk highlighted the following points from the report circulated prior to the meeting:

- A meeting had taken place with TRL regarding the air quality monitors. Data received so far indicated low pollution levels. A tool which would put the data into an easy to read format was being provided.
- A meeting had taken place with the with the account manager and operations manager at Spacecare who had agreed to fulfil the contract at its original cost.
- The outcome of the CILCA qualification submission was not yet known
- The Oak Tree had been planted on School Green. A complaint had been received from a resident about it being under cables however it was deemed that the cables were sufficiently high for this not to be an issue.
- The Christmas Tree had been erected on School Green on 4 December.
- The SPC newsletter had been circulated
- Christmas cards had been printed and sent.
- SPC had purchased a deed stamp.
- The parish hall had been used as a polling station on election day.

137.3 Borough Councilors' Report and Questions

137.3.1 Cllr. Clarke raised concerns that despite offering B/Cllrs an alternative way of working B/Cllrs. were not servicing SPC and cited difficulties in obtaining information from people at WBC. He noted that the parish was growing rapidly and required support.

137.3.2 John Halsall, Leader of the Council, offered reassurance that WBC was committed to working SPC and asked Cllr. Clarke to raise specific concerns via Cllr. Grimes.

137.3.3 Cllr. Grimes stated that representatives of WBC had been invited to discuss the SPC major projects list and thanked them for attending. An overview of the list was given with the following points highlighted:

- **MereOak Pedestrian Crossing:** Better public transport links were required in order to get more people to use it. Currently it was too expensive because it was out of the Reading fare zone. The MereOak park and ride was in the fare zone but was hard for residents to access. The possibility of a pedestrian link to MereOak was therefore being investigated by SPC.

WBC noted that it had spoken with RBC previously on this issue without progress being made but undertook to raise it again.

Cllr. Boyer arrived at 8:25.

- **Village Centre Development:** John Halsall noted the importance of SPC playing an important role in any development that took place.
- **Schools:** Cllr. Grimes noted the distances that children in Shinfield were travelling to school and requested that more money was invested into Oakbank. School to make it accessible for more children. It was noted that funding had been given to Bohunt Wokingham school which was not accessible to residents in the new Shinfield housing developments.
- **Road Safety:** It was confirmed that SPC had a proposal ready to discuss with WBC outlining suggestions for improvements.
- **SANG footpaths:** It was noted that joint work had commenced on using the footpaths in a structured way
- **License to Cultivate:** John Halsall noted that the responses received to date were based on H&S regulations that WBC was bound to comply with.
- **Three Mile Cross Playground:** WBC requested that SPC provided a proposal containing plans for relocation.

137.3.4 Cllr. Grimes noted that the list highlighted key priorities for SPC some of which required support from WBC. John Halsall undertook to review the list, allocate names to projects where appropriate and come back to SPC.

137.3.5 Cllr. Peer raised concerns that SPC had not been advised of the outcome of the recent judicial review on Parklands published on 21 November. Officers of WBC agreed to feedback the concerns to their colleagues.

138.4 Updates from Recent Committee Meetings

138.4.1 Recreation and Amenities Committee 28 November

Cllr. Clarke gave an overview of the meeting and highlighted the following points:

- Footpath: It was noted that Cllr. Clarke was still awaiting confirmation of who owned the footpaths. The Clerk confirmed that he was in touch with Andy Fletcher, WBC on this matter.
- SPC was not prepared to sign the lease for the Deardon Field Allotments until work had been carried out to address issues caused by flooding. A five-year guarantee on this matter was being sought from the University of Reading.
- Cllr. Clarke queries the approval of a grant given to a local church as policy was not to grant money to religious bodies. The Clerk confirmed that the decision was reached on a consensual basis taking into account policy and noting the community benefit of the project.

The draft minutes were **NOTED**.

138.4.2 Planning and Highways committee 6 December 2019

It was noted that draft minutes would be available at the January 2020 Council meeting.

138.5 Verbal reports from committees that had not convened since the last Full Council meeting

There were no reports provided

138.6 Reports from Outside Bodies

138.6.1 The report from B/Cllr. Jim Frewin circulated prior to the meeting was **NOTED**. The following key points had been highlighted:

- All WBC meeting in the previous month had been cancelled due to the election
- The climate emergency meeting had been cancelled
- Presentation of the Traveler Encampment strategy had been delayed until January/February. Members expressed concerns regarding continuing issues with traveler encampments noting the impact on local residents

19/139 SPC Project listing

139.1 The SPC project listing circulated prior to the meeting was **NOTED**.

139.2 Update on community centre - See Chair's report above.

19/140 Neighborhood CIL Report

The CIL proportion report was **NOTED**.

19/141 Invoices for Payment

The report of invoices for payment was **APPROVED**.

19/142 **Schedule of Delegation to Committees**

The proposal to insert the new scheme of delegation into the standing orders as a new section 17 in between 16 Committees and 18 sub-committees was **APPROVED**.

Proposed: Cllr Peer Seconded: Cllr Montgomery Unanimously agreed

19/143 **Grant Budget Review**

A proposal to increase the SPC grant budget by 10k to cover the remainder of the civic year was **APPROVED**.

Proposed: Cllr. James Seconded: Cllr. Emmet Agreed by majority (6 to 2)

19/144 **Events**

144.1 Volunteer Evening 27 November 2019

The Clerk gave a verbal update on the volunteer evening held on 27 November noting the positive feedback received about the event from attendees.

Cllr. Boyer confirmed that he had been researching the honors process. Cllr. Grimes asked Cllr. Boyer to submit a proposal to the next council meeting outlining suggestions as to how the 2021 volunteer event would run.

144.2 Tree Planting

The Clerk confirmed that the Oak tree planting event had taken place and had been well received. He noted that next year lights would be put on three trees on School Green which would remain permanently on site.

144.3 Christmas Tree Erection

It was noted that the Christmas Tree was now in place.

19/145 **Correspondence**

145.1 University of Reading Community Forum

It was **AGREED** that the Clerk would ask the University of Reading for permission to attend their community forum.

145.2 Volunteer Evening Letter of Thanks

The letter of thanks received from a volunteer in respect of the volunteer evening was acknowledged.

145.3 Unauthorised Encampment Consultation

The Clerk sought confirmation on how to proceed with the unauthorised encampment consultation. It was **AGREED** that he would compile individual input from members and feed this into one response from SPC.

145.4 Promotion of SPC at ASDA

It was **AGREED** that the offer of advertising on a billboard in ASDA, Lower Earley in return for a fee should be declined.

145.5 Berkshire Maestros Meeting

A request from Berkshire Maestros for partnership working was **NOTED**. The Clerk was advised to respond stating that SPC was keen to support the organisation but would not be in a position to do so until completion of the new community centre in 2021.

145.6 Bus Timetable

A letter received from Ian Clark regarding bus services in the area was **NOTED**.

145.7 HALC e-mail

The Clerk asked members to clarify the type of training that they may wish to participate in at the request of HALC. The following topics were suggested:

- New Councilor induction
- Data Protection
- Budget Planning
- Cyber Security
- VAT
- Chairing meetings

145.8 There were no further items of correspondence.

19/146

Next Meeting: 20 January 2020

The meeting was closed at 9:40

Part 2

Confidential

19/147

Scamming E-mails

147.1 Cllr. Darley gave an overview of feedback from MFG received in relation to a recent scamming e-mail that he had received.

147.2 MFG had suggested that SPC review the amount of personal information on members on the website be reviewed. The Clerk undertook to ascertain what information should be retained as a minimum. MFG also suggested that members participated in user awareness training.

147.3 Cllr. Darley confirmed that he would be attending a more in-depth meeting with an account manager at MFG to consider the issue further.

Action Items:

Minute Ref	Details	Action By:
23.3.2.3	Spencers Wood Pavilion Business Case Business Case to be presented for the provision of new facilities at Spencers Wood.	Cllr. Clarke
49.3.2.2	Website proposal to be bought back to Council	Cllr. Brown
49.3.3.3	Decision making policy and framework to be developed. Cllr Grimes to bring to Council a policy for developing assets in the parish	Cllr. Grimes
83.2.4	Cllr. Grimes to write to enforcements copying in B/Cllrs. and Wayne Smith regarding the storage of vehicles at a Carneys.	Cllr. Grimes
92.3.1	Clerk has chased ad remains awaiting response from WBC in response to contact stating that SPC did not consider that SPC should pay for the footbridge over the Grazeley footpath.	Clerk

92.3.3	Clerk to discuss siting of new village gateway signs with Cllr. Lias and notify WBC.	Clerk
114.4.1	Clerk to ascertain the location of the new northbound School Green bus stop and whether its current location is permanent. Cllr. Lias to give wording to Clerk on justification for reinstating the bus shelter	Clerk
114.4.2	Cllr. McDowell to research options for an electronic solution for documentation access and storage to reduce paperwork.	Cllr McDowell
124.2	Cllr. Peer to speak with Kim Bedford regarding training for new councilors.	Cllr. Peer
124.3.2	Clerk to set up meeting between himself, Cllr. Lias and B/Cllr Frewin to discuss speeding reduction in the area	Clerk
124.6.1	Clerk to confirm to Cllr. Jahromi not to proceed with proposal on drone	Clerk
128	Cllr. Grimes to submit written proposal to WBC on Ryeish Green pavilion.	Cllr. Grimes
131.2	Cllr. Brown and Lias to give regular update to Council on plans to celebrate 75 years since VE day in 2020	Cllrs Lias/Brown
144.1	Cllr. Boyer to submit a proposal for the Volunteer Event 2020 to January Full Council	Cllr. Boyer
145.1	Clerk to ask UoR for permission to attend their community forum	Clerk
145.3	Clerk To compile input from members on response to WBC traveler encampment strategy	Clerk
145.5	Clerk to write to Berkshire Meastros in response to their request for support stating that SPC would be keen to support them from Jan 2021	Clerk
147.2	Clerk to ascertain the minimum amount of information on members that should be listed on the SPC website.	Clerk