

Minutes approved on:	
-------------------------	--



Clerk: Mr M. Balbini
Shinfield Parish Hall
School Green
Shinfield
Reading
RG2 9EH
Tel: (0118) 988 8220
E-mail:
clerk@shinfieldparish.gov.uk
www.shinfieldparish.gov.uk

Draft

Minutes of a meeting of Shinfield Parish Council held on Monday 17 May 2021 at Spencers Wood Pavilion, commencing 19.30 hrs.

Present: Cllrs N Boyer, I Clarke, P Emmment, A Grimes (Chair), L James, P Jahromi, D Lias, M McDowell, I Montgomery, and D Peer

Attending: Mike Balbini (Clerk), Jo Skidmore (Committee Secretary), Kouy Young (Deputy Clerk)
B/Cllrs J Rance and B Patman.

21/54 Public Questions

There were no public questions.

21/55 Apologies and declarations of members' interests

55.1 Apologies were received from Cllr. Brown, Cllr. O'Brien, Cllr. Alexander and B/Cllr Batth and Munro.

55.2 There were no declarations of interest.

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

21/56 56.1 Council Minutes 15 April 2021

The minutes of the Council meeting held on 15 April 2021 that had been circulated prior to the meeting were **APPROVED**.

Proposed: Cllr. Emmment Seconded: Cllr. Lias Unanimously agreed

56.2 Matters Arising from Previous Meeting

128.0 Land Swop SPC and WBC

This matter was noted as ongoing by the Clerk with a response awaited from the Solicitor regarding the price differential.

71. Clerk awaiting Millworth Lane lease for signature

The Clerk confirmed that this matter was ongoing.

145.3 Cllr. Grimes to draft letter for local paper on SPC's building of Spencers Wood Pavilion for approval by members.

See agenda item 57.4.2

145.3 Clerk to publish letter once agreed on Website

See agenda item 57.4.2

15.8.4.2 Consideration to be given to implementing a process for making an award to nominated community groups for their efforts during the pandemic.

The Clerk confirmed that this was ongoing and that an event would be scheduled for Winter 2021.

29.5 Clerk to share furniture ideas for new community centre with winning café tender for café furniture to obtain their feedback

The Clerk confirmed that this would happen once a contract had been awarded.

30.2 Shinfield Parish Council 2021/22 document feedback to be submitted to Cllr. Montgomery by 19 March and document resubmitted to next Council meeting.

This item was noted as complete.

36.3 Cllr. Alexander to speak with Cllr Boyer about digital channels and marketing for SPC

This item was noted as ongoing.

36.4 Clerk, Cllr Boyer and Alexander to discuss work to date with Cratus and report back to next Council meeting

This item was noted as ongoing.

40.2 Cllr. Grimes to produce a Land Transactions policy

Cllr. Grimes confirmed that he had drafted a policy for review.

41.1.2 Clerk to add discussion on R&A's role in activities at the new Community Centre to the next F&GP agenda.

The Clerk stated that further discussions would be held on this matter.

43.3 Clerk to invite representative from TVP to discuss crime in the parish

The Clerk advised that an invitation had been accepted by TVP to attend the meeting but that the representative had not arrived at the meeting.

43.6 Deputy Clerk to arrange professional photographs of Councillors. Councillors to provide Deputy Clerk with updates to their biographies

The Deputy Clerk confirmed that she had received a quote from a local photographer and that she would be arranging a time convenient to both parties shortly for the photos to be taken.

44.4 Cllr. James to circulate list of assets in the Parish to members

Cllr James confirmed that this was in progress

49.3 Clerk to circulate SPC structure chart to members

This item was noted as ongoing.

56.2 Matters Arising

There were no matters arising.

21/57 Reports

57.1 Minutes of the R&A committee meeting 29 April 2021

57.1.1 Cllr. Clarke noted that the cost of bulb planting would have increased to £7312 + VAT and that sites for planting were in the process of being identified.

57.1.2 The minutes of the R&A committee meeting on 29 April were **NOTED**.

57.2 Minutes of the Planning & Highways committee meeting 6 May 2021

57.2.1 The Clerk confirmed that the Planning and Highways Committee minutes would be circulated at the next Full Council meeting.

57.3 Working Parties Reports

57.3.1 Spencers Wood Facilities Working Group

Cllr. Clarke confirmed that he was waiting for a response from the public consultation before taking further action. This was scheduled to close in June.

57.4 Chair's Report

57.4.1 The Chair highlighted the following points:

- Ongoing discussions were taking place with a local resident regarding enforcement issues and action to resolve issues awaited.
- Discussions were being held with Reading Buses regarding their timetable to improve information on local bus services.
- The Chair had spoken with WBC to request that the recycling bins were relocated in the car park.
- The Chair had spoken with Cllr. Brown regarding small corrections on the maps of local walks that had been produced. The Deputy Clerk noted that the map page on the new website had generated the most interest. The Chair recorded thanks to Cllr. Brown on behalf of the committee.

57.4.2 Cllr. Grimes shared with members the letter that he had drafted with a view to sending it to political parties requesting that work completed by SPC was not used by them for political gain.

It was **PROPOSED** that the letter drafted by Cllr. Grimes was **APPROVED**.

Proposed: Cllr. Emmet

Seconded: Cllr. Peer

Agreed by majority

It was **PROPOSED** that the letter be circulated to the media for publication.

Proposed: Cllr. Jahromi

Seconded: Cllr. Lias

Agreed by majority

57.5 Clerks Report

The Clerk noted his report circulated prior to the meeting highlighting that:

- The Deputy Clerk had started the CILCA course with view to qualifying by May 2022
- The Audit had been successfully completed
- A Risk Assessment for face to face meetings had been written
- The new SPC website had been launched
- The funfair had taken place as agreed previously with no issues reported.

57.6 Borough Councillor Reports

57.6.1 B/Cllr Patman highlighted the following:

- The WBC Council chamber was not big enough to house members whilst meeting rules in place due to Covid restrictions which was creating issues with voting.
- Changes were being considered to the way that WBC operated which were likely to benefit Parish Councils and more information would be provided over time.
- A meeting would be taking place on 27 May and hosted by David Lock Associates to discuss the impact of a potential development at Hall Farm, Shinfield, which belonged to the University of Reading.

57.6.2 Members noted that no representatives from SPC had been invited to attend the Hall Farm development meeting. Cllr. Grimes undertook to request a statement of planning from WBC's Chief Planning Officer to better understand expansion plans in the area. Post agenda clarification: Invitations were received by the SPC on Tuesday 18th May 2021

57.6.3 B/Cllr. Rance introduced herself having recently been elected noting that she would endeavour to do her best for the Parish.

57.7 Questions to WBC via Borough Councillors

There were no further questions raised.

57.8 Reports from Outside Bodies

57.8.1 The minutes of the Borough Parish Liaison Forum 12 April circulated prior to the meeting were **NOTED**.

57.8.2 Cllr. Grimes confirmed that he had extended an invitation to the Forum to hold a meeting in Shinfield once the community centre was fully functioning.

21/58 Annual Accounts and Annual Governance and Accountability Return – Year ending 31 March 2021

58.1 Internal Audit Report

The internal Audit report was **NOTED**.

58.2 Financial Statement for year ended 31 March 2021

It was **PROPOSED** that the Financial Statement for the year ended 31 March 2021 was **APPROVED**.

Proposed: Cllr. James Seconded: Cllr. Clarke Unanimously Agreed

58.3 Section 1 - Annual Governance Statement 2020/21

The following questions were read out by the Chair and the corresponding responses from the Full Council recorded below:

We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements	Yes
We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness	Yes
We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	Yes
We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	No and a document stating the reasons and corrective actions was signed by the Chair and Clerk for inclusion in the AGAR return this year
We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Yes
We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	Yes
We took appropriate action on all matters raised in reports from internal and external audit	Yes
We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	Yes
(For local council only) Trust funds including charitable. In our capacity as the sole managing trustees we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting	This item is not applicable

and, if required, independent examination or audit	
--	--

It was **PROPOSED** that the responses to Section 1 - Annual Governance Statement were **APPROVED**.

Proposed: Cllr. Grimes Seconded: Cllr. Clarke Unanimously Agreed

58.4 Section 2 – Accounting Statements 2020/21

Due to a numerical difference in one value the Clerk was asked to seek clarification and that the Chair would convene an EOM to approve the clarified number and Section 2 of the AGAR.

58.5 Notice of Public Access to AGAR

The Notice of Public Access was **NOTED**

21/59 Neighbourhood CIL proportion report from WBC

59.1 Cllr. James confirmed that £3,376,000 CIL money had been either identified, received or would be received by SPC.

59.2 Cllr. Boyer requested that B/Cllr. Rance ascertain where the 75% CIL money allocated to WBC was being spent in the parish.

59.3 Cllr. Grimes noted the insufficient access to secondary education locally querying whether some of WBC's funding would be used to address the shortfall. Clarification was also required on when plans for a primary school on Fullbrook Avenue would be progressed. Cllr. Grimes and the Clerk undertook to write to WBC to find out future policy on schools in the parish.

59.4 The Neighbourhood CIL proportion report for March 2021 was **NOTED**

21/60 New Community Centre

60.1 Construction

60.1.1 Cllr. Grimes gave an overview of the report circulated prior to the meeting highlighting the following:

- The project was running about 5 weeks behind schedule with completion expected around 6 September
- Good progress was being made overall

60.1.2 A meeting had taken place with the consortium on 11 May. It was confirmed that the planning application submitted by the consortium for the village centre fitted in with SPC's expectations. A pinch point at the north of the development site meant that a temporary fire escape route would need to be implemented at the community centre. The Planning application excluded details of the planned superstore for which planning was expected to be submitted in approximately six weeks.

60.1.3 It was **NOTED** that the SSC electric issue within the old community centre was nearing resolution and that a fibre link (FTTP) would be installed in the next few weeks.

60.2 Communications

60.2.1 Cllr. Boyer confirmed that the next newsletter would be sent out during last week of May. The Clerk advised that significant delays had occurred as the distributor now required a six-week lead in time.

60.2.2 The topping-out ceremony had been held at the new Community Centre building. A press release had been sent out and an article featured in the Reading Chronicle with further coverage expected in other publications.

60.2.3 A shortlist of six names had been agreed and will be asked to vote for their favourite. Digital channels, school newsletters and a poster outside the building will be utilised to promote the initiative. It was **NOTED** that agreement on a name was required six weeks before the opening of the centre to ensure sufficient lead in times for signage.

60.2.4 Members expressed concern about whether the opportunity to vote was only reaching a limited audience. Cllr. Boyer undertook to find out the most effective way of flyer distribution to open voting up to more people.

60.3 Catering

60.3.1 Cllr. Peer confirmed that two preferred candidates had been invited to view the site. One candidate had come back with some clarifying questions. It was confirmed that due diligence would be carried out by the Finance Manager before final selection.

21/61 Invoices for Payment

61.1 It was **RESOLVED** that the report of invoices for payment up to 5 May 2021 was **APPROVED**.

Proposed: Cllr. Montgomery Seconded: Cllr. Clarke Unanimously Agreed

61.2 It was **RESOLVED** that the Barclay card statement detailing expenditure by SPC up to 5 May 2021 was **APPROVED**.

Proposed: Cllr. Montgomery Seconded: Cllr. Boyer Unanimously Agreed

61.3 It was **PROPOSED** that the payment of Invoice No. 9 for the New Community Centre @ £204,250.00 ex VAT was **APPROVED**.

Proposed: Cllr. Boyer Seconded: Cllr. Lias Unanimously Agreed

61.4 Contract Register

The Contract Register, tracking the payments for LIFEbuild and the new Community Centre was **NOTED**.

21/62 **Recommendations from Finance & General Purposes Committee of 12 May 2021**

62.1 Investment Policy

62.1.1 Cllr James noted that the size of SPC now made it comparable to a Town Council rather than other parish councils and gave an overview of the policy circulated prior to the meeting which sought to make investments over a long period based on security, liquidity and the yield and return. It was confirmed that the policy would be reviewed on an annual basis.

It was **PROPOSED** that the Investment Policy was **APPROVED**.

Proposed: Cllr. Emmet Seconded: Cllr. Clarke Unanimously Agreed

62.2 Procurement Policy

62.2.1 Cllr. James noted that this was based on a model used by other parishes again reflecting the appropriateness of the policy with regard to the size of the parish and its activity rate.

It was **PROPOSED** that the Investment Policy was **APPROVED**.

Proposed: Cllr. Jahromi Seconded: Cllr. Boyer Unanimously Agreed

62.3 Grant Application from the Shinfield Players

It was **PROPOSED** that the grant application for £20k from the Shinfield Players was **APPROVED**.

Proposed: Cllr. Lias Seconded: Cllr. Boyer Unanimously Agreed

21/63 **Correspondence**

63.1 A letter of praise for the service that Keep Mobile offered was **NOTED**. -

63.2 A letter requesting permission to run an annual family event called the Shinfield Festival be held on Deardon Fields from 2022 consisting of music, food and entertainment and supporting local charities was **NOTED**. Support for the idea was shared but it was **AGREED** that the Clerk would seek more information before a final decision be made.

63.3 Cllr. Grimes confirmed that he would attend the Community Rail partnership between Reading and Basingstoke steering group meeting on 7 July.

21/64 **Date of Next Meeting: 21 June Spencers Wood Pavilion.**

It was noted that all meetings would be held at Spencers Wood Pavilion until the Community Centre finished and that going forward all R&A committee meetings would be held there.

The meeting ended at 9:40pm.

Action Items:

Minute Ref	Details	Action By:
128	Discussions to take place to resolve land swap issue.	Clerk
71	Clerk awaiting Millworth Lane lease for signature.	Clerk
15.8.4.2	Consideration to be given to implementing a process for making an award to nominated community groups for their efforts during the pandemic.	Clerk
29.5	Clerk to share furniture ideas for new community centre with winning café tender for café furniture to obtain their feedback	Clerk
36.3	Cllr. Alexander to speak with Cllr Boyer about digital channels and marketing for SPC	Cllr Alexander
36.4	Clerk, Cllr Boyer and Alexander to discuss work to date with Cratus and report back to next Council meeting	Clerk/Cllrs Alexander and Boyer
41.1.2	Clerk to add discussion on R&A's role in activities at the new Community Centre to the next R&A agenda.	Clerk
43.3	Clerk to invite representative from TVP to discuss crime in the parish	Clerk
43.6	Deputy Clerk to arrange professional photographs of Councillors and Councillors to provide Deputy Clerk with updates to their biographies	Deputy Clerk/All
44.4	Cllr. James to circulate list of assets in the Parish to members	Cllr. James
57.6.2	Cllr. Grimes to request a statement of planning from WBC's Chief Planning Officer.	Cllr. Grimes
58..4.2	EOM to be arranged for approval of Section 2 – Accounting Statements 2020/21 referred from this meeting	Cllr Grimes/Clerk
59.3	Cllr. Grimes and Clerk to write to WBC to find out future policy on schools in the parish.	Clerk/Cllr. Grimes
60.2.4	Cllr. Boyer to research most efficient method of flyer distribution to enable voting for as many residents as possible	Cllr Boyer
63.2	Clerk to obtain further information on plans for a Shinfield Festival	Clerk