

Minutes of a meeting of Full Council
Held on Wednesday, 22nd November 2023
At School Green Centre commencing at 19:30

Present: Cllrs Boyer, Clarke, Grimes (Chairman), Hoyle, Jahromi, James, Jones, Masseron, Montgomery, Peer and Tatla

Attending: BCllr Rance
B Winton (Clerk), S Herring (Deputy Clerk)
10 members of the public

23/145 Public Questions

145.1 Spencers Wood Lunch Club at Spring Gardens

Members of the public expressed concerns that Wokingham Borough Council (WBC) had asked the Lunch Club for a rental payment for using the dining area and kitchen at Spring Gardens. The group had been running since 1987 and provided a hot meal and company for many local people each week, including some residents at Spring Gardens. Many of the people attending were only receiving an income via the state pension and an increase in price would mean that many would be unable to attend. It was stated that the volunteers had, in the past, provided equipment such as a dishwasher and crockery. It was understood that WBC was triggered into this request as residents of Spring Gardens, who pay a maintenance charge, felt they were subsidising the lunch club. The volunteers who run the lunch club had stated that they were willing to contribute towards the increased costs of fuel but were concerned that it appeared they would also be charged for renting the space.

The question raised to Shinfield Parish Council (SPC) was:-

“does SPC agree that the lunch club is a valuable Shinfield community amenity and will they proactively lobby WBC to reverse this proposed charge increase, that is due to come into place from 1st December 2023?”

BCllr Rance had made enquiries with WBC, however, they did intend to proceed with the charge. SPC were happy to support the lunch club and would seek further information from WBC regarding the exact details of the requests.

Proposed – Cllr Grimes
Seconded - Cllr Tatla
Agreed - Unanimously

ACTION – Clerk to seek confirmation from WBC regarding the exact proposals in respect of the Lunch Club

23/146 Apologies and declarations of Members' Interest

146.1 Apologies had been received from Cllrs James & Lias and BCllr Glover

146.2 The following members declared an interest: -

Cllr Masseron declared that she was a member of the Shinfield Players

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

146.4 Co-option of Councillors

It was proposed that the following residents of Shinfield Parish be co-opted as members of Shinfield Parish Council

- Chester Fernandes
- Zoran Matic
- Brett Johnson

Each candidate had submitted a short resume of the reasons why they wished to join the parish council.

Zoran Matic stated that he would step back from any discussions involving the Designated Emergency Planning Zone (DEPZ) to avoid any conflict of interest from his employment with WBC Emergency Planning department.

146.5 It was proposed that Chester Fernandes be co-opted as a member of Shinfield Parish Council for Shinfield North ward

Proposed: Cllr Jahromi
Seconded: Cllr Boyer
Approved: Unanimously

Cllr Fernandes duly completed and signed a declaration of office form, witnessed by the Clerk.

Cllr Fernandes expressed an interest in joining the Planning and Highways Committee and the Children and Young Adults Committee

146.7 It was proposed that Zoran Matic be co-opted as a member of Shinfield Parish Council for Shinfield Village ward

Proposed: Cllr Tatla
Seconded: Cllr Montgomery
Approved: Unanimously

Cllr Matic duly completed and signed a declaration of office form, witnessed by the Clerk

Cllr Matic expressed an interest in joining the Arts, Culture and Events Committee

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- 146.8 It was proposed that Brett Johnson be co-opted as a member of Shinfield Parish Council for Shinfield Village ward

Proposed: Cllr Boyer
Seconded: Cllr Jahromi
Approved: Unanimously

Cllr Johnson duly completed and signed a declaration of office form, witnessed by the Clerk

Cllr Johnson expressed an interest in joining the Children and Young Adults Committee and Planning and Highway Committee

- 146.9 The Clerk advised that it would be beneficial to have a more formal process for the co-option of future councillors which amongst other things confirmed attendance at a minimum number of meetings prior to being considered for co-option.

ACTION – Clerk to draft a formal process for consideration by Full Council

23/147

Minutes of the Meeting held on 25th October 2023

- 147.1 The minutes of the meeting held on 25th October 2023 were approved subject to the correct spelling of 'recommendation' at item 141.2 and would be signed by the Chairman as a correct record after the correction had been made.

Proposed: Cllr Tatla
Seconded: Cllr Peer
Approved: Unanimously

- 147.2 **The following matters arising were discussed:**

- 23/130.1** Clerk to contact Cllr Boyer to ascertain his availability for Full Council Meetings

This had been done.

- 23/131.2** Clerk to follow up the publication of the TRO relating to Carney's Yard
23/118.5

The Clerk advised that he was in regular contact with WBC regarding the site which was slowly being cleared.

- 23/131.2** Clerk to circulate the Finance and General Purposes Committee minutes with
23/118.8 the next full council meeting papers

Minutes of the meeting scheduled for December would be circulated when available.

- 23/134.1** BCllr Gray to check the predicted number for inward migration

There was nothing to report as BCllr Gray was not present.

ACTION – Item to be added to the next agenda

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- 23/134.1 BCllr Gray to be invited to join the Education Working Party

The Clerk advised that this had not been achieved as the most recent meetings had been during the working day. However future meetings may be scheduled for later in the afternoon or evening when BCllr Gray may find it easier to join.

- 23/134.1 Clerk to circulate the notes of the Education Working Party to Cllrs and BCllrs

This had been done

- 23/134.2 Clerk to arrange to visit Oakbank School and The Forest School

This had not yet been arranged.

ACTION – Clerk to arrange to visit Oakbank School and The Forest School

- 23/135.1 Clerk to put forward proposals to members for Terms of Reference for the Children and Young Adults Committee

The Clerk advised that these had been considered at the first meeting of the committee and a revised version would be discussed at the next meeting.

- 23/135.1 Members to inform the Clerk if they wished to join the Children and Young Adults Committee

Cllrs Montgomery, Tatla and Grimes were currently on the committee. Cllr Matic expressed an interest in joining this committee.

- 23/137.1 Clerk to obtain a response from Craig Hoggarth and progress the leases

This was on the agenda.

- 23/137.2 Clerk to provide a formal report on the options for establishing a presence in the north of the parish to the next meeting of the Full Council

This was on the agenda.

- 23/139.2 Clerk to make the capital grant payment of £8,000 to Oakbank School

This had been done.

- 23/139.3 Clerk to arrange a meeting of the Finance and General Purposes Committee to
23/139.4 discuss capital grants for Grazeley Village Memorial Hall, St Mary's Church and
23/139.5 Shinfield Players Trust

A Working Party meeting of the Finance and General Purposes Committee had taken place on Tuesday 21st November. This was on the agenda.

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20/12/23

- 23/140.1** Clerk to communicate the proposed changes to residents for Polling Stations within the parish

This Clerk advised that due to the amount of content for December's newsletter this would be published in the next e-newsletter (for early January)

ACTION – Clerk to communicate the proposed changes to residents for Polling Stations within the parish

- 23/141.2** Clerk to pay the invoice to Lifebuild Solutions Limited for £53,400 including VAT

This had been done.

- 23/142.2** Clerk to add a decision on the use of Spencers Wood Pavilion to the next agenda of Full Council

The Clerk advised that this would be on the agenda for the Facilities Committee on 29th November to allow a recommendation to come from that committee to Full Council.

- 147.3** **Confidential Minutes of the Meeting held on 25th October 2023**

Cllr Hoyle requested that additional wording was provided on the confidential minutes of the meeting held on 25th October 2023. It was agreed that Cllr Hoyle would submit his suggested wording to the Clerk for inclusion in the minutes.

The amended minutes would be submitted to the next meeting of the Full Council for approval.

ACTION – Clerk to submit the amended minutes at the next Full Council meeting.

- 147.4** **Matters arising from the confidential minutes held on 25th October 2023**

The Clerk reported that all actions had been dealt with

23/148 **Reports from Borough Councillors**

- 148.1** Members **NOTED** the written reports from Borough Councillors Glover, Munro and Rance

- 148.2** Questions for Borough Councillors

There were no questions for the Borough Councillors

20.21 BCllr Rance left the meeting

*all
20/12/23*

23/149

Reports from Committees and associated Working Parties

149.1 Minutes of Facilities Committee 1st November 2023

Cllr Clarke highlighted the following -

- Shinfield Rangers were turning children away
- He would be holding a meeting with both football clubs to ascertain the current situation
- Anti-Social Behaviour (ASB) – Fencing had been installed at the Recreation Ground Allotments, CCTV upgraded at Spencers Wood Pavilion and shutters would be installed over the entrance canopy there
- Alternative and additional suitable storage was being investigated for the School Green Centre
- Robyns Nest Café would be closing on 23rd December and a working party was being set up to produce a tender document

Sports Working Party

The planning application for Millworth Lane was being prepared.

School Green Working Party

The bollards for the School Green had been ordered and were due to be installed. Planning permission was being sought for the installation of the screening.

Members **NOTED** the minutes of the Facilities Committee meeting held on 1st November 2023

149.2 Minutes of the Arts, Culture and Events Committee 2nd November 2023

Cllr Tatla reported that -

- Charlotte Haitham Taylor, Chair of Arts4Wokingham would be attending the meeting on 30th November

Members **NOTED** the minutes of the Arts, Culture and Events Committee meeting held on 2nd November 2023.

Events Working Party

- Events Working Party were working on the Arts Exhibition for October 2024

149.3 Minutes of the Planning & Highways Committee 8th November 2023

Cllr Peer reported that the committee were looking into the renewal of the Shinfield Parish Neighbourhood Development Plan (SPNDP)

Members **NOTED** the minutes of the Planning and Highways Committee meeting held on 8th November 2023

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Traffic Working Party

The Clerk advised that he had now received a response from WBC. However, it was disappointing as it did not address the specific items raised with WBC at the meeting held in July 2023. He would write a formal response asking them to fully address the various requests for traffic improvements put forward by the working party.

ACTION – Clerk to draft a response to WBC requesting an answer to the various requests for traffic improvements in the Parish

149.4 Minutes of the Children & Young Adults Committee 15th November 2023

The Committee had held one meeting and drafted some Terms of Reference for the Committee. These would be reviewed at their next meeting and submitted to Full Council in December.

ACTION – Terms of Reference for the Children and Young Adults Committee to be submitted to Full Council when available

Members **NOTED** the minutes of the Children and Young Adults Committee meeting held on 15th November 2023

Education Working Party

Cllr Montgomery reported -

- BClr Bray, Piers Bunning, School Place Planning Manager WBC & Rebecca Brookes, WBC had joined a TEAMS meeting of the working party held on 31st October 2023
- Transport issues were discussed, in particular WBC processes and timelines and the movement of allocation of school places between January and September. There were still spaces on transport to Emmbrook. SPC do not want a repeat of the situation this year.
- School places - WBC processes and timelines were discussed.
- Provision of a new primary school – Spencers Wood Primary School / extension of Aldergrove. The clock was running with regards to S106 money for the new primary school as in approximately three years the agreement would expire.
- Sixth Form provision - Hall Farm Development. Cost of busing v. local school. Transport is funded from the general budget and has an impact on other services. Oakbark needs to stabilise and increase capacity slowly.
- Suggestions for a 6th form in SPC – NHM site, Shire Hall, Met office site, SW primary school site (outreach for Reading College / Maiden Erlegh). Bohunt sixth form is closed to Shinfield students.
- Post sixteen transport is not funded
- A further meeting would be arranged from mid January 2024 with Rebecca Brooks and BClr Bray to look at the numbers for sixth form.


20/12/23

Cllr Hoyle commented that a new secondary school on the proposed Hall Farm development would not materialise for ten to fifteen years which doesn't solve the immediate problem.

149.5 **Chairman's Report**

Cllr Grimes reported –

- Remembrance Sunday went well and was well attended
- Beke Avenue – Consortium reported that it would not open until next March
- He had asked if it was possible to have an Army Cadet Force in Shinfield to help address the lack of opportunities for young people in the parish

149.6 **Engagement Working Party**

The Engagement Working Party met on 8th November and discussed possible options to engage with the community -

- Councillors and Clerk – tea and cakes – vary locations ie School Green Centre, Grazely Village Hall, Spencers Wood Pavilion, Three Mile Cross, Frensham Green Flat
- Councillors and officers actively engaging with parishioners
- Consider an engagement skills course for councillors and officers
- Continue to develop the newsletter
- Provide a 'Welcome to the Parish' document when new residents come to the School Green Centre to collect bin bags
- Developers pack – we could add something – new builds only

149.7 **Reports from Outside Bodies**

AWE Local Liaison Committee

Cllr Montgomery had circulated a report from a meeting of the AWE Local Liaison Committee held on 9th November 2023 that he attended.

He drew attention to item 6 of the report where AWE were appealing the planning inspectors approval of a rejected application for 35 houses in Burghfield, previously turned down by West Berkshire Council, by taking the case to the High Court.

It was noted that this was the first application since the development in Kingfisher Drive had been approved.

BALC AGM

Cllr Peer reported that the meeting had been well attended.

- Some parish councils were still holding Zoom meetings
- The Clerk at Finchampstead Parish Council had sadly passed away

Peer
20/12/23

23/150

Land Issues

150.1 Ryeish Green playing fields

The Clerk advised that we do have agreement in principle for mutual reciprocal leases. WBC had asked the Clerk to put in writing exactly what that would be even though the terms of the existing lease for Deardon Orchard were quite clear, and WBC had a larger resource available to them. The Clerk would share the document, once drafted, that is proposed to be for a term of 7 years.

ACTION – Clerk to draft lease and circulate to members

150.2 Community Space in the north of the parish

The Clerk had provided his assessment of options for establishing a presence in the north of the parish and recommended a combination of

- Developing community engagement
- Promoting links between Shinfield North and the rest of the parish
- Formally developing a link with Whiteknights to facilitate their building of Phases I and II and taking on the room hire element, Earley Town Council had confirmed they had no issues with this proposal

Cllr Hoyle asked if there were any other places that could be hired in the North of the Parish.

The Clerk was investigating options for community events to be held at Crosfields School. St Barnabas Hall was also available for hire.

Cllr Clarke expressed concerns over the Frensham Green flat going, however, this was a WBC resource and there had been no proposals for this to stop. The flat was quite small and unable to cater for large activities.

The ECMWF site was due to be vacated with the expectation of this being sold to developers. SPC should discuss this site with WBC to see if there was the possibility for a community hub being built on the site.

ACTION – Clerk to continue to investigate possibilities for Shinfield North

150.3 Unfinished Footpath on Hyde End Lane

WBC and Taylor Wimpey were in discussion regarding the footpath and were aware of SPCs offer of a contribution. BCllr Glover had reported that the cost of a temporary path was being updated.

ACTION – Clerk to report on any progress regarding the temporary footpath on Hyde End Lane

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20/12/23

150.4 Ryeish Green Pavilion

The Clerk advised that, as discussed at the last Full Council meeting, the matter had been referred to Facilities Meeting on the 1st November. That meeting had agreed to appoint a Quantity Surveyor to provide costings for two scenarios for the refurbishment of the pavilion. One would be based on the work proposed by the dementia group had they been able to purchase the site. The other would create a more open-plan layout. The Quantity Surveyor had visited the site with the Facilities Manager on 8th November to confirm the scope of the works. As requested the timetable was to have this information available for the December Full Council meeting.

ACTION –

- Clerk to add the Ryeish Green Pavilion to the next Full Council Meeting and include detailed costings, if available, with the papers for the meeting

23/151 Public Art

- 151.1 The Clerk advised that ACE had considered and supported the proposal for SPC to take on the process of identifying an appropriate piece of public art subject to ratification by Full Council. If Full Council supported this, then the Clerk would produce a design brief for consideration at the next ACE meeting along the lines set out in the paper for this meeting. There was a fund of £8,000 available and SPC could contribute additional funds if desired. It was noted that if a water feature was part of the design, it should be of low maintenance.

It was agreed that the council should follow this opportunity up.

23/152 Grant Applications

152.1 Capital Grants

The recommendations from the Finance & General Purposes Working Party for the capital grants were discussed as follows:

152.2 Grazeley Village Memorial Hall - £8,500

It was generally felt that Grazeley Village Memorial Hall were not competitors of the School Green Centre (SGC) or Spencers Wood Pavilion (SWP) as the activities booked in Grazeley could not be accommodated in SPC facilities. The recommendation was for 50% of the works planned. It was agreed to offer the grant subject to a report by the end of March 2024 on matched funding.

Proposed: Cllr Montgomery
Seconded: Cllr Peer
Approved: 10 for and 1 against

ACTION –

- Clerk to inform Grazeley Village Memorial Hall about the grant decision
- Clerk to make payment of £8,500 subject to receipt of the information requested above

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152.3 St Mary's Church - £7,902

The majority of councillors felt that the community hall was used primarily for non-religious purposes and therefore was eligible for capital grant funding under SPC's policy on the subject. The recommendation was to pay this grant request in full as it amounted to 28.5% of the total work planned.

Proposed: Cllr Montgomery
Seconded: Cllr Tatla
Approved: 10 for and 1 against

ACTION –

- Clerk to inform St Mary's Church about the grant decision
- Clerk to make payment of £7,902

152.4 Shinfield Players Trust - £20,000

The recommendation was to make a grant of £20,000 which was 49.5% of the total planned works. It was felt that the proposed works enhanced youth activities within the parish which was in line with SPCs overall strategy. SPC to request public recognition for awarding the grant. Shinfield Players Trust to provide proof of matched funding by year end 2023/24.

Proposed: Cllr Montgomery
Seconded: Cllr Jahromi
Approved: Unanimously

ACTION –

- Clerk to respond to inform Shinfield Players Trust about the grant decision
- Clerk to make payment of £20,000 to Shinfield Players Trust subject to receipt of the information above
- Clerk to request that recognition is received for awarding the grant

23/153 Correspondence

153.1 None received

23/154 Invoices for Payment

154.1 Members **NOTED** the following payments: -

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

154.2 Payments outside the Clerk's financial delegation

There were no payments due to be made under this heading

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23/155

Date of Next Meeting

155.1 The date of the next meeting was Wednesday, 20th December 2023

Meeting ended at 22:01

W. H. S.
20/12/23

List of Actions

23/145.1	Clerk to seek confirmation from WBC regarding the exact proposals in respect of the Lunch Club at Spring Gardens	Clerk
23/146.9	Clerk to draft a formal process for the co-option of councillors for consideration by Full Council	Clerk
23/147 23/134.1	BCllr Gray to check the predicted number for inward migration	BCllr Gray
23/147 23/134.2	Clerk to arrange to visit Oakbank School and The Forest School	Clerk
23/147 23/140.1	Clerk to communicate the proposed changes to residents for Polling Stations with the parish	Clerk
23/147 23/147.3	Clerk to submit the amended confidential minutes held on 25 th October at the next Full Council meeting	Clerk
23/149.3	Clerk to draft a response to WBC requesting an answer to the various requests for traffic improvements in the Parish	Clerk
23/149.4	Terms of Reference for the Children and Young Adults Committee to be submitted to Full Council when available	Clerk
23/150.1	Clerk to draft lease for Ryeish Green playing fields and circulate to members	Clerk
23/150.2	Clerk to continue to investigate possibilities for Shinfield North	Clerk
23/150.3	Clerk to report on any progress regarding the temporary footpath on Hyde End Lane	Clerk
23/150.4	Clerk to add the Ryeish Green Pavilion to the next Full Council Meeting and include detailed costings with the papers for the meeting	Clerk
23/152.2	Clerk to inform Grazeley Village memorial Hall about the grant decision	Clerk
23/152.2	Clerk to make payment of £8,500 to Grazeley Village memorial hall upon receipt of the information requested	Clerk
23/152.3	Clerk to inform St Mary's Church about the grant decision	Clerk
23/152.3	Clerk to make payment of £7,902 to St Mary's Church	Clerk
23/152.4	Clerk to respond to inform Shinfield Players Trust about the grant application	Clerk
23/152.4	Clerk to make payment of £20,000 to Shinfield Players Trust subject to receipt of the information requested	Clerk
23/152.4	Clerk to request that recognition is received for awarding the grant to the Shinfield Players Trust	Clerk

W. Oliver
29/12/23