

Minutes approved on:	
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Draft

Minutes of a meeting of Shinfield Parish Council held on Monday 16 August 2021 at Spencers Wood Pavilion, commencing 19.30 hrs.

Present: Cllrs, I Clarke, P Emmet, A Grimes (Chair), L James, D Lias, I Montgomery, D Lias, and D Peer

Attending: Kouy Young (Deputy Clerk), Jo Skidmore (Committee Secretary),

21/86 Public Questions

There were no public questions.

21/87 Apologies and declarations of members' interests

87.1 Apologies were received from Cllrs Narayanan, McDowell, Boyer, O'Brien and Jahromi and B/Cllrs Bath, Patman, Frewin and Munro.

87.2 It was requested that the Deputy Clerk forward details of attendance of Cllr Alexander to Cllr. Grimes.

87.2 There were no declarations of interest.

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

21/88 88.1 Council Minutes

The minutes of the Council meeting held on 19 July 2021 that had been circulated prior to the meeting were **APPROVED**.

Proposed: Cllr. Clarke Seconded: Cllr. Peer Unanimously agreed

The minutes of the Extraordinary Council meeting held on 27 May 2021 that had been circulated prior to the meeting were **APPROVED**.

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

The minutes of the Extraordinary Council meeting held on 4 August that had been circulated prior to the meeting were **APPROVED**.

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

88.2 Matters Arising from Previous Meeting

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 Deputy Clerk noted that a date at the end of November had been reserved for a volunteer's event and that an invite list had been drawn up.

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

The Deputy Clerk confirmed that newsletter delivery would commence on 30 August. It was confirmed that a draft plan for the opening of the Community Centre had been received from Cratus.

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

Cllr. James confirmed that a report had been circulated to members and that no questions had been received.

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 a photographer had been booked for 18 August starting at 2pm.

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

See agenda item 94.3.

59.3 Cllr. Grimes and Clerk to write to WBC to find out future policy on schools in the parish.

Cllr. Grimes confirmed that the letter had been drafted and passed to the Clerk to be put on letterhead.

78.4.2 Cllr. Clarke and Cllr. James to work together to progress Spencers Wood recreation ground project.

See agenda item 90.2

80.4.2 Cllrs who have not yet visited the new community centre to liaise with Clerk to arrange.

This item was noted as complete.

82.2.3 Clerk to produce terms of reference for the Communications and Marketing committee for August Full Council meeting.

See agenda item 94.1.

83.2.3 Cllr. Grimes to respond to consultation on proposed constituencies.

Cllr. Grimes noted that he had circulated an e-mail to members detailing SPC's response arguing that Shinfield parish council should be in one constituency and that Shinfield be included in the name if it was to fall within the Early and Woodley constituency.

B/Cllr. Rance undertook to find out what WBC's response has been to the consultation.

84.2 Clerk to advise The Chapters that commercial advertising was not available via SPC.

Cllr. Lias confirmed that he had visited the new retirement complex which was due to open in July 2022. It was suggested that a copy of the map detailing local walking routes and featured on the SPC website was given to The Chapters to display in a communal area.

88.3 Matters Arising

There were no matters arising.

21/89 Reports

89.1 Minutes of the Recreation & Amenities committee meeting 29 July 2021

89.1.1 The Deputy Clerk confirmed that she had spoken to the ICO (Information Commissioner's Office) and undertook to share with members details of companies hiring the hall and the purpose for which the hall had been hired by private parties. It was **AGREED** that the Deputy Clerk would provide a monthly report detailing bookings for the past and coming month including rates paid to be presented to the Recreation and Amenities committee.

89.1.2 The minutes of the R&A committee meeting of 29 July were **NOTED**.

89.2 Minutes of the Planning & Highways committee meeting 5 August 2021

89.2.1 Cllr Peer raised the issue of lack of progress regarding the installation of village gates. Cllr Grimes noted potential plans for a speed zone covering the built-up area of the parish. It was requested that Cllr Peer write to Pauline Jorgensen, WBC noting that Andy Glencross, WBC had proposed this and asking how to progress it. Deputy Clerk also undertook to contact Ashley White, WBC, about the village gates once again.

89.2.2 The minutes of the Planning and Highways committee meeting of 5 August were **NOTED**.

21/90 90. Working Parties Reports

90.1 Sports Strategy Working Party

90.1.1 Cllr Clarke confirmed that one meeting had taken place and noted the minutes circulated prior to the meeting. The next meeting was due to take place at Millworth Lane on the following evening.

90.1.2 Cllr Grimes confirmed that as part of the parking plan for the new community center, Millworth Lane parking capability had been submitted to WBC to help with discharging a condition in the plan. SPC could choose to execute the parking plan once a decision had been made on what to do with the facilities at the site.

90.1.3 Cllr Clarke confirmed that proposals for the site would be submitted to Full Council for consideration in due course.

90.2 Spencers Wood Recreation Ground

90.2.1 Cllr. Clarke confirmed that he was moving forward with the procurement process for the sports equipment which was likely to be installed in Spring 2022.

90.3 Future Shinfield Working Party

90.3.1 Cllr. Montgomery confirmed that members of the working party had provided minimal input to date. Concerns were raised about the progress of the working group and members expressed concern as to whether it was still viable.

90.3.2 It was **AGREED** that Cllr Montgomery would ask the group for a report to be presented to Council in September and that consideration on how to progress the work after this point would be given.

90.3.3 Cllr. Montgomery noted his intention to attend the NALC Future Communities event in December and the Locality Convention in November.

90.5 Chair's Report

The Chair highlighted the following points:

- One stop shop: Progress with the enforcement issue had been made with one part of the construction removed. A highways issue remained outstanding and it was likely that revised planning application would be submitted.
- An approach had been made as to whether SPC would consider a property transaction in Three Mile Cross.

90.6 Clerks Report

The Deputy Clerk noted the Clerk's report circulated prior to the meeting and there were no questions from members.

The following points were highlighted:

- Deardon/Ryeish Land swop: A response was still awaited regarding options provided to WBC to balance the land value in the swop.
- Recruitment of youth workers was ongoing. Interviews had taken place, but no one had been recruited to date. It was intended that the youth club would open in September 2021.
- Royal Mail were now managing distribution of the newsletters which had been sent to them.
- The first private party room hire had taken place at Spencers Wood pavilion and had been very successful.
- The SPC website was seeing an increase in traffic and positive feedback was being received.

90.7 Borough Councillor Reports

90.7.1 B/Cllr Rance expressed her frustration at a lack of information from WBC and highlighted the following.

- A meeting had taken place with the Deputy Head of Oakbank school about speeding on Hyde End Lane.
- B/Cllr Rance had met a resident about building issues on a local Taylor Wimpey development site.
- Addressing some of the issues relating to the grass cutting programme which was considered unsatisfactory.

- A meeting had taken place with residents of Cutbush Lane East to discuss concerns about the impact of wildlife of Shinfield Studios.
- A visit had been made to the Orchard Rise development to understand drainage problems, allotment issues and queries about the play park not being finished.
- Conversations had taken place with residents on Fulbrook Avenue where 26 of 54 drains were blocked and causing flooding.
- There continued to be a large amount of fly tipping on Shinfield Meadows and Kybes Lane much of which had now been cleared and undertook to investigate fly tipping issues on Hartley Court Road.

90.8 Questions to WBC via Borough Councillors

There were no questions were raised.

90.9 Reports from Outside Bodies

There were no reports from outside bodies.

90.10 Cratus Report

The report circulated by Cllr James prior to the meeting on Cratus was **NOTED**.

21/91 Neighbourhood CIL proportion report from WBC

91.1 Cllr. James confirmed that it was unlikely that SPC would receive any further CIL money once the amounts detailed in the report had been received.

91.2 The CIL proportion report from WBC was **NOTED**.

21/92 New Community Centre

92.1 Construction

92.1.1 Cllr. Grimes gave an overview of the community centre project Director's report circulated prior to the meeting highlighting the following points:

- In the last three reporting months, five weeks had been lost from the programme. 11 October was now the anticipated completion date. The target date had originally been 13 August.
- The old parish hall would be made available as a storage facility from 25 Sep.
- The wayleave issue had been resolved.
- Lifebuild would have more on-site management resource.
- SPC had complained to the contractors about the roof not being completed which had led to damage to plasterboard inside the building.
- Thought was being given to the location of the bottle banks noting that there were limited options due to access required.
- The name of the community centre had been agreed by the Joint Borough steering group.
- Newsletter delivery had been agreed with delivery to 40 houses to be done by councillors.
- There was no official opening date yet.

92.1.2 Cllr. Lias noted negative comments received from residents about the look of the new community centre. Cllr. Grimes noted that a great deal of thought had been given to the construction of the building and it was agreed that there was unlikely to be a building style that would satisfy everyone.

92.2 Catering

92.2.1 The kitchen equipment had been ordered and the contractor had been instructed to prepare a kitchen design based on the catering operators proposed schedule of equipment.

92.2.2 The Deputy Clerk confirmed that the cost of equipping the kitchen would increase due to an issue with the taps and undertook to send details to Cllrs. Grimes and Peer. It was confirmed that the lease had not yet been received for the catering facility, but that maintenance of kitchen equipment would be the responsibility of the catering contractor.

92.2.3 Cllr. Grimes explained why the business model proposed by the catering contractor had been the most viable.

92.2.4 The Deputy Clerk confirmed that she would be using contract finder for the procurement of cleaners due to the high cost for cleaning both buildings.

92.2.5 AV equipment for the new centre had been ordered as had furniture for the café.

21/93 Invoices for Payment

93.1 It was **PROPOSED** that the invoices up to 8 August were **APPROVED** for payment.

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

93.2 It was **RESOLVED** that the Barclay card statement detailing expenditure by SPC up to 8 August 2021 was **APPROVED**.

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

93.3 It was **PROPOSED** that the payment of Invoice No.12 for the New Community Centre £228,950 ex VAT was **APPROVED**.

Proposed: Cllr. Peer Seconded: Cllr. Brown Unanimously Agreed

93.4 Contract Register

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

93.5 Migration of Server

It was **PROPOSED** that the decision by the Clerk to approve the migration of the server to the main community centre to enable migration to the new centre to progress without jeopardy to the process be ratified.

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

93.6 Purchase of Hardware

It was **PROPOSED** that the decision by the Clerk to approve the purchase of hardware at a cost of £3013.35 to enable the migration of the server to the main community centre be ratified.

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

21/94 Recommendations from Committees to the Full Council of 21 June 2021

94.1 Terms of Reference for the Communications and Policies committee

It was **PROPOSED** that the Terms of Reference for the Communications and Policies committee circulated prior to the meeting were **APPROVED**.

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

94.2 Communications & Policies Meeting Schedule

It was **PROPOSED** that the recommendation for the Communications & Policy committee to meet prior to the Finance & General Purposes and Development Board meetings as agreed at the last full council meeting be approved as per the schedule circulated prior to the meeting, with the first meeting taking place on 8 September.

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

94.3 Asset List

94.3.1 The asset list circulated in between meetings detailing assets both owned by SPC and other parties was considered. A few changes were requested as follows:

- Church Lane allotments should be Three Mile Cross allotments
- Two bus stops to be added, top of Hyde End Road and Three Mile Cross
- Millworth pavilion to be added as a community building.
- Chapel Lane Pre School to be added under education.
- Church Lane playground should read Three Mile Cross playground

94.3.2 It was **AGREED** that people would submit their corrections to Cllr James and that the list would be bought back to the next Council meeting.

21/95 Correspondence

There were no items of correspondence.

21/96 Date of Next Meeting: **20 September 2021 Spencers Wood Pavilion.**

Exclusion of the Press and the Public

It was **RESOLVED** that, in view of the confidential nature of the business about to be transacted in relation to personal and business information, it is advisable in the public interest that the public and press are temporarily excluded and they are asked to withdraw from the next items on the agenda.

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

21/97 Replacement Van for SPC

97.1 The Deputy Clerk gave an overview of the background to the request for an electric vehicle. The additional cost was noted but also noting that a reduction of fuel would offset this in part.

97.2 It was **RESOLVED** that as approved by the Recreation and Amenities committee at its May 2021 meeting the outgoing contract diesel van be replaced with an electric van subject to it advertising its green credentials.

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

21/98 Migration to Office 365

It was **RESOLVED** that the quote from SPC's IT providers to support office 365 post October 2021 when the current 365 provision was due to be decommissioned be **APPROVED** for an annual license for ten staff members.

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

The meeting ended at 10pm.

Action Items:

Minute Ref	Details	Action By:
128	Update on land swap with WBC required. Clerk awaiting response from B/Cllr Patman.	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.	Deputy Clerk/ L Hope
36.3	Cllr. Alexander to speak with Cllr Boyer about digital channels and marketing for SPC	Cllr Alexander
59.3	Cllr. Grimes and Clerk to write to WBC to find out future policy on schools in the parish.	Clerk/Cllr. Grimes
78.4.2	Cllr. Clarke and Cllr. James to work together to progress Spencers Wood recreation ground project.	Cllr. James/Cllr. Clarke
87.2	Deputy Clerk to forward details of attendance of Cllr Alexander to Cllr. Grimes.	Deputy Clerk
89.1.1	Deputy Clerk to provide monthly report to R&A committee detailing hall hire.	Deputy Clerk
89.2	Cllr. Peer to: Write to Pauline Jorgensen requesting how to move forward with a speed zone in the built-up area of SPC; and Deputy Clerk to: Contact Ashley White, WBC regarding the installation of village gates.	Cllr Peer Deputy Clerk/Cllr Lias
90.2.2	Deputy Clerk to send details of increased kitchen equipment costs to Cllrs Grimes and Peer.	Deputy Clerk

94.3.2	Members to send corrections to the asset list to Cllr James and updated list would be brought back to the next Council meeting.	All
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