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| Minutes<br>approved on: |  |
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## **Draft**

# **Minutes of a meeting of Shinfield Parish Council held on Thursday 21 October 2021 at Spencers Wood Pavilion, commencing 19.30 hrs.**

Present: Cllrs N Boyer, E Brown, P Emmment, A Grimes (Chair), P Jahromi, D Lias, M McDowell, I Montgomery, M O'Brian, and D Peer

Attending: Mike Balbini (Clerk), Kouy Young (Deputy Clerk), Jo Skidmore (Committee Secretary), B/Cllr B Patman

## **21/110 Public Questions**

There were no public questions.

## **21/111 Apologies and declarations of members' interests**

111.1 Apologies were received from Cllrs James and Narayanan and B/Cllrs Frewin, Rance and Munro.

111.2 There were no declarations of interest.

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

## **21/112 112.1 Council Minutes**

Following discussion it was agreed that minute 102.5.2 should be amended to:

'Notification was given by the Clerk that paper copies of meeting packs would not be distributed in the future. This was in line with other parish councils. It was designed to reduce paper usage and help with managing workloads. Members that required a hard copy would be able to print them off in the new community centre. A summons to the meeting would be displayed at the centre and packs would continue to be e-mailed. The Chair stated this needed more discussion.

Following this amendment being agreed, the Chair confirmed that further discussion was required on this matter.

Subject to the above amendment the minutes of the Council meeting held on 20 September 2021 that had been circulated prior to the meeting were **APPROVED**.

Proposed: Cllr. Emmet

Seconded: Cllr. Brown

Unanimously agreed

## **112.2 Matters Arising from Previous Meeting**

### 128 Update on land swap

The clerk reported on further discussions with WBC to resolve the imbalance between the values of Deardon Field and Ryeish pitches with options around Century Drive and Pearman's Copse discussed.

It was **PROPOSED** that the Clerk work with WBC to resolve the issue of land value imbalance to draw it to a conclusion and requested that the Clerk hire a valuation agent to ensure that any solution was equitable.

Proposed: Cllr Peer

Seconded: Cllr Jahromi

Unanimously Agreed.

### 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 confirmed that a provisional date of 24 November for the event however due to the slightly delayed opening of the new community centre it was agreed that the event would be postponed until just before Christmas.

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

This matter was noted as ongoing.

### 87.2 Deputy Clerk to forward details of attendance of Cllr Alexander to Cllr. Grimes.

This matter was noted as complete.

### 101.3 Clerk to ascertain how MFG would maintain workplace access for members who were experiencing issues with security settings.

The Clerk noted that once SPC moved to office 365 it would resolve security settings issues. The Deputy Clerk confirmed that training would be given to members that required it.

### 102.5.3 Clerk to investigate electronic device solutions for members to help with the management of meeting packs.

The Clerk confirmed that he was awaiting a response from MFG on solutions?

### 102.2 Clerk to speak to PCSO regarding structure changes within the local police

The Clerk noted that a new PCSO would be working in the area whom he would connect with.

## **112.3 Matters Arising**

There were no further matters arising.

## **21/113 Reports**

### **113.1 Minutes of the Planning & Highways committee meeting 7 October 2021**

Cllr. Peer noted that she had met with residents, Andy Glencross of WBC, and representatives of Oakbank School prior to the Council meeting regarding road safety concerns. Andy Glencross, WBC had undertaken to put forward some ideas on managing the situation.

Cllr. Lias raised concerns about work being carried out at Foxglades and requested that a visit was made to the site to ensure that they were complying with the enforcement notice that had been issued.

The minutes of the Planning and Highways committee meeting of 7 October were **NOTED**.

### **113.2 Minutes of the Communications and Policies committee 14 October 2021**

It was confirmed that these would be circulated to the next meeting.

### **113.3 Working Parties Reports**

#### **113.3.1 Future Shinfield Working Party**

Cllr. Montgomery confirmed that work was continuing formulating a strategy. Cllr McDowell and Cllr O'Brian were asked to present their input as soon as possible.

### **113.4 Chair's Report**

The Chair highlighted the following points:

- Activity on the new Community Centre was continuing at pace (see agenda item)
- Bellway Homes had removed an option on land west of Basingstoke Road. This indicated that developers were taking the new Detailed Emergency Planning Zone (DEPZ) seriously.
- A virtual transport meeting with Andy Glencross, WBC had been held at which SPC had been asked if it wanted to pursue zonal speed limits. It had been agreed that SPC should define its objectives for Hyde End Lane to make progress. It had been noted that two additional bus stops were planned for Hyde End Road

### **113.5 Clerks Report**

102.5.1 The Clerk referred to his report circulated prior to the meeting. The following points were highlighted:

#### **Leases/licenses**

- The Café License had now been sent to the café operator.
- The license for the pre-school was being prepared by SPC's solicitor.

#### **Allotments**

- Troughs had been installed at the Millworth Lane and Deardon allotments.

- Allotment Agreements despatched to all 252 allotment holders.
- All allotments now had new noticeboards.

#### Other

- Millworth lane Pavilion surveyed, and a report awaited verifying its condition.
- A tree survey had been completed and the results were awaited.
- Bollards had been replaced at the Spencers Wood Recreation ground and the Banjo in Three Mile Cross. Cllr Peer noted her appreciation of the new bollards.
- An electric van had been leased and delivery was awaited. The Clerk was asked by the chair to investigate the possibility of renting it out to residents at weekends though both the Clerk and members expressed reservations.
- Insurance and cover in place for next year.
- The Deputy Clerk had passed the first module of the CILCA exam. Members extended their congratulations.

### 113.6 Borough Councillor Reports

113.6.1 B/Cllr Patman gave an update highlighting the following points:

- WBC's Planning Committee had approved plans which would see an increase in the footprint of the Shinfield studios, but further approval was required by the Secretary of State.
- Concerns were shared about how officers were responding to requests at WBC and significant changes were expected over the next few months.

113.6.2 Members **NOTED** the reports issued by B/Cllrs Rance and Frewin and circulated prior to the meeting. The Clerk undertook to obtain statistics on fly tipping across local borough in relation to Cllr. Frewin's report.

### 113.7 Questions to WBC via Borough Councillors

- Cllr Grimes raised the issue relating to the removal of the bus gate on Beke Avenue from the local centre planning consent and the impact of traffic on foot traffic to the schools around School Green. B/Cllr Patman confirmed that he wanted a special meeting to discuss the issue but noted that the developer's proposal was within set guidelines.
- Cllr. Grimes noted what he described as a weak travel plan in regards Crossfield School and raised concerns that Reading Buses were threatening to withdraw services on Shinfield Road because of anticipated traffic levels. B/Cllr Patman agreed that there was a danger of bus routes disappearing and noted that this was under discussion.

### 113.8 Reports from Outside Bodies

113.8.1 Cllr. Peer confirmed that she had attended HALC training on local plans.

113.8.2 Cllr. Montgomery confirmed that he and B/Cllr Batth would be resurrecting a surgery for residents in North Shinfield.

113.8.3 Cllr. Lias asked why SPC had not been forthcoming with funds for NAG website. Cllr. Boyer noted that the request had been declined because the group did not provide bank account details.

113.8.4 The minutes of the Neighbourhood Action Group of 15, September 2021 were **NOTED**.

**21/114 Neighbourhood CIL proportion report from WBC**

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

**21/115 New Community Centre**

115.1 Cllr. Grimes gave an overview of the new community centre report circulated prior to the meeting highlighting that:

- Fences around the building had been removed.
- Agreement with the consortium enabled some work on their land to finish of landscaping around the community hall.
- Good progress was being made and targets were now being hit every week. Work was towards a completion date of 31 October with migration of staff taking place w/c 6 Nov.
- There had been an issue getting the water supply to the new building and action was being taken to ascertain why this hadn't been resolved. The north side of the building had a supply. The new centre could run using the previous buildings supply in the short term, but the commercial kitchen could not be used.
- A flume for the cooker hood needed to be installed but AOC's design had not accounted for this. Additional permission had been sought for its installation, but this could take up to eight weeks to be issued. A discussion with the catering contractor had taken place regarding the issues and any mitigating actions that could be taken.
- The contract for the catering facility was almost complete but an issue remained outstanding regarding charging for electricity.
- Cllr. Boyer confirmed that a representative of the University of Reading would be opening the centre on 10 November at 11am during an invitation only event to include around 30 people. The Clerk requested that members helped to prepare the venue.
- The centre would open to members on 14 November solely for the Remembrance event and would open to the public on 22 November.
- A public opening event would take place on Saturday 20 November.
- Cllr. Emmet queried whether the building was watertight following footage on Facebook showing damage to the internal building. Cllr. Grimes confirmed that he was aware of leaks and that this was being addressed as part of other snagging issues.
- Cllr Boyer noted that the name of the building was now in the public domain.

115.2 It was **PROPOSED** that small commercial businesses be invited to pay for a stall at the event.

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

115.3 The community centre update report was **NOTED**.

**21/116 Invoices for Payment**

116.1 It was **PROPOSED** that the invoices up to 14 October were **APPROVED** for payment.

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

116.2 It was **RESOLVED** that the Barclay card statement detailing expenditure by SPC up to 14 October 2021 was **APPROVED**.

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

116.3 It was **PROPOSED** that the payment of Invoice No.14 for the New Community Centre £57,950 ex VAT was **APPROVED**.

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

#### 116.4 **Contract Register**

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

### 21/117 **Recommendations from Committees to the Full Council of 20 September 2021**

#### 117.1 **Travel Plan for Shinfield Parish**

117.1.1 It was recommended that the travel plan for Shinfield Parish circulated prior to the meeting was recommended for adoption.

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

117.1.2 The Clerk undertook to place the plan on the SPC website and send a copy to Andy Glencross, WBC.

#### 117.2 **Report from the Staffing Committee**

This item was deferred.

#### 117.3 **Appropriate method of informing Cllrs of non-standing meetings prior to or after standing committee meetings**

This item was carried forward to the next meeting of Full Council.

### 21/118 **Correspondence and other items**

#### 118.1 **Readibus AGM**

The Clerk noted an invite from Readibus representation on its Board. It was suggested that SCP co-opt a member to the Board.

#### 118.2 **Probation Service Proposal**

Item to be deferred until next meeting of Full Council.

### 118.3 Land for Recreational Use

Item to be deferred until next meeting of Full Council.

21/119 Date of Next Meeting: **15 November 2021 Spencers Wood Pavilion.**

*The meeting ended at 10:05pm.*

#### Action Items:

| Minute Ref | Details                                                                                                                                      | Action By:           |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| 128        | Clerk to consult WBC on swapping Pearmans Copse rather than Century Drive and to hire land valuers.                                          | 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 |
| 78.4.2     | Cllr. Clarke to present business case for Spencers Wood recreation ground before Feb 2022                                                    | Cllr. Clarke         |
| 102.5.3    | Clerk to investigate electronic device solutions for members to help with the management of meeting packs.                                   | Clerk                |
| 113.5      | Clerk to investigate possibility of renting out van to residents                                                                             | Clerk                |
| 113.6.2    | Clerk to obtain stats on fly tipping across the borough                                                                                      | Clerk                |
| 117.1.2    | Clerk to place travel plan on the SPC website and send a copy to Andy Glencross, WBC.                                                        | Clerk                |