

Minutes approved on:	
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Clerk: Mike Balbini
Shinfield Parish Hall
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DRAFT

Minutes of a meeting of the Recreation and Amenities Committee held on Thursday 28 October 2021, at the Spencers Wood Pavilion commencing at 7:30pm

Present: Cllrs. N Boyer (Ch), E Brown, P Emmet
Attending: Mike Balbini (Clerk), Kouy Young (Deputy Clerk)

21/RA/67	Public Questions
	67.1 Accessible Playgrounds Presentation
	67.1.1 A resident gave a presentation outlining the problems faced by children with disabilities in the parish accessing play equipment. The resident had performed an audit of SPC playgrounds which he had graded as overall good but highlighting improvements that could be made. 67.1.2 The Chair thanked the resident and stated that the Committee and the Parish Council were keen to include accessible play equipment on the playgrounds owned by SPC when the scheduled refurbishments were due but noted that playgrounds created by developers were under the jurisdiction of the developers until adopted by WBC.
	67.2 Spencers Wood Village Hall Presentation
	67.2.1 The Chair of the Spencers Wood Village Hall thanked SPC for their grant of £3,000 and detailed the improvements to the hall that had happened as a result. 67.2.2 Thanks was also given for the use of the Spencers Wood recreation ground car park during the Farmers Market. This had proved successful as had the Saturday Community Cafe. A Halloween Disco and Christmas events were planned. It was PROPOSED that SPC purchase a Christmas Tree for the Spencers Wood Village Hall. Proposed: Cllr Emmet Seconded: Cllr Boyer Unanimously Agreed
21/RA/68	Apologies and declarations of members' interests
	68.1 Apologies were received from Cllr. Clarke, James, Montgomery and O'Brian.
	68.2 There were no declarations of members' interests.

21/RA/69	69.1 Minutes of the Previous Meeting
	The minutes of the committee meeting of 29 July 2021 were approved as a correct record and signed by Cllr. Boyer. Proposed: Cllr Jahromi Seconded: Cllr Brown Unanimously Approved
	69.2 Actions
	<u>14.3 Clerk to contact WBC regarding a safety survey on trees located on SPC land.</u> A tree survey has been commissioned and the results awaited therefore this item was closed.
	<u>14.4 Volunteer evening to be organised for October 2021 to say thank you for efforts made during the pandemic.</u> The Deputy Clerk confirmed that this item was ongoing and that the event would take place in December.
	<u>32.3.2 Clerk to draft a policy on SPC's approach to CCTV</u> This has been completed and the item closed.
	<u>48 Cllr Jahromi to supply Clerk with information on flower bed and monument to enable his to add it to the next R&A agenda</u> See item 68.4 below.
	<u>55 Deputy Clerk to send draft CCTV policy to the Data Protection Officer at WBC for validation.</u> The Deputy Clerk confirmed that this item was now complete.
	<u>62.1.3 Clerk to contact Cllr Clarke to discuss next steps in procurement process for Spencers Wood Rec facilities.</u> Clerk to contact Cllr Clarke to discuss next steps in procurement process for Spencers Wood Recreation ground facilities.
	<u>62.2.3 Clerk to provide monthly report detailing significant maintenance tasks carried out in the parish to help identify any recurring issues.</u> This had not been provided due to the high volume of work and other priorities.
62.4.2	<u>Clerk to obtain clarification on GDPR in relation to the level of detail that could be shared on room hire</u> This item was noted as complete.
63.2.4	<u>Clerk to obtain clarification on who was contracted to do what groundwork at The Manor sports facilities.</u> It was confirmed that grounds work was performed by White Horse Contractors.
65.1.2	<u>Clerk to provide Cllr. Emmet with contact details of Phil Milburn, WBC, to discuss issues at the Fulbrook Avenue Play Area</u> This item was noted as complete.
	69.3 Matters Arising
	There were no matters arising.
21/RA/70	Parish Wide Update
	70.1 Spencers Wood Recreation Ground Working Party Update

	70.1.1 The Spencers Wood recreation ground facilities project verbal update was NOTED .
	70.1.2 The recommendation of the Business Case to assemble the detailed specification for the tender process to bring back to the committee was AGREED. Proposed: Cllr Boyer Seconded: Cllr Jahromi Unanimously Agreed
	70.2 Millworth Lane Report from Sports Strategy Working Party 70.2.1 The report was received, and it was AGREED that the working party must produce a comprehensive plan detailing work to be carried out on site before any work commenced. Proposed: Cllr Boyer Seconded: Cllr Brown Unanimously Agreed 70.2.2 The working party was awaiting a report from the consultant.
	70.3 Sports strategy in the parish meeting It was noted that a meeting had taken place on 24 September between Cllr Clarke and WBC to discuss the sports strategy however as Cllr. Clarke was absent it was agreed that this item would be carried forward.
	70.4 Spencers Wood Pavilion Lettings
	70.4.1 A verbal report was given by the Deputy Clerk noting that bookings at Spencers Wood Pavilion were progressing well with up to five bookings taken every day. Feedback from hirers so far had been excellent and its reputation seemed to be generating further bookings. 70.4.2 The Deputy Clerk had attended the pavilion very late following a party. This was considered dangerous by the members. 70.4.3 The Clerk was asked to investigate security measures at the Spencers Wood Pavilion and review at the School Green Centre. Proposed: Cllr Brown Seconded: Cllr Jahromi Unanimously Agreed
	70.5 Fertilisation of Daffodils It was noted that this would be reviewed in early 2022.
21/RA/71	71.6 Allotments Update
	The Clerk reported that water troughs had been installed at Deardon Lane and Millworth Allotments but that the finish was not satisfactory. The facilities manager had asked to meet with the contractors to rectify the issues.
21/RA/72	Community Service Update
	The Community Services update was NOTED .
21/RA/73	Grant Applications
	73.1 Citizens Advice Reading
	It was PROPOSED that a grant of £1,250 for Citizens Advice Reading be APPROVED. Proposed: Cllr Boyer Seconded: Cllr Jahromi Unanimously Agreed

	73.2 Spencers Wood Carnival
	It was PROPOSED that a grant of £3,500 for the Spencers Wood Carnival be APPROVED in view of the importance of the event to the parish. Proposed: Cllr Emmment Seconded: Cllr Boyer Unanimously Agreed
21/RA/74	Correspondence
	74.1 Orchard Rise
	A report on Orchard Rise circulated prior to the meeting was NOTED .
	74.2 Winter Planters
	It was PROPOSED that SPC entered a contract for five planters consisting of three on School Green and two for the plaza outside the School Green Centre. Proposed: Cllr Emmment Seconded: Cllr Brown Unanimously Agreed
	74.3 Hedge on Recreation Lane
	It was PROPOSED that the committee agree to allow the hedge on Recreation Lane to be grown two foot taller as requested by a resident. Proposed: Cllr Emmment Seconded: Cllr Jahromi Unanimously Agreed
21/RA/75	Date of next meeting: 25 November 2021
	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 were temporarily excluded and asked to withdraw from the next items on the agenda.
21/RA/76	Provision of cleaners to the New Community Centre
	It was PROPOSED that the recommendation of the business case to award the current Spencers Wood Pavilion cleaners a limited contract to clean the new community centre to fully understand the scope of the cleaning task and then decide on future actions was APPROVED . Proposed: Cllr Boyer Seconded: Cllr Jahromi Unanimously Agreed
21/RA/77	Late Entries
	77.1 Asbestos Survey and Legionella Survey at the Millworth Lane Pavilion It was PROPOSED that the recommendation to carry out an Asbestos and Legionella survey at a cost £350.00 each at Millworth Lane pavilion noted in the safety survey carried out by Quadriga be APPROVED . Proposed: Cllr Emmment Seconded: Cllr Jahromi Unanimously Agreed
	77.2 Parish Tree Survey

	It was PROPOSED that a tree survey be carried out in the parish at a cost of £2500.00. Proposed: Cllr Brown Seconded: Cllr Boyer Unanimously Agreed
	77.3 Request for Tree Planting Sites
	Further to a request from a local school for sites in the parish to plant apple trees that had been gifted to them the following options were determined: • Two in Deardon Orchard • Langley SANG and Ridge SANG subject to approval from the University of Reading. which the Clerk undertook to seek.
	77.4 War Memorial Planters It was PROPOSED that planters be installed around the war memorial. Members considered the proposal and decided that planters would detract from the memorial. Proposed: Cllr Jahromi Not Approved
	77.5 Spencers Wood Car Park
	It was PROPOSED that permission be granted for Spencers Wood Village Hall to use car park next to it when the Farmers Market took place every third Sunday of the month Proposed: Cllr Boyer Seconded: Cllr Emmet Unanimously Agreed
	The meeting closed at 10:05pm

Action items:

Minute Ref	Details	Action by
14.4	Volunteer evening to be organised for late December 2021 to say thank you for efforts made during the pandemic	Deputy Clerk
48	Cllr Jahromi to identify other areas in the parish to locate raised flower beds	Cllr. Jahromi
55	Deputy Clerk to send draft CCTV policy to the Data Protection Officer at WBC for validation.	Deputy Clerk
62.1.3	Clerk to contact Cllr Clarke to discuss next steps in procurement process for Spencers Wood Rec facilities.	Clerk
62.2.3	Clerk to provide monthly report detailing significant maintenance tasks carried out in the parish to help identify any recurring issues.	Clerk
70.2.1	Millworth Lane WP to produce a detailed plan of actions to be taken at Millworth Lane as a whole	ML WP
70.3	Cllr Clarke to provide a report from Cllr Clarke on the meeting held 24 Sept 2021 with B Thompson of WBC re sports strategy in the parish	Cllr Clarke
70.4.3	Clerk to investigate security measures at the Spencers Wood Pavilion and review at the School Green Centre.	Clerk
77.3	Clerk to ask UoR whether Apple trees can be planted in the SANGS	Clerk

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Draft

Minutes of a meeting of the Planning and Highways Committee held on Thursday 4 November 2021 at Spencers Wood Pavilion, commencing 19:30 hrs.

Present: Cllrs. N Boyer, E Brown, P Emmet, A Grimes, L James, D Peer (Chair)

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

Ref Minute

21/PC/105 Public Questions

There were no public questions.

21/PC/106 Apologies and declarations of members' interests

106.1 Apologies were received from Cllr Jahromi.

106.2 Cllr. Boyer declared an interest in planning application 213461.

21/PC/107 Minutes of the previous meeting

The minutes of the previous meeting of 7 October 2021 were **AGREED** as a correct record of the meeting and signed by Cllr Peer.

Proposed: Cllr. Grimes

Secunder: Cllr. Boyer

Unanimously agreed

21/PC/108 108.1 Actions

27.1.5 Cllr. Lias to produce report on speeding issues for full council with a view to it being presented to WBC.

Cllr. Lias noted that a meeting would shortly be held with John Russell, Motion to discuss support for SPC in addressing speeding issues in the parish with WBC. The Clerk confirmed that he had authorised Motion to act on behalf of SPC.

Cllr. Peer confirmed that the Crossfields travel plan was also being considered by Motion.

88.2 Cllr. Lias to contact Motion to instruct to collate evidence of speeding on Hollow Lane to enable a formal request to change the speed limit to be submitted to WBC once pandemic restrictions are eased.

Cllr. Lias noted that an e-mail from John Russell, Motion had indicated that there was insufficient information to request a speed limit reduction in Hollow Lane and suggested that SPC carry out the minimum work necessary to assist with this.

75.5.3 Deputy Clerk to ascertain whether WBC had a safer routes programme or safer street speed policy in place and to write to the resident noting that there was limited action that could be taken by SPC and encouraging the resident to contact WBC with their concerns.

The Deputy Clerk noted that efforts were continuing to obtain the policy on safer routes from WBC but that all requests to date had been unsuccessful. Cllr. Emmet noted that the policy had been implemented 17 years ago.

77.9 Deputy Clerk to arrange cybercrime training for councillors and staff.

The Deputy Clerk noted that this was ongoing with staff training being the priority.

92.1 Report of costings and locations of proposed village gates to be produced.

It was noted that Cllr. Grimes and Cllr. Peer that the possibility of village gates had been discussed at the meeting referred to in item 111.1 below where it had been noted that SPC did not see village gates as a solution to speeding but part of a raft of measures.

It was noted that drawings of the village gate proposals were available and requested that the Clerk contact the residents of Grazely involved in the request to ascertain if the plans met their requirements. It was confirmed that SPC would pay for gates.

The Clerk undertook to put the village gates proposal on the agenda for the next planning meeting.

92.2 Clerk to ask WBC to replace bulb in light post 4 Wheatfields Road with LED bulbs.

The Clerk confirmed that this had been requested.

94.1 Cllr. Grimes to write to Marcia Head, WBC to note that the One Stop shop issue had been resolved locally and asking WBC to address training issues relating to the advice given by WBC enforcement team

This item was noted as ongoing.

108.2 There were no other matter arising.

21/PC/109 **109.1 Schedule of Deposited Plans**

109.1.1 A few the applications listed for review were not available on the planning portal. The Deputy Clerk undertook to contact WBC regarding these.

109.1.2 It was **AGREED** that the Deputy Clerk would continue sending out planning applications every Monday for comment and that during the planning meeting the planning portal map would be viewed to ensure that all relevant applications had been considered. In addition, applications of significant interest would be viewed to see if any key documents had been added since the previous planning meeting.

109.1.3 The Deputy Clerk confirmed that an objection for planning application 213260 had been submitted on behalf of SPC and signposted members to it on the portal.

109.1.4 **211578 Woodside and Wayside House:** Cllr. Peer asked whether any alterations had been made to the planning application. The Deputy Clerk confirmed that no further information received to date.

109.1.5 It was **AGREED** that the Clerk would update the SPC website signposting residents to planning applications and encouraging them to contact SPC with any comments that they may have.

213461 **Site Address:** 14 Grovelands Road, Spencers Wood, RG7 1DP

Description: Householder application for the proposed erection of a first floor rear extension, loft conversion to create additional habitable accommodation with 3 no. pitched roof dormers to the front elevation, plus changes to fenestration.

Comments: SPC objects to the proposal on the basis of overdevelopment of the site and lack of available amenity space.

213409 **Site Address:** 290 Hyde End Road, Spencers Wood, Reading, RG7 1D

Description: Householder application for the proposed erection of a single storey rear extension, including the insertion of 1no. roof light, following demolition of existing rear extension and conservatory, garage conversion to create habitable accommodation, the erection of a roof canopy to the side elevation, plus changes to fenestration.

Comments: No Comment

109.2 Planning Decisions

List of plans APPROVED

The following plans were approved:

213109: 22 Leyland Gardens, Shinfield, Wokingham, RG2 9AN

212617: Willow Cottage

212362: 2 Benham Drive

213039: 297 Hyde End Road

List of plans APPEALED

There were no plans appealed.

21/PC/110 Local Plan Consultation

110.1 Cllr. Peer noted a leaflet that she had received advising residents of a public consultation being held from 22 Nov to 17 Jan on the proposed local plan.

110.2 It was **AGREED** that Cllr Peer would set up a meeting in late November with B/Cllrs Frewin, Cowan and Rance, and Aborfield Parish Council to discuss the consultation.

110.3 The Clerk undertook to send a message of condolence to B/Cllr. Cowan whose wife had recently passed away.

21/PC/111 Enforcement Notices

The enforcement reports from WBC circulated prior to the meeting was **NOTED**.

21/PC/112 Highways, street lighting and footpath matters

112.1 Highways

112.1.1 Meeting with Highways, SPC, Borough Councillors, Oakbank School representatives and residents on Hyde End Lane regarding traffic issues.

112.1.1.1A verbal update was given by Cllr Peer who stated that she had attended the meeting with the Clerk for which she was awaiting the minutes. The residents had agreed to a traffic survey but no timescales had been agreed for this action.

112.1.1.2 The Clerk undertook to contact Countryside Services to ask for the cows to be moved from the field to ensure safe walking route to school in response to comments made at the meeting.

112.1.1.3 Further to the decision for SPC to submit speed management documents to WBC as set out under action 27.1.5 above, it was requested that the Clerk invite John Russell, Motion to present to members a plan for addressing speeding measures in the parish and a strategy for getting the measures approved. It was acknowledged that a budget needed to be set for Motion to carry out the work.

112.2 Lighting Matters

There were no lighting matters.

112.3 Footpath/Cycle way/Byway matters

112.3.1 A verbal update was given by Cllr. Brown

Footpath 19: The dangerous steps on this footpath would be fixed during the coming week.

Footpath 13: At the previous meeting a budget of £4k had been allocated for surfacing this footpath however it had since been decided that the work was not feasible and that the footpath should be a grass path. The Ramblers had agreed to complete two thirds of the work with the landowner undertaking to complete the remaining third. This work would be completed with no cost to SPC and therefore the budget of £4k was no longer required for this work.

Footpath 18: The landowner had given permission to remove stiles and replace them with gates to make the paths more accessible.

112.3.2 It was **PROPOSED** that SPC purchase two gates at a cost of £800 and ask the Ramblers to install them and set aside £500 for signposts.

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

112.3.3 Cllr. Grimes confirmed that he was awaiting drawings confirming the position of two new bus stops on Hyde End Road.

21/PC/113 Correspondence Items

113.1 Finchampstead Proposed Draft Neighbourhood Plan

The Finchampstead draft Neighbourhood Plan circulated prior to the meeting was **NOTED**. Cllr Grimes undertook to draft a response to Finchampstead Parish Council in respect of site allocation.

21/PC/114 Project Schedule

114.1 The following changes were requested:

- PS1 and PS2: LPU and Grazeley Garden Village to be removed after the local plan consultation.
- PS5 Village Gates: Update to reflect that a meeting took place in Oct 2021 with representatives
- PS6 Speedwatch: Update to say recruiting members.
- PS15 Speeding in Grazeley: Update to say that meetings had been held and discussions ongoing

114.2 In respect of PS21 Brookers Hill it was advised that an informal hearing would be taking place in respect of the appeal. Cllr. Lias undertook to send details to Cllr. Emmment, who agreed to attend the meeting.

114.3 Cllr. Emmment noted that there were currently three members of the Speedwatch team working across the Wokingham borough and suggested that a Speedwatch group be set up specifically for Shinfield.

114.4 The Deputy Clerk undertook to place an advert for volunteers on the SPC website and FB page with Cllr. Emmment as contact. Cllr. Emmment stated that he would forward information about the role to assist with this. It was noted that three volunteers were required to carry out the task and decided that six volunteers would be the optimum number to recruit.

114.5 It was **PROPOSED** that a budget of up to £500 be allocated for the purchase of a speed gun and long sleeve high visibility jackets for the purpose of Speedwatch.

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

114.2 Members **NOTED** the project schedule.

21/PC/115 **Date of Next Meeting:** 2 December 2021 at the Spencers Wood Pavilion.

The meeting ended at 21:55

Action points

Ref:	Action:	By whom:
	Speeding measures	
75.3.3	Deputy Clerk to ascertain whether WBC had a safer routes programme or safer street speed policy in place and to write to the resident noting that there was limited action that could be taken by SPC and encouraging the resident to contact WBC with their concerns.	Deputy Clerk
92.1	Clerk to contact Grazeley residents to ensure plans for village gates are in line with their requirements.	Clerk
	Clerk to add village gate proposals to next P&H agenda	Clerk
112.1.1.3	Clerk to invite John Russell, Motion to present to members a plan for addressing speeding measures in the parish and a strategy for getting the measures approved.	Clerk
	Other Actions	
77.9	Deputy Clerk to arrange cyber crime training for councillors and staff prior to it being offered to residents.	Deputy Clerk
92.2	Clerk to ask WBC to replace bulb in light post 4 Wheatfields Road with LED bulbs.	Clerk

94.1	Cllr. Grimes to write to Marcia Head, WBC to note that the One Stop shop issue had been resolved locally and asking WBC to address training issues relating to the advice given by WBC Enforcement Team	Cllr. Grimes
109.1.1	Deputy Clerk to contact WBC about planning applications that could not be located on the planning portal.	Deputy Clerk
109.2	Deputy Clerk to add planning application numbers to the agenda to aid discussion	Deputy Clerk
109.1.5	Clerk to update the SPC website signposting residents to planning applications and encouraging them to contact SPC with any comments that they may have.	Clerk
110.2	Cllr Peer to set up a meeting in late November with B/Cllrs Frewin, Cowan and Rance, and Aborfield Parish Council to discuss the consultation.	Cllr Peer
110.3	Clerk to send note of condolence to B/Cllr Cowan	Clerk
113.1	Cllr Grimes to draft a response site allocation in respect of the Finchampstead Neighbourhood plan	Cllr Grimes
114.2	Cllr Lias to provide details of informal hearing in respect of Brookers Hill appeal to Cllr Emmment. Cllr. Emmment to attend meeting	Cllr Lias/Emment
114.4	Cllr. Emmment to provide Deputy Clerk with information about Speedwatch volunteer role to enable her to place an advert for volunteers on the SPC website and FB page with Cllr. Emmment as contact.	Cllr. Emmment/Deputy Clerk

Planning stats:

Number of plans reviewed (Civic year to date)	
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Report from Clerk to Council	
Committee	Full Council
Committee date	15 November 2021
Report date	07 November 2021

Leases/licenses

- Café License agreed
- Pre-school License in final stage of production

Update on Community Centre

- Kitchen
- AV
- IT
- Library

Other

- Remembrance Parade arranged
- Winter planters ordered
- Christmas trees ordered
- New Van procured awaiting delivery

Report on 25th AGM of Home-Start Wokingham District, 20th October 2021

Introduction

Home-Start volunteers visit socially disadvantaged families at home and in need of help who have at least one child under 5 to “offer informal, friendly and confidential support to help children get the best possible start to life.”

The Mayor of Wokingham Borough chose Home-Start as his Charity of the Year 2020-2021 and he was present at the AGM together with the Mayors of Wokingham Town and Woodley Town.

An Address was given by the CEO of Home-Start UK, Peter Grigg.

Covid19

At times in the past year the future of some charitable organisations was in doubt because of the strain the pandemic placed on their financial resources.

Home-Start was in a strong financial position at the start of the pandemic and has been able to meet the challenges of Covid19 restrictions by using modern technology to maintain contact with the families being supported.

Isolation of young mothers was a particular concern throughout the past year

Home visits have now restarted together with some socially distance group activities.

Voluntary Sector Hub

During the past year Home-Start has become a member of the new Voluntary Sector Hub established in the centre of Wokingham. This has provided an opportunity to strengthen partnership working and as a result is a stronger organisation.

(Home-Start representatives also attend Brambles (Red Kite) meetings with other child support related organisations and they all say that, if one good thing has come out of the Covid19 pandemic, voluntary groups are now working much more closely together which brings a mutual benefit).

Staffing

Home-Start has a team of 56 volunteers and a management team comprised of a manager, co-ordinators, administration and fundraising.

Chair, Treasurer and Secretary are Honorary Officers drawn from the Trustees.

Families Supported

During the year Home-Start volunteers supported 53 families within Wokingham Borough including 4 in Shinfield and 4 in Spencers Wood and ran virtual learn and play sessions and support for mothers sessions.

Referrals came mainly from health visitors or nurses plus some self-referrals.

Food hampers, craft packs and prescriptions were delivered which enabled some doorstep chats.

Like SPC, a photographic competition was held plus an art competition. The winning entries will be displayed in Wokingham.

Funding

Home-Start is funded through grants and donations. Recent income has come from the National Lottery, Wokingham Borough and various Trusts and Foundations.

Home-Start has sufficient financial reserves in hand for the next two years and the aim is to maintain these reserves going forward despite the impact Covid 19 has had on fundraising.

Thanks

In her final statement Manager, Emma Roberts, said, “It has been a year like no other but we have emerged at the end of it stronger than we could have imagined when the year began and for this I want to thank the Team, the Volunteers, the Trustees, our Donors and, most of all, our Families for the resilience shown during these challenging times.”

Eddie Brown

26th October, 2021

Report on Readibus AGM 25th October, 2021 (via Zoom)

What is Readibus?

ReadiBus is a dial-a-ride bus service providing door-to-door transport for people with restricted mobility in Reading, Wokingham and West Berkshire.

Local journeys are free to Reading, Wokingham and West Berkshire concessionary bus pass holders.

As well as providing a local bus service for people with restricted mobility, ReadiBus also runs a programme of excursions and day trips to shopping and seaside venues such as Littlehampton, Southsea, Lymington, Poole, Weston Super Mare, Bournemouth and Christchurch.

There are also concert and theatre trips to The Hexagon in Reading and occasional special trips, such as to The London Eye and Longleat Safari Park.

Fares apply to non-local journeys

AGM Meeting

The meeting was Chaired by Professor Sophie Bowby and attended by local Mayors or Deputies, Trustees and other interested parties.

The Previous Minutes and Audited Accounts were approved by those qualified to vote.

Despite the damage done by Covid19 the auditors remained satisfied that Readibus met the key requirement of being “A Going Concern”.

Reserves continue to meet statutory requirements despite the reduced income.

A setback is that West Berkshire Council has cut its funding to Readibus by 60% and is withholding a balance due pending a non-disclosure agreement which has not been given.

The negative publicity generated an inflow of donations from the Newbury area that has been sufficient to fund a two day a week service for now but the Newbury service will probably close eventually, much to the disappointment of the users.

Anniversary

Readibus celebrated its 40th Anniversary on 19th October, 2021.

Report on Years Activities

- Readibus has faced many challenges since Covid19 struck in March 2020 but managed to maintain essential travel to appointments throughout the pandemic.
- Support was provided to the Southwest Central NHS Ambulance Service with journeys to hospitals in Windsor, Oxford and Thatcham

- Patients discharged from RBH under quarantine were transferred to The Holiday Inn, Reading or the MacMillan Trust.
- Dialysis patients and the clinically vulnerable were a priority.
- Social distancing reduced vehicle capacity to one third of normal.
- Strict cleaning protocols were introduced and each vehicle was thoroughly cleaned every time it emptied.
- PPE was worn by drivers and passenger assistants.
- Team working was essential and driver flexibility with short notice changes to shifts.

Welfare

Client welfare was a concern. Office staff and drivers made regular telephone calls during the height of the pandemic to clients known to be vulnerable or living in isolation.

Management made regular checks on staff welfare.

Number of Journeys

- In the years immediately before Covid19 Readibus made approximately 125000 passenger journeys per year.
- During the pandemic just 25000 passenger journeys were made
- (To put that into perspective the Shinfield Voluntary Car Service made approximately 2000 passenger journeys per year prior to Covid19.)
- The drastic reduction in journeys led to a number of staff being furloughed under the government scheme.

Vehicles

- Readibuses are extra-long-wheelbase Mercedes Sprinters with a passenger lift at the rear to enable door-to-door operation in narrow streets where there is double car-parking on either side of the street.
- There are currently 22 Readibuses in service.
- 3 buses are due for replacement this financial year.
- Replacements will be vehicles that comply with the requirements of the London Ultra Low Emission Zone.

Future

- A “Rebuilding” campaign is being planned through increased publicity, etc. and the management is confident that passenger numbers will return to a much higher level in the not too distant future.
- Some staff were lost to employment elsewhere during the pandemic and some recruitment is now necessary.
- Social distancing on vehicles will continue while Covid19 infection rates remain high and that places limits on capacity.

- Habits have changed during the Pandemic, including the way hospital and doctor's appointments are made, a greater use of technology and a greater dependence on on-line shopping. This will impact future demand.
- Peter Absolom, long serving Readibus Manager, is of the view that it will take about three years to reach the yet to be established "new norm" so an element of caution is needed.

Vote of Thanks

The meeting closed with a vote of thanks to the staff for their commitment and resilience during the pandemic.

Eddie Brown
26th October 2021

List of Payments made between 14/10/2021 and 05/11/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
15/10/2021	Seton UK	248	159.10		248/ONLINE/Seton UK
15/10/2021	Findel Education Resources	262	160.75		262/SPC93/Findel Education Res
15/10/2021	SSE Enterprise Contracting	265	79.86		265/102901/maint contract
15/10/2021	SCP Contracts Ltd	267	8,968.20		267/SPC90/SCP Contracts Ltd
15/10/2021	SSE Southern Electric	268	658.07		268/CONTRACT/SSE Southern Elec
15/10/2021	mea Consultants Ltd	270	3,096.00		270/PROJECT CC/mea Consultants
15/10/2021	Imagin Products Ltd	272	48.00		272/VERBAL L HOPE/Imagin Produ
15/10/2021	W J Hatt Ltd	275	361.69		275/SPC102/W J Hatt Ltd
15/10/2021	Kreatif Design Ltd	276	59.99		276/CONTRACT WEB OCT/Kreatif D
15/10/2021	Nigel Jeffries Landscaping Ltd	280	1,593.60		280/CONTRACT GRASS/Nigel Jeffr
15/10/2021	Berkshire Sound Hire	281	383.00		281/Rem Sunda/Berkshire Sound
15/10/2021	Came and Company Local Council	282	80.63		282/ANNUAL PREMIUM/Came and Co
15/10/2021	Select Environmental Services	283	1,788.48		283/CONTRACT COMM WASTE/Select
15/10/2021	SPY Alarms	266	240.00		266/VERBAL/SPY Alarms
15/10/2021	Sign Wise UK Ltd	284	13.50		284/SPC110/Sign Wise UK Ltd
15/10/2021	Locality	285	348.00		285/VERBAL/Locality
15/10/2021	Castle Water Limited	286	506.59		286/UTILITIES/Castle Water Lim
15/10/2021	Cratus Communications Ltd	287	1,830.00		287/NEWSLETTER/Cratus Communic
15/10/2021	Wessex Fire & Safety Ltd	288	510.00		288/TRAINING FIRE/Wessex Fire
15/10/2021	Fcc Recycling (UK) Ltd	289	176.26		289/WASTE DISPOSAL RE3/Fcc Rec
15/10/2021	Neil Palmer Photography	292	350.00		Photocall Cllrs
15/10/2021	Burlington Uniforms	297	129.45		297/SAMPLES UNIFORM/Burlington
15/10/2021	A1 Locksmiths (Berkshire) Ltd	298	3,866.83		298/SPC115/A1 Locks CC Doors
18/10/2021	Alphabet (GB) Ltd	181001	312.44		278/CONTRACT RENTAL/Alphabet (
20/10/2021	Telefonika UK Ltd	201001	171.38		277/CONTRCT MOBILE PHONE/Telef
21/10/2021	Zoom Video Communications	320	43.16		320/CORRECTIOM/Zoom Video Comm
26/10/2021	Claire Mangan	312	100.00		C Mangan 16/10/2021
26/10/2021	Jon Lloyd Construction Limited	316	4,635.00		316/CASING EXTRACTOR/Jon Lloyd
27/10/2021	Berkshire Pension Fund	310	263.92	310	October Contributions
27/10/2021	Employees	308	15,290.95	308	Net Pay October 2021
27/10/2021	HMRC paye	309	4,106.72	309	P YE & NI Contribs October 21
27/10/2021	Nest Pension Contributions	311	974.31	311	October Contributions NEST
27/10/2021	Mark Sandringham	291	43.94	291	Expenses for Youth Club
27/10/2021	Lister Wilder	256	113.87		256/MOWER FUEL/Lister Wilder
27/10/2021	MFG UK Ltd	260	1,974.34		260/INTERNET SWP/MFG UK Ltd
27/10/2021	AOC Architecture Ltd	293	4,510.20		293/PARKING MAN PLAN/AOC Archi
27/10/2021	involve Community Services	297/302	130.00		302/VERBAL LONE WK TRAIN/invol
27/10/2021	Rialtas Business Solutions Ltd	301	240.00		301/VERBAL TRAINING BOOK/Rialt
27/10/2021	Seton UK	299	55.02		299/VERBAL LITTER PICKS/Seton
27/10/2021	Worksafe (UK) Ltd	300	534.00		300/SPC114/Worksafe (UK) Ltd
27/10/2021	Quadriga Health and Safety Ltd	303	1,403.40		303/VERBAL/Quadriga Health and
27/10/2021	Mike Balbini (Staff) Reimburse	307	236.11		307/CLAIM REIMB COSTS/ Clerk
27/10/2021	Absolute Brilliance Cleaning L	313	2,150.19		313/CONTRACT SWP/Absolute Brill

List of Payments made between 14/10/2021 and 05/11/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
27/10/2021	Sign Wise UK Ltd	305	132.00		305/VERBAL/Sign Wise UK Ltd
27/10/2021	Euroloo Portable Toilets	317	406.30		Portaloo Millworth Lane
27/10/2021	Kouy young (reimbursed exes)	294	101.00		294/VERBAL/Kouy young (reimbur
27/10/2021	Kouy Young	294 CORR	-101.00	294 CORR	Correction Payee
27/10/2021	CCB	294 FINAL	101.00	294 final	incorrect payee in cashbook
27/10/2021	Barclaycard Commercial	Sept Purch	2,434.89		Clear Balance Sept
28/10/2021	Butler Signs	323	1,026.72		Sign for Community Centre
29/10/2021	LIFE Build Solutions Limited	304	69,540.00		Certificate 14
31/10/2021	SSE Energy Solutions	291001	11.65		343/ELEC NEW CENTRE/SSE Energy
01/11/2021	Trade UK	TFR7	55.75		Clear Statement October
01/11/2021	Allstar Business Solutions Ltd	01112021	44.68		271/FUEL CARD VAN/Allstar Busi
01/11/2021	Lloyds Bank plc	011102	10.54		290/BANK CHARGES SEPT/Lloyds B
01/11/2021	Wokingham Borough Council	338	196.00	338	Business Rates November
01/11/2021	Wokingham Borough Council	338	89.00	338	Business Rates
03/11/2021	Heidi Fisher	322	100.00	322	Refund Damage Deposit
05/11/2021	Jean Diffenthal	335	23.70	335	Mileage and Exes
05/11/2021	Barkham Office Furniture	326	744.00		Adj to Office Furniture
05/11/2021	Berks Extinguisher Service	327	337.20		327/ANNUAL SERVICE Fire Ext ML
05/11/2021	Fcc Recycling (UK) Ltd	331	88.13		331/WASTE DISPOSAL/Fcc Recycli
05/11/2021	Healthy Buildings Internationa	339	840.00		Asbestos Assess Millworth
05/11/2021	Absolute Brilliance Cleaning L	2150.19	2,150.19		341/CLEANING SWP October
05/11/2021	COOLERAID LTD	334	137.28		334/RENTAL WATER COOLER/COOLER
05/11/2021	Locality	336	600.00		336/ANNUAL SUBS/Locality
05/11/2021	Lubbe and Sons (Bulbs) Ltd	328	8,486.40		Bulbs for Hollow Lane & 3MX
05/11/2021	Cratus Communications Ltd	337	2,880.00		337/SPC28/Cratus Communication
05/11/2021	Findel Education Resources	256	96.40		Toilet Rolls SWP
05/11/2021	Wessex Fire & Safety Ltd	319	1,152.00		Evac Chair Training Staff
05/11/2021	National Society of Allotment	315	66.00		315/SUBS ALLOTMENTS SOC/Nation
05/11/2021	Greenbarnes Ltd	323	853.20		Posts for Notice Boards
05/11/2021	Gavin Fullbrook (Window Cleane	305	30.00		305/VERBAL/WINDOW CL/Gavin Ful
05/11/2021	Sign Wise UK Ltd	324	1,323.46		324/SPC112/ Wayfinder Signs
Total Payments			156,653.44		

List of Payments made between 14/10/2021 and 31/10/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
14/10/2021	Amazon EU	B087	19.94	B087	Pukka Pads
14/10/2021	Ink Jungle	B088	148.95	B088	Ink Cartridges
15/10/2021	asr shopping limited	B089	9.21	B089	Pukka Pads
21/10/2021	Amazon EU	B096	8.17	B095	Envelopes
22/10/2021	Nisbets catering suppliers	B097	1,553.39	B097	Crockery for New CC
22/10/2021	Adexa Direct	B098	235.98	B098	3 Commercial Boilers Kltchen
27/10/2021	TV Licensing	B110	159.00	B110	SWP
27/10/2021	TV Licensing	B111	159.00	B111	TV Licence New Centre
28/10/2021	RS Components	B099	40.86	B099	Graffiti Wipes
29/10/2021	Kage Design	B100	911.60	B100	Shipping for Benches
29/10/2021	Amazon EU	B101	12.58	B101	Scissors
30/10/2021	ShengBabaladad	B102	12.48	B102	Mounting Tape
30/10/2021	Shenzhenshi	B103	8.48	B103	Double Sided Tape
30/10/2021	Shenzhenshi	B104	10.99	B103	Youth Club Activities
30/10/2021	Gong An Xian	B105	22.09	B105	Youth Club Activities
30/10/2021	Fun In A Box	B107	37.30	B107	Ribbons for Opening Event
31/10/2021	Amazon EU	B106	14.25	B106	Youth Club Activities
31/10/2021	Foshan Shi Rui	B108	49.99	B108	Youth Club Activities
31/10/2021	Shenz Henshi	B109	8.99	B109	Youth Activities

Total Payments	<u>3,423.25</u>
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Contract Tracker

7.4.1



Project	New Community Centre	Approved Contract Budget	£2,702,000.00
Contractor	LIFE Build Solutions Ltd	Contract Price	£2,701,355.42
on Expenditure to Contract Price	Within Contract Price	Includes Project Contract	£50,000.00

Contract Certificate Number	Date of Contract Certificate	Value of Work	Retention	Payment	Cumulative Payment	Date Paid / Scheduled to be paid
1	03/09/2020	£198,000.00	£9,900.00	£188,100.00	£188,100.00	24/09/2020
2	13/10/2020	£518,000.00	£25,900.00	£304,000.00	£492,100.00	23/10/2020
3	10/11/2020	£668,000.00	£33,400.00	£142,500.00	£634,600.00	23/11/2020
4	10/12/2020	£810,000.00	£40,500.00	£134,900.00	£769,500.00	22/12/2020
5	18/01/2021	£951,000.00	£47,550.00	£133,950.00	£903,450.00	25/01/2021
6	12/02/2021	£1,239,000.00	£61,950.00	£273,600.00	£1,177,050.00	22/02/2021
7	11/03/2021	£1,441,000.00	£72,050.00	£191,900.00	£1,368,950.00	22/03/2021
8	08/04/2021	£1,651,000.00	£82,550.00	£199,500.00	£1,568,450.00	26/04/2021
9	12/05/2021	£1,866,000.00	£93,300.00	£204,250.00	£1,772,700.00	24/05/2021
10	11/06/2021	£2,007,000.00	£100,350.00	£133,950.00	£1,906,650.00	22/06/2021
11	16/07/2021	£2,210,000.00	£110,500.00	£192,850.00	£2,099,500.00	27/07/2021
12	16/08/2021	£2,451,000.00	£122,550.00	£228,950.00	£2,328,450.00	23/07/2021
13	20/09/2021	£2,687,000.00	£134,350.00	£224,200.00	£2,552,650.00	05/10/2021
14	19/10/2021	£2,748,000.00	£137,400.00	£57,950.00	£2,610,600.00	29/10/2021
15					£2,610,600.00	
					£2,610,600.00	

All figures exclude VAT which is claimed back monthly from HMRC

Report on Action to Council	
Committee	F. C.
Committee date	21 October 2021
Report date	22 October 2021

Action Point	Enquire re rental of SPC van on weekends
Actions: 1. Discussed with leasing company who said it would be a breach of our contract to rent out on weekends 2. Discussed with a friend who has experience of renting vehicles and they mentioned: • Legal document would be required • Staff to hand over the vehicle and receive at its return. • An inspection of the vehicle prior to and on its return witnessed by the hirer and SPC • We will need a standby vehicle for breakdowns etc • All this to be done on the weekend. • How would you source a van for Monday if the van was not returned on Sunday evening or damaged?	
Recommendation: That for the above reasons it is not possible to rent out the SPC van on weekends or any other time	

To use the Services of Probation England and Wales;

(Probation is when you serve a court sentence in the community and can include unpaid work or being supervised after coming out of prison.)

As Probation Service in England and Wales is offering the services of the people sentenced to community work, Shinfield Parish Council could use these people to benefit the community in SPC i.e. to use the people sentenced to community work to make footpaths useable for pushchairs, elderly and disabled people, to have them clean the area, parks, recreational grounds, play areas, football and cricket grounds, and all jobs that require manual labour. Sometimes these people have some kind of professional experiences (e.g; ground keepers, electricians, plumbers, builders and etc), SPC could benefit from instead of hiring and paying for these services, Therefore I propose to contact Probation Services in Reading and ask for their services