

To all members of Shinfield Parish Council

Notice is hereby given and you are summoned to attend a meeting of the Full Council on
MONDAY 17th February 2020 at the Three Mile Cross, Church Centre, commencing 19.30 hrs.

M. Balbini

Mike Balbini, Clerk
11 February 2020

Members: Cllrs N Boyer, E Brown, I Clarke, P Darley, P Emmet, A Grimes, P Jahromi, L James, D Lias, I Montgomery, M O'Brien, D Peer, M McDowell.

Agenda

1. **Public Questions**
To receive and consider public questions
2. **Apologies and declarations of members' interests**
 - 2.1 To receive and consider members' apologies for absence
 - 2.2 To receive and consider declarations of members' interests
 - 2.3 To receive changes to members' declarations of pecuniary interests.
3. **Minutes of Meeting on 20 January 2020**
 - 3.1 To approve the minutes of the Council meeting on 20 January 2020 as a correct record of the meeting (attached)
 - 3.2 To receive information on matters arising
4. **Reports**
 - 4.1 To receive a report from the Chairman
 - 4.2 To receive a report from the Clerk (attached)
 - 4.3 To receive reports from the Borough Councillors (attached)
 - 4.4 To raise questions to WBC via the Borough Councillors
 - 4.5 To **NOTE** the following Committee reports
 - 4.5.1 Recreation and Amenities Committee 30 January 2020 (attached)
 - 4.5.2 To receive verbal reports from committees that had not convened/published since the last Full Council meeting.
 - 4.6 To **RECEIVE** reports from outside bodies
 - 4.6.1 Cllr E Brown circulated a report prior to this meeting on the efforts he is doing to fight against loneliness and isolation for both old and young.
 - 4.6.2 To receive verbal reports
5. **SPC Project Listing**
 - 5.1 To **NOTE** the SPC Project Listing (attached)

6. **Neighbourhood CIL proportion report from WBC**
 - 6.1 To **NOTE** the CIL allocation report for December (attached)
7. **Invoices for Payment**
 - 7.1 To **CONSIDER** and **RESOLVE** payment of invoices up to 11 February 2020 (attached)
8. **Precept 2020/21**
 - 8.1 To **RECEIVE** and **NOTE** that the Council Tax Provisional Notification 2020/21 has been sent and received at Wokingham Borough Council. This information will also be placed on the website at the legislated time
9. **VE Day Celebrations**
 - 9.1 To **RECEIVE** and **NOTE** that the VE celebrations has up to £3,000.00 of the community events budget (£6.7K)
10. **Meeting schedule for 2020/21**
 - 10.1 To **RECEIVE** and **CONSIDER** the meeting schedule for the rest of the calendar year (attached)
11. **General Power of Competence**
 - 11.1 To **RECEIVE**, **CONSIDER** and **ATTEST** that the Shinfield Parish Council has the requirements to operate under the General Power of Competence. (attached)
12. **Appoint a Planning professional**
 - 12.1 To **RECEIVE** and **CONSIDER** the recommendation of the Planning and Highways committee that the Shinfield Parish Council appoint a planning professional to provide advice on planning matters.
13. **Replace the Spencers Wood Pavilion**
 - 13.1 To **RECEIVE** and **CONSIDER** the recommendation of the Recreation and Amenities Committee that the Shinfield Parish Council should proceed with the project to replace the Pavilion at Spencers Wood.
14. **Appoint a Project Manager for the Shinfield Parish Council Major Projects**
 - 14.1 To **RECEIVE** and **CONSIDER** the recommendation of the Recreation and Amenities Committee that the Shinfield Parish Council appoint a Project Manager to project manage the Major Projects.
15. **Date of next meeting**
 - 15.1 **16th March 2020** at Three Mile Cross Church Centre.



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Draft

Minutes of a meeting of Shinfield Parish Council held on Monday 20 January 2020 at Three Mile Cross church centre, commencing 19.30 hrs.

Present: Cllr's N Boyer, E Brown, I Clarke, A Grimes (Ch), P Jahromi, L James, D Lias, M McDowell, I Montgomery, D Peer,

Attending: Mike Balbini (Clerk), Jane Mason (Finance Manager), Jo Skidmore (Committee Secretary), John Halsall, Leader of the Council, B/Cllr. Haitham Taylor, B/Cllr. Munro, B/Cllr. Barry Patman, B/Cllr. Frewin and 15 residents.

20/1 Public Questions

Public questions are included in 3.4 below

20/2 Apologies and declarations of members' interests

2.1 Apologies were received from Cllrs Emmet and Darley and B/Cllrs. Bhatth,

2.2 There were no declarations of interest.

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

2.4 Co-option of Mr M O'Brian

Mr O'Brian gave an overview of his career history, personal circumstances and interest in becoming a parish councilor.

It was **AGREED** that Mr O'Brian be co-opted to Council.

Proposed: Cllr. Lias

Seconded: Cllr Jahromi

Unanimously agreed.

20/3 Grazeley Community Garden

3.1 John Halsall, Leader of the Council outlined the background to the proposals to build a 'garden town' development at Grazeley noting that WBC was under an obligation to develop an acceptable local plan. There was a universal belief that the UK had insufficient housing and that 300,000 new houses a year were required across the UK. The Government believed that if housing was overprovided, the relationship between average income and house prices would come down. Government figures also included a buffer. Using the Government's calculation method estimates for housing required in the area was 1200 houses per annum. WBC's estimate was that 750 houses per annum were required.

3.2 John Halsall outlined the three options available to WBC:

1. To do nothing and aggregate responsibilities. This was not viewed as viable.
2. To take the number of houses required and spread them around the borough. This could have a significant impact on infrastructure.
3. To have a planned development with the support of the Government which was infrastructure led. This would give an element of control over development.

3.3 It was confirmed that development of the site was currently at consultation stage. It was planned that 3000 to 4000 homes would be built between 2019 and 2036 with the balance to be built between 2036 and 2055. The development provided the opportunity to build carbon neutral homes that people on a median income could afford to buy. As a garden town it would be surrounded by green spaces. The need for vehicles would be limited as there would be good transport provision.

3.4 A number of points and questions were raised:

- The Royal Berkshire hospital was already stretched to capacity. Would the new development enable the redevelopment or extension of the hospital to accommodate the increase in local population?
- Would the anticipated government grant for infrastructure of £252m be enough? It was acknowledged that it would not.
- How could the green belt be protected in the meantime and further development stopped? It was confirmed that having a local plan in place which would include the proposed development could assist with preventing further development but that it was not possible to stop it altogether. It was noted that the existing local plan had been overridden on several occasions previously.
- How would affordable housing regulations be factored in? It was confirmed that the site would not be built in line with normal strategic development location regulations around affordable housing as it would be built using a development corporation.
- How would the proposal benefit the existing community which was seeing its character decimated by new developments?
- What would happen to existing houses in Three Mile Cross which did not appear on plans seen by some residents? It was confirmed that potentially these would either be built around or compulsory orders made but stressed that at this time no decisions had been made.
- Concerns were raised about building so many homes near a significant military installation and questions asked about what the evacuation plan for the development would be in event of an incident. It was noted there were several misstatements about restrictions for developments in zones around military installations. There was however a national body which the decision could be referred to if there were concerns.
- Was there a standard national defined timeline for the consultation period? It was noted that the usual period was six weeks.
- Were there concerns about the loss of green space for existing residents? John Halsall stated that he regretted the loss of all green space but that WBC could not legislate against it as the Government required it to build more housing.
- What was the timetable for the process? It was noted that consultation was likely to be open until the end of March and the results published in mid-2020. Assuming that the development was approved a local plan could be adopted by WBC in the second half of 2020 and the development could commence from June 2021.

3.4 B/Cllrs Patman, Munro and Haitham-Taylor expressed their concerns about the development highlighting infrastructure worries as a major issue. They supported the view that the Government was not providing enough money for this purpose. Concerns were also raised about the significant development that had already taken place in the area and the impact on local communities.

3.5 Members **AGREED** that it was not possible for SPC to support the plans unless certain issues were resolved. A review of the objection that had been submitted by SPC in 2017 took place. It was felt

that since the original statement had been made there were now additional concerns. It was **AGREED** that members would submit their comments to Cllr. Grimes to enable the statement to be updated.

20/4

4.1 Council Minutes 19 December 2019

Cllrs. Jahromi, McDowell and Brown asked that their apologies for absence be added.

The minutes of the Council meeting held on 19 December 2019 that had been circulated prior to the meeting were **APPROVED** subject to the above addition.

Proposed: Cllr. Montgomery Seconded: Cllr. Lias Approved Unanimously

4.2 Matters Arising from Previous Meeting

23.3.2.3 Spencers Wood Pavilion Business Case

This item was noted as ongoing.

49.2.2 Website development

This item was noted as ongoing.

49.3.3.3 Decision making policy and framework to be developed.

This item was noted as ongoing.

60.3.3 Clerk to ascertain ownership of land referred to as Common Land

This item was noted as ongoing.

83.2.4 Cllr. Grimes to write to enforcements copying in B/Cllrs. and Wayne Smith regarding the storage of vehicles at a Carneys.

Cllr. Grimes confirmed that he would follow the matter up with Wayne Smith, WBC.

92.3.1 Clerk to write to WBC to say that SPC did not consider that SPC should pay for the footbridge over the Grazeley footpath.

The Clerk confirmed that WBC had now agreed to pay for the footbridge over the Grazeley footpath.

92.3.3 Clerk required to obtain costing and design of new village gateway signs from WBC

This item was noted as in progress.

114.4.1 Clerk to ascertain the location of the new northbound School Green bus stop and whether its current location is permanent.

The Clerk confirmed that the bus stop would be moved to where the temporary stop was currently located.

114.4.2 Cllr. McDowell to research options for an electronic solution for documentation access and storage to reduce paperwork.

This item was noted as ongoing.

124.2 Cllr. Peer to speak with Kim Bedford regarding training for new councilors.

It was confirmed that details of courses being provided by both BALC and HALC had been sent to members and that therefore this item was complete.

124.3.2 Clerk to set up meeting between himself, Cllr. Lias and B/Cllr Frewin to discuss speeding reduction in the area

The Clerk confirmed that the meeting been set up.

128.0 Clerk to write to Sarah Hollamby requesting an update on Ryeish pavilion and remediation of rates.

Cllr. Grimes noted that he had submitted a written proposal to WBC on this matter but that no response had been received. John Halsall, WBC, requested that Cllr. Grimes brief him on the matter outside of the meeting.

131.0 Cllr Boyer to investigate process for national honours and rethink format of volunteer evening for 2020

This item was noted as ongoing.

131.2 Cllr. Brown, Lias and Darley to set up a working party to determine how to celebrate 75 years since VE day in 2020

Cllr. Brown confirmed that plans were moving forward. It was noted that a small budget would be needed for the event.

144.1 Cllr. Boyer to submit a proposal for the Volunteer Event 2020 to January Full Council

This item was noted as ongoing

145.1 Clerk to ask UoR for permission to attend their community forum

The Clerk confirmed that the next event would be taking place in March and that SPC would be invited to attend.

145.3 Clerk To compile input from members on response to WBC traveler encampment strategy

This item was noted as complete.

145.5 Clerk to write to Berkshire Maestros in response to their request for support stating that SPC would be keen to support them from Jan 2021

This item was noted as complete.

147.2 Clerk to ascertain the minimum amount of information on members that should be listed on the SPC website.

The Clerk stated that WBC had confirmed that the minimum amount of information about Council members required to be stated on the SPC website was name and a method of contact.

The Clerk was asked to check whether it was compulsory for partners declarations to be published on website.

4.3 Matters Arising.

137.3 It was noted that SPC providing a proposal to WBC containing plans for relocation of the playground at Three Mile Cross should have been recorded as an action and **AGREED** that this would be added to the log.

20/5

Reports

5.1 Chair's Report

The Chair highlighted the following items:

- The land purchase from Shinfield United Charities was almost complete (see item 20/10)
- Quotes received for the construction of the community centre started at £3.1m. The joint working committee was seeking to reduce costs by up to 500k and a further report would follow.

5.2 Clerks Report

The Clerk highlighted the following points from the report circulated prior to the meeting:

- Staff appraisals would be commencing that week and would be completed by the end of January.
- Staff committee meetings for 2020 had been scheduled on a quarterly basis.
- Luke Bridcot, Facilities Manager, had tendered his resignation and would be leaving on 6 Feb 2020. A replacement was being sought.
- Youth club meetings had been re-established to drive the youth club provision in the area. It was hoped that by mid-February the club would be up and running.

The Clerk was asked to obtain and share with members details of the Climate Emergency meeting being held by WBC.

5.3 Borough Councilors' Report and Questions

B/Cllr. Frewin noted the following points:

- Strategy on fly tipping to be rolled out from April and good progress was being made.
- Significant effort was being made with the South of Cutbush appeal
- A Climate Emergency plan had been published but was yet to be discussed.
- A review of WBC website had not yet started but B/Cllr. Frewin would be meeting with WBC's technical team shortly.
- A report on travellers was due to be published in February
- Reported pot-holes had now been fixed. B/Cllr. Frewin requested that residents be actively encouraged to report pot-holes using the WBC portal or fix my street.

Cllr. Jahromi left the meeting at 9.30pm

5.4 Updates from Recent Committee Meetings

5.4.1 Planning and Highways Committee 5 December 2019

The Planning and Highways committee minutes for December were **NOTED**.

5.4.2 Finance and General Purpose Committee 11 December 2020

The minutes of the Financial and General Purpose committee were **NOTED**.

5.5 Verbal reports from committees that had not convened since the last Full Council meeting

There were no reports provided

5.6 Reports from Outside Bodies

There were no reports from external bodies.

20/6

SPC Project listing

The SPC project listing circulated prior to the meeting was **NOTED**.

20/7

Neighborhood CIL Report

7.1 The CIL allocation report for November 2019 was **NOTED**.

7.2 The CIL annual report for 2019 was **NOTED**.

20/8

Invoices for Payment

The report of invoices for payment was considered and **APPROVED**.

20/9 **Projected budget outturn 2019/20 and proposed budget for 2020/21**

9.1 It was proposed that the projected budget outturn for 2019/20 of £379,307 be **ACCEPTED**.

Proposed: Cllr. Montgomery Seconded Cllr. Brown Unanimously Agreed

9.2 It was proposed that the recommended budget for 2020/21 be **APPROVED**.

Proposed: Cllr. Boyer Seconded Cllr. Brown Unanimously Agreed

9.3 It was proposed that the recommended precept for 2020/21 be **APPROVED**.

Proposed: Cllr Montgomery Seconded: Cllr. Brown Unanimously Agreed

20/10 **Purchase of Land under Shinfield Parish Council from Shinfield United Charities**

Cllr. Grimes sought approval to sign and seal a Contract of Sale and Overage Deed and make payment of £160,000 for the purchase of the freehold of Shinfield Parish Hall and associated land from Shinfield United Charities.

Cllrs Montgomery and Jahromi declared an interest in this item and therefore did not participate on the following two votes.

It was **AGREED** that the sale should be made under the seal of the Council.

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

It was **AGREED** that the overage deed should be signed under the seal of the Council.

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

20/11 **Correspondence**

It was proposed that appointment of the Internal Auditor, C. Connell, be **APPROVED** to audit financial year 2019/20

Proposed Cllr. Boyer Seconded Peer Unanimously Agreed

There were no further items of correspondence.

20/12 **Next Meeting: 17 February 2020**

The meeting was closed at 21:50

Action Items:

Minute Ref	Details	Action By:
23.3.2.3	Spencers Wood Pavilion Business Case Business Case to be presented for the provision of new facilities at Spencers Wood.	Cllr. Clarke

49.3.2.2	Website proposal to be bought back to Council	Cllr. Brown
49.3.3.3	Decision making policy and framework to be developed. Cllr Grimes to bring to Council a policy for developing assets in the parish	Cllr. Grimes
83.2.4	Cllr. Grimes to follow up on writing to enforcements copying in B/Cllrs. and Wayne Smith regarding the storage of vehicles at a Carneys.	Cllr. Grimes
92.3.3	Clerk to discuss siting of new village gateway signs with Cllr. Lias and notify WBC.	Clerk
114.4.2	Cllr. McDowell to research options for an electronic solution for documentation access and storage to reduce paperwork.	Cllr McDowell
124.3.2	Clerk to set up meeting between himself, Cllr. Lias and B/Cllr Frewin to discuss speeding reduction in the area	Clerk
128	Cllr. Grimes to brief John Halsall on written proposal to WBC on Ryeish Green pavilion sent to WBC.	Cllr. Grimes
131.2	Cllr. Brown and Lias to give regular update to Council on plans to celebrate 75 years since VE day in 2020	Cllrs Lias/Brown
144.1	Cllr. Boyer to submit a proposal for the Volunteer Event 2020 to January Full Council	Cllr. Boyer
147.2	Clerk to ascertain whether it was compulsory for partners declarations to be made public on SPC website.	Clerk
137.3	SPC to send proposal for relocation of playground at Three Mile Cross to WBC	Clerk
3.5	Members to submit comments on the SPC objection letter regarding Grazeley to Cllr. Grimes	All
5.2	Clerk to share details of WBC climate emergency meeting with members	Clerk

Report from Clerk to Council	
Committee	Full Council
Committee date	17 February 2020
Report date	10 February 2020

Updates:

- SUC Land Bought
- Drainage works on Deardon Allotments started will take 5 weeks
- Groundskeeper/Maintenance recruitment
- Emergency cover
- Staff Appraisals
- Tree work done behind SW Pavilion. Letters delivered
- PM appointed for SWP
- Newsletter in production
- Bins
- Telecoms
- Youth Club
- Bus stop Hollow Lane
- Shinfield Association and Millworth Lane
- Provision of Professional Planning advice
- Clerks Meeting 29th Jan

Meetings:

- 12 Feb TMX
- 20 Feb AOC
- 20 Feb Kreatif
- 26 Feb Grazeley Village Memorial Hall, LPU, Wednesday, 26 February, 7 to 9pm
- H & S
- Token Security

4.3

Lynda Hope

From: mike.balbini
Sent: 11 February 2020 08:39
To: Lynda Hope
Subject: FW: Borough Cllr monthly report

Hi Lynda

This report needs to go into the FC Agenda pack

Kind regards

Mike Balbini
Clerk to Shinfield Parish Council
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From: James Frewin <jim.frewin@hotmail.co.uk>
Sent: 10 February 2020 18:01
To: mike.balbini <mike.balbini@shinfieldparish.gov.uk>; Lynda Hope <lynda.hope@shinfieldparish.gov.uk>
Cc: Jim Frewin <jim.frewin@wokingham.gov.uk>
Subject: Borough Cllr monthly report

Please find my monthly update for Jan 2020

1. Fly tipping – full action plan in place with good progress on a number of items. Plan to cover most 2020.Comms coming over next few weeks/months.
2. South of Cutbush appeal – residents had their say with some excellent work by the SOS team. At least Shinfield has been heard for once.
3. Climate emergency – draft plan agreed and published -this will be a fluid plan reviewed every month – ongoing
4. Fullbrook Avenue issues – rat run and bus stops – raised with WBC officers – 2 site visits – multiple resident contact. Outcome unclear as WBC not showing much interest in residents simply playing the blame game with its not us
5. Travellers – due to be presented 19 Feb – not hopeful of any action or plan
6. WEB site review and uplift – further meetings have taken place – offered assistance to WBC team
7. Basingstoke Road uplifted at last
8. Grazeley – working with residents on consultation
9. Spencers Wood gravel – working with residents on consultation and objections
10. WBC public gallery – fed in resident feedback for improvements
11. Blue Badge process – pushing for further improvements – ongoing
12. Responded to tf.se consultation

Regards

Jlm



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DRAFT

Minutes of a meeting of the Recreation and Amenities Committee held on Thursday 30 January 2020, Shinfield Parish Hall, commencing 19:30 hrs.

Present: Cllrs N Boyer, E Brown, I Clarke (Ch), P Emmment, L James, I Montgomery.
Attending: Mike Balbini (Clerk), Jo Skidmore (Committee Clerk), Phillip Alexander and Arathy Narayanan
(From agenda minute point 5)

20/RA/1 **Public Questions**
There were no public questions.

20/RA/2 **Apologies and declarations of members' interests**
2.1 Apologies were received from Cllr. Lias, Cllr. Darley and Cllr Jahromi.

2.2 There were no declarations of members' interest.

20/RA/3 **3.1 Minutes of the Previous Meeting**

The minutes of the committee meeting of 28 November 2019 were approved as a correct record and signed by Cllr. Clarke:

Proposed: Cllr I Montgomery Seconded: Cllr P Emmment Approved unanimously

3.2 Matters Arising

53.2 It was noted that Cherish Risi-Elford, Community Development Worker would be leaving her role to take over as a Community Development Worker in Woodley. It was **AGREED** that the Clerk would write a letter to Cherish thanking her for her work in the parish.

53.3 Cllr. Brown noted that the previously suggested grant funding of £500 each for the Car Share service and Welcome club were now obsolete due to a change in circumstances.

3.3 Actions

31.2 To notify the office of the requirement of bins (no of) and location around Anson Crescent

The Clerk confirmed that six bins would be delivered within four weeks. These would be placed as follows: x 2 Anson Crescent, x 2 Shinfield Rise, x 1 at the bus stop in Hollow Lane. There would be one spare bin available.

Cllr. Emmment requested that the spare bin be placed at Church Lane at the bottom of

footpath 17.

- 52.0 Clerk to arrange for children to assist with the planting of 4/5 trees offered by a resident and for media to cover the event.

This item was noted as closed.

- 56.0 Cllr. Lias to document issues with bus stops in the parish to enable joined up approach to action required.

This item was noted as ongoing.

- 64.0 Clerk to speak to insurer about cover for volunteers using power tools

The Clerk confirmed that he had spoken with SPC's insurance company which had confirmed that the policy in place covered the use of power tools by volunteers provided tools were used in accordance with instructions.

- 65.5 Clerk to find out who owns footpaths in the parish and who is responsible for maintaining them.

The Clerk confirmed that he had been informed by WBC that if a footpath had been adopted by WBC then WBC were the owners of it but that if it was a permissive path then WBC would own path but the landowner would be responsible for the land below it.

In light of this information members questioned SPC's decision to pay for maintenance work on footpath 11 which it was felt should sit with The University of Reading as the landowner. It was requested that this matter was taken back to the Planning and Highways committee.

Cllr. Boyer arrived at 7:45

- 72.1 Clerk to send plans provided with the lease to members

The Clerk confirmed that he was in receipt of lease plans for the Deardon Way allotments and that they were available for members to view.

- 72.1 Clerk to write to Nigel Frankland UoR to procure letter of guarantee for 4 to 5 years on the Deardon Way allotments

The Clerk noted that he was not yet in receipt of the letter of guarantee from Nigel Frankland and undertook to follow this up.

- 72.1 Clerk to seek clarification on the easement clause on page 9 of the lease as it seemed to allow access to several parties

The Clerk noted that he had spoken to the solicitor who had confirmed that this clause was a standard paragraph added to such leases. The solicitor had however noted the lack of notice period for access to the land in the lease and would be querying this with the University of Reading.

- 72.4 Project Manager to be commissioned to oversee SPC projects

This matter was noted as ongoing. Cllr. James noted that Cllr. Grimes had suggested that MEA, the project manager for the construction of the community centre also had oversight of the Spencers Wood Pavilion project and requested that the Clerk set up a meeting with them during the next week. Cllr. James reiterated his committed to providing a framework for the project but noted that he was currently struggling to obtain the information required to enable him to produce it.

- 72.6 Clerk to procure lights for trees on village green for illumination at Christmas

It was noted that this would be progressed mid-year.

- 74.2 Clerk to request financial and constitutional information from S.O.S. in respect of grant

request

The Clerk confirmed that no response had been received to date.

75. Website working party to continue discussions with a chosen provider to discuss the incorporation of further requirements into a possible new website.

It was confirmed that the meeting had been rearranged for 20th February due to illness. In the meantime a discussion had taken place on additional functionality that the website may need and research carried out on similar websites.

It was **AGREED** that although the working party would continue the Clerk would lead on the project and that accountability sat with him.

- 76.2 Parish council to consider the provision of a bench near the war memorial of either the VE Day or Fallen Soldier design.

Cllr. Brown confirmed that he had spoken to Chris Young, Shinfield Association who was in the process of arranging a fun day to celebrate VE day. It had been agreed with him that SPC would work in support of the event rather than organising a separate event.

It was requested that members consider presentation of the SPC stall and check their availability for supporting the event. It was suggested that Cllr. Brown spoke with the Administration Assistant to see what assistance she could offer.

Members **AGREED** that if it wasn't possible to purchase a 'VE Day' bench that a 'fallen soldier' bench should be purchased.

- 76.5 Clerk to respond to a request for funding from Wokingham Borough Sports Sponsorship Fund (WBSSF) by asking them to submit a grant form next fiscal year

This item was noted as complete.

3.3 Matters Arising

There were no further matters arising.

20/RA/4

Parish Wide Update

4.1 Millworth Lane

4.1.1 It was noted that the tenant was still residing in the caravan on site and that SPC had taken the decision not to take over the site until the tenant had vacated. Cllr. Clarke confirmed that he would be holding a meeting with Shinfield Association during the next week to try and find a way of moving the situation forward.

4.1.2 Members were reminded that the pitches at Millworth Lane were in a poor condition. The Clerk confirmed that he had received a quote from SpaceCare for approximately £14,000 for the work required. Cllr. Clarke undertook to consult Raymond Barclay, Shinfield Rangers FC regarding the possibility of funding from the Football Association to assist with this.

4.2 Deardon Allotments Lease

See item 72.1

4.3 Pride in Our Parish

Cllr. Clarke confirmed that daffodils had been planted at multiple sites across the parish. Contractors used by SPC would maintain the areas. It was hoped that a meeting would take place with a representative from WBC at Hollow Lane to discuss further plans to

improve the parish.

4.4 Pavilion Youth Club Management Committee

4.4.1 Cllr. Montgomery gave an overview of the minutes of the Pavilion Youth Club management committee meeting that had taken place on 20 January which had been circulated prior to the meeting. He confirmed the appointment of a further youth worker and noted the intention to reopen the Youth Club during February. Attendee numbers would be monitored to ensure adequate staffing resource was in place.

4.4.2 It was confirmed that management meetings would now be taking on a quarterly basis with the possibility of a youth representative in attendance.

20/RA/5

Community Service Update

5.1 Cllr. Brown gave an update of his work in the parish.

5.2 He confirmed that the Langley Mead walk leaflets had now been published and had been well received with schools wanting to offer them to parents.

5.3 Work was currently taking place to produce 'historic walks' leaflets for Shinfield, Spencers Wood and Three Mile Cross. WBC had expressed an interest in adding them to welcome packs for developers to give to new residents along with the character statement on the SPC website which talked about the history of the area. Cllr. Brown had advised WBC to check any information in the statement with the Spencers Wood History group for accuracy since it was produced in 2008. It was confirmed that WBC would fund the printing of leaflets and information that they intended to use.

5.4 It was confirmed that the sign-post for the Langley Mead SANG was ready to be installed. The intention to obtain further sign-posts using the same template was noted once further SANGS were completed.

5.5 Cllr. Brown requested that the matter of Cycle Ways, raised some months ago with WBC, be progressed. The Clerk confirmed that he would add the matter to the Development Board project list.

5.6 Cllr. Brown confirmed that he would be circulating a list of groups operational in the parish to members for information.

5.7 Cllr. Montgomery noted that he had attended a meeting of WBC's Health and Wellbeing branch which was working to reduce social isolation, narrow inequalities gap and increase physical activity. The crossover of its objectives with that of the Friendship Alliance were observed.

20/RA/6

Grant Applications

6.1 Spencers Wood Community Luncheon Club

A grant of £279.40 for the repair of an oven for the Spencers Wood Community luncheon Club was **APPROVED**.

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

6.2. Berkshire Vision

A grant of £1000.00 for the provision of services to the residents of SPC has been

requested.

Members **AGREED** that the Clerk should obtain more information on how many members in the parish were assisted by the charity and that a decision would be made in the following month.

6.3 Lambs Lane School

A grant of £200 for Lambs Lane School to give as a prize was **APPROVED**.

It was **AGREED** that the Clerk would write to the other schools in the parish confirming the opportunity to apply for a grant on the same basis.

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

20/RA/7

Correspondence

7.1 Request from Shinfield View to create time capsule and plant on School Green.

The Clerk confirmed that Shinfield View were intending to create a time capsule and sought views as to how the community might get involved. It was suggested that this was planted on School Green as part of the VE day celebrations. Cllr. Boyer suggested it should be planted in the foundations of new community building rather than on the green

The Clerk undertook to consult with Shinfield View about how to proceed.

7.2 Oak Tree and School Green

An e-mail thanking SPC for the planting of the Oak Tree on School Green was acknowledged.

7.3 Old Village Pound Marker Hollow Lane Roundabout

The Clerk confirmed that SPC was trying to take over maintenance of the Hollow Lane roundabout which may negate the need to get permission for a marker from WBC but stressed the need to ensure that the pound was located there. He undertook to consult the local history society and bring the item back to the committee for further consideration.

7.4 Clements Close Playground and Facilities

The Clerk agreed to write to the resident to ask her to contact WBC who owned the land.

19/RA/8

Date of next meeting: 27 February 2020 starting at 20.00hrs

The meeting closed at 9:10pm

Part Two

19/RA/9

Spencers Wood Pavilion

9.1 Receive and Consider Quotes for the Pavilion for recommendation to F&GP and Full Council

An overview of the quotes received was given by the Clerk and Cllr. Clarke.

It was **PROPOSED** that the Recreation and Amenities committee recommend to Full Council in February that the Spencers Wood Replacement Pavilion project be initiated.

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

9.2 Quotes for Tree Work in Spencers Wood Recreation Ground

It was confirmed that ongoing maintenance on trees surrounding the Spencers Wood pavilion was required. Cllr. Clarke noted that he had consulted residents that would be affected by it.

It was **PROPOSED** that the quotes for £650 and £750 received for maintenance work to trees around the Spencers Wood Pavilion were **APPROVED**.

Proposed: Cllr. Brown Seconder: Cllr. James Unanimously Approved

Cllr. Boyer suggested tree survey carried out on trees in the parish. It was **AGREED** that a tree specialist should be hired for this purpose.

9.3 Fly Tipping

The Clerk requested that members submitted details of known hotspots for fly tipping to be sent to WBC and undertook to contact all SP councilors on this issue. It was also **AGREED** that a request to residents to identify problem areas

9.4 Offer of Bench

The offer of a free bench was noted. The Clerk was asked to respond expressing thanks for the offer but noting that currently there was no space available for it.

9.5 PHS Contract

Issues with service received from PHS were highlighted in respect of emptying sanitary bins. It was **AGREED** that the Clerk should serve notice of 3 months to PHS and that Select be appointed to carry out the same service.

Action items:

Minute Ref	Details	Action by
56.0	Cllr. Lias to document issues with bus stops in the parish to enable joined up approach to action required. Awaiting confirmation of bus routes from Wokingham and Reading.	Cllr. Lias
63.2	Clerk to seek approval for expenditure on maintenance of Millworth Lane at the next Council meeting once a quote has been provided.	Clerk
65.4	UoR to confirm Walk/cycle system on SANGs and grant permission before signs can be erected	Cllr Brown
65.5	Clerk to go back to WBC regarding paying for the maintenance of footpath 11.	Clerk
72.1	Clerk to write to Nigel Frankland UoR to procure letter of guarantee for 4 to 5 years on the Deardon Way allotments	Clerk
72.1	Clerk to seek clarification on the easement clause on page 9 of the lease as it seemed to allow access to several parties.	Clerk
72.4	Clerk to set up meeting between Cllr. Clarke and MEA to discuss project management of Spencers Wood pavilion.	Clerk
75	Website working party to continue discussions with a chosen provider to discuss the incorporation of further requirements into a possible new website.	Website working party
76.2	Parish council to consider the provision of a bench near the war memorial of either the VE Day or Fallen Soldier design.	Clerk
3.2	Clerk to write to Cherish Risi-Elford thanking her for her work.	Clerk
4.1.2	Cllr. Clarke to speak with Raymond Barclay to discuss funding	Cllr. Clarke

	from the FA for the maintenance of the Millworth Lane pitches	
5.5	Clerk to add cycle ways in the parish to the Development committee project list in order to progress	Clerk
6.2	Clerk to obtain further information from Berkshire Vision requesting the number of service users from the parish	Clerk
6.3	Clerk to write to local schools regarding the availability of funding for prize giving should they wish to apply	Clerk
7.1	Clerk to speak with Shinfield View on how to progress the idea of the time capsule.	Clerk
7.3	Clerk to consult local history group on the location of the old pound in Shinfield to confirm whether it was at the Hollow Lane roundabout and bring request back to the committee	Clerk
7.4	Clements Close playground and facilities – Clerk to write to resident to ask them to contact WBC.	Clerk
9.2	Clerk to arrange for specialist to do tree survey of trees in the parish	Clerk
9.3	Members to send details of fly tipping locations in the parish to the Clerk and Clerk to arrange for request for locations to be notified on Website	Clerk and All
9.4	Clerk to write and decline offer of bench.	Clerk
9.5	Clerk to cancel contract with PHS and appoint Select to empty sanitary bins.	Clerk

5.1

Shinfield Parish Council Project and Task list					Update	Timescale
No	Project	Lead Councillor / Committee/WP	Current Status	Version 9 15 Jan 2020 Categorisation by Dev Board 21 2 19		
MAJOR PROJECTS						
To be performed in sequence not in parallel (a)						
1a	New Community Centre Construction	Development Board Andrew Grimes	Pre-App response received working on final plans and surveys required by WBC	Cannot do 1a and 4a together (resource) so prioritise no1	Progressing as planned	Q4 2020
2a	External storage at Parish Hall	Development Board Andrew Grimes	Review additional external storage facility prior to construction of new build. Current external storage area becomes garden	Integrate with 1a	Progressing as planned	Q4 2020
3a	New Community Centre Management	Development Board Andrew Grimes	Work to commence looking at alternative management methods. AG and DP contacted Susan Tyldsley re marketing. Expressions of interest sent out and 11 interested, 9 received. AOC meeting 19 09 19 to decide 5 companies to ask to tender. Meeting arranged for 20 sept to see atrium cafe in Science park. R&A asked to look at management options for the running of the SCC. We might employ a buildings manager who will drive the use of the building.	To follow 1a so no work till later on	Progressing as planned	Q4 2020

4a	Replacement of Spencers Wood pavillion	SWP Working Party Ian Clarke Laurie James	SWP W/P to take on. Now looks like single story due to roots. Not big enough for library use. M Redfern discussing proposal with property services WBC.	Need 3 quotes. Need to appoint a PM and take this to Full Council as a business case with a Proposal, PM and Principal designer.	Progressing with the plans even if funds not available	Sep-20
5a	High Copse Sports Hub	Development Board Ian Clarke Laurie James	Development of sports club and fields			Sep-21
	SPC funded with limited involvement/resource required as will pass to a contractor (b)					
1b	Refurbish Spencers Wood Village Hall	Andrew Grimes Village Hall Committee	Waiting response from Spencers Wood Village Hall over Surveyors report and cost of works. No further work done.	Funding only- limited involvement/resource required	No approach from SWVH so no further action.	2020

	Decision awaited then potential for swift delivery or high involvement (c)					
1c	Development of Deardon Field	R&A Committee Ian Clarke	Waiting response from WBC over exchange of freehold land Deardon/Ryeish Pitches	Awaiting legal decision then swift delivery	Meeting arranged 16th August to progress. Awaiting decision from meeting	Q4 2020

2c	Deardon Field Extension from UoR Freehold Exchange with WBC	I Clarke L James	Waiting receipt of draft 50 year lease from UoR over extended area and management of Allotments	Awaiting legal decision then swift delivery	H O T received and sent to solicitors. The Head Partnership engaged. Lower early	Q4 2020
3c	Village Centre Development	Development Board Andrew Grimes	Waiting response from Developer consortium and Aldi stores to move to next step. Somon Bream of the consortium contacted AG to say N Sharp will be in touch with a meeting date. Still awaited. No update from Connor on meeting with Consortium.	Aldi is driving this, we can only influence . Once decision is made then high involvement required	Ongoing discussions with Aldi	2021
5c	Millworth Lane Recreation Ground	R&A Committee Laurie James	Work partially completed waiting for full written proposal for takeover and mangement of site	Legal issues then rapid deployment with little involvement	Lease received and set to solicitors Head partnership	Q4 2019
	On hold but could be restarted at any time (d)					

	Other (e)	
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1e	Three Mile Cross Playground and linked to this is: The nacent Green Space at Taylor Wimpey's "South of Church Lane" development - to be made to Parish Council specification instead of Allotments. e.g. Tables and benches etc around flat turfed area, adjacent to the LEPA.	R&A Committee Darrell Lias Nigel Boyer	Possible relocate and re-equip	Allocate to Nigel and Darrell to progress	Progressing with plans developed by WBC	Q4 2019
2e	Mere oak pedestrian crossing	Planning Andrew Grimes	Pedestrian crossing.	WYG prepearing a traffic survey.		Q4 2020
	PROJECTS					
	Within committee remit (f)					
1f	Development of pre and after Schools clubs (scoping stage)	CSC WP Ian Montgomery	Operational after School Club at Shinfield term time only review periodically	CSC remit		

2f	Chapel Lane Pre-School (scoping stage)	CSC WP Ian Montgomery	Discussion taken place they wish to expand in new building question over term time only to be resolved	CSC remit		
Ongoing with Cllr lead (g)						
2g	Village Speed Limits	R&A Committee Darrell Lias	Include Pedestrian access from Shinfield Meadows as further support for a 20 miles past the school and 30 mile from Shinfield Meadows vehicular access all way through village.	Darrell as lead		Q4 2019
3g	Village Gateway signs	R&A Committee Darrell Lias	Clerk written to WBC re Twyford allowed village gates but not shinfield	Integrate with speeding 2g	Once hear from WBC re village gates can plan.	Q4 2019
TASKS						
Within committee remit (h)						

2h	Community activity page to be added to SPC website	CSC WP Eddie Brown	In progress. Contributors invited	CSC remit	Specified action has been completed but website review is ongoing separately	Q2 2019
4h	Create maps of SANG walks for all abilities and parents with pushchairs	CSC WP Eddie Brown	In progress with SPVG and WBC. Ian Young aware. Request to add in signs to local amenities ie to shops etc.	CSC remit	Langley Mead is complete. Other SANG walks ongoing.	Q4 2019

5h	Youth Provision (scoping stage)	CSC WP Ian Montgomery	Investigation by committee looking at needs throughout the parish, working with all groups involved in youth	CSC remit		
6h	Pre School Facilities (scoping stage)	CSC WP Eddie Brown	Looking at overall needs for guardian and childer and baby facilities and needs versus existing provision for under fives	CSC remit		
7h	Disabled Facilities (scoping stage)	CSC WP Peyman Jahromi	Early days project just started	CSC remit		
Allocated to Cllrs/Committee (i)						
1i	Take over management of WBC land	R&A Committee Ian Clarke Laurie James	New Project waiting for further details of requirements	Longterm project		
2i	Pride in our Parish Parish 5 sites	R&A Committee Ian Clarke	Alongside taking over management of WBC land, priority for this work to start soon	Longterm project and merge with 1i above		
3i	Development of Parish Brand	Communication & Policies WP Andrew Grimes	Development of improved Parish Brand and better communication with residents	C&P remit		
5i	Community Integration Roadshow	CSC WP Eddie Brown	Meeting being arranged with Rev.Paul Willis and Ian Montgomery to plan 2020 roadshow.	CSC remit	Progressing as planned	Q3 2019
6i	Cycle Paths	CSC WP Eddie Brown		CSC remit	Progressing as planned	
Allocated to Staff (j)						

2j	School Green Upgrade	R&A Committee Ian Clarke	Make plan for School Green improvements	Luke to progress with N Boyer	Replacemnt Oak to be planted in National Tree week in Nov 2019	Q4 2019
			Allocated to Clerk/Office (k)			

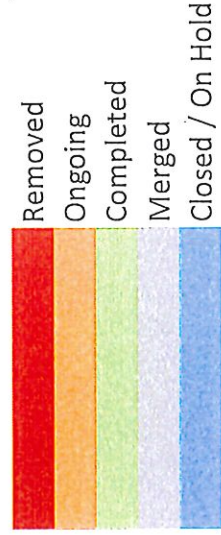
2k	Property Ownership	Mike Balbini	Clerk to ascertain all SPC property is properly registered with Land Registry	Remit of Clerk / asset management	16 April 2019 Land registry sent off	Q4 2019
			SPC funded with limited involvement/resource required as will pass to a contractor (l)			
1l	Parish Footpaths	Ian Young	On-Going sub contracted to Ray Sharp and Ian Young	SPC allocate funds but work carried put by others. limited involvement required		

			COMPLETED OR NEARING COMPLETION (m)			
1m	Air Polution Equipment	Laurance James	Waiting decision	Completed apart from allocation of schools	16 April 2019 Locations agreed	Q2 2019

2m	Finalise Parish Hall Upgrade	Mike Balbini	Finalise last items and complete by February Recommend Kitchen Equipment, new china etc	Pass to Clerk and office	16 April 2019 Completed	Completed
3m	New CCTV for sites	R&A Committee Ian Clarke	Estimates agreed DCS appointed as contractors, insatlars	Awarded to DCSC	16 April 2019 Completed for office and SWP. Now doing Millworth lane	Q4 2019
4m	S.H.I.N.E (Some Health Issues Need Effort) exercises etc for the over 60's in Shinfield	CSC Committee Eddie Brown	In progress. Agreed with WBC but question of Parish Hall capacity and six mths free use to establish	Approved and bookings made	16 April 2019 Completed	Completed
2b	Refurbish Grazeley Village Hall	Chair of Council Village Hall Committee	Waiting grant/loan application from Village Hall committee after Surveyors report. Currently finalising and costing required works	Funding only- limited involvement/resource required	Almost complete. Jane has visited to check how grant was spent.	Q3 2019
1j	Patio Upgrade	R&A Committee Ian Clarke	Refurbish Parish Hall patio area	Luke to obtain three quotes	16 April 2019 Now part of SCC build. Luke to maintain	Q2 2019
1d	Hartley Court Allotments	R&A Committee Ian Clarke	Consider Affordable Homes built by SPC	Place on hold. We can restart at any time		
1k	Office management	Mike Balbini	Review on-going specific staff responsibilities, training and development	Remit of Clerk		Q4 2019
1h	Newsletter re OAP/Toddler Groups	CSC WP Eddie Brown	In progress. Contributors invited	CSC remit	Completed	Q3 2019

3h	Publicise community activity on SPC Facebook plus Spencer Wood and Shinfield Community Facebooks	CSC WP Eddie Brown	In progress. Contributors invited	CSC remit	Completed	Q2 2019
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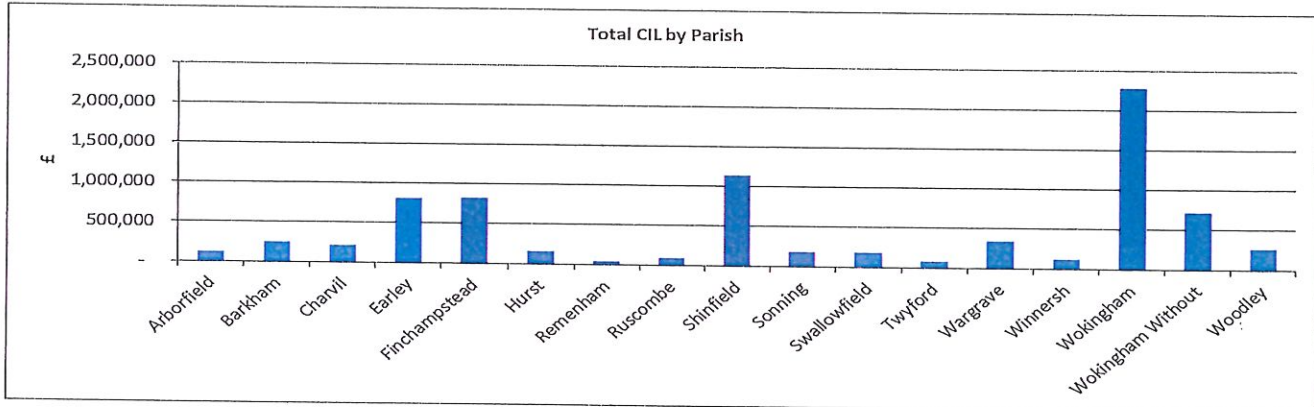
REMOVED FROM LIST (n)						
1n	SOS Save our Villages	SOS Andrew Grimes	On-Going project but at early days needs more integrated marketing approach	Not an SPC project		
4i	Change name of parish	Communication & Policies Peter Hughes	Consideration of changing Parish Name to incorporate individual villages in one non controversial name	C&P remit		
4c	Empty Bungalows at Ryeish Green	Ian Clark Development Board possible acquisition by SPC and refurb	Look at acquisition of two buildings close to Ryeish for re-furbish and rental by SPC	Awaiting decision then we can start work		



Neighbourhood CIL Proportion (Transfer to Local Parish/Town Council) Report

Month End: December'19

Neighbourhood CIL relates to the % of the CIL receipt which is due to the local town/parish council.



	Potential CIL *	Money Due (Invoiced, Not Paid)	Money Received (to be paid to Parish)	Paid to Parish (to date)	Total
Arborfield	-	-	-	124,843	124,843
Barkham	116,691	-	-	136,224	252,915
Charvil	-	140,778	-	64,865	205,643
Earley	768,132	-	-	51,475	819,608
Finchampstead	97,258	-	155,474	575,245	827,977
Hurst	15,259	-	-	149,492	164,751
Remenhham	-	-	28,484	6,406	34,889
Ruscombe	9,252	-	-	87,168	96,420
Shinfield	61,381	23,805	33,582	1,015,680	1,134,448
Sonning	81,266	-	-	102,019	183,286
Swallowfield	145,646	-	-	34,497	180,143
Twyford	7,957	9,410	9,410	59,318	86,094
Wargrave	302,087	-	-	43,657	345,744
Winnersh	81,170	2,821	1,661	31,558	117,209
Wokingham	528,109	9,595	7,853	1,738,402	2,283,960
Wokingham Without	-	-	-	726,932	726,932
Woodley	72,085	105,197	38,621	47,804	263,707
Total Neighbourhood CIL	2,286,293	291,606	275,085	4,995,584	7,848,568

* Liability notice issued

Note - Neighbourhood CIL relates to the % of the CIL receipt which is due to the local town/parish council

Payment Dates	
28th April 20xx	CIL received between 1st October and 31st March
28th October 20xx	CIL received between 1st April and 30th September

Invoice Ref	Payee	Utilities/Contract/One off/Subscription/Asset	Goods Supplied/Service Received	Method of Payment	Tax Point	Gross
438	Carrera	Contract	Fee for Website @ £20 pw (Nov/ Dec /Jan)	BACS	15/01/2020	311.97
439	MFG UK Ltd	Contract	Telephones and Broadband - December 2020 - paid 21/1/20	BACS	15/01/2020	87.37
440	Andrew Grimes	Allowance	Chairmans Allowance Qtr 4	BACS	01/01/2020	200.00
441	Greenbarnes Ltd	One off	1. Multibay Noticeboard - To be sited at Three Mile Cross	BACS	22/01/2020	1,945.25
442	Select Environmental Services Ltd	Contract	December Litter Bins 5 Collections - 34 bins 2 Recycling	BACS	31/12/2019	1,938.00
443	SSE Southern Electric	Utility	Street Lighting - Unmetered Supply	BACS	17/01/2020	558.47
444	Employees	Payroll	Employees Salaries January 2020	BACS	29/01/2020	7,841.72
445	HMRC	Payroll	NI, Ee's and Er's and PAYE - January 2020	BACS	29/01/2020	2,445.38
446	Berkshire Pension Fund	Payroll	Pension Contributions - January 2020	DD	29/01/2020	244.40
447	Wokingham Borough Council	Business Rates	Business Rates for Parish Hall, RBL, Spencers Wood Pavilion and Ryeish Green Sports Pavilion (Annual / 10th) - (Direct Debited 02/01/20)	DD	02/01/2020	846.00
448	Alphabet Van Rental	Contract	Alphabet Car Rental - 1 Mth (January 2020) - direct debited January	DD	01/01/2020	312.44
449	Barclaycard Commercial	One Offs	Various Purchases during December as detailed in the schedule - direct debited January 2020	BACS	02/01/2020	892.63
450	Biffa	Contract	End of Contract Fee Early termination for Shinfield Parish Hall	BACS	27/01/2020	344.33
451	NEST	Contract	January Pension Contributions - Employers and Employees	DD	30/01/2020	770.92
452	Coolserv	Contract	Servicing of Air Conditioning Units - Shinfield Parish Hall	BACS	09/01/2020	192.00
453	MFG UK Ltd	Contract	IT Support, Server and Back Up plus Licenses January/February	BACS	01/02/2020	1,018.27
454			Intentionally Left Blank			
455	Land Registry	Contract	Enquiry Land Registry	BACS	24/01/2020	3.00
456	Carrera	Contract	Website Management - February 2020 (£20 per week)	BACS	15/01/2020	103.99
457	Kerry Taylor	Mileage	Mileage Claim for November (33 miles @ £0.45)	BACS	30/11/2019	14.85
458	Wokingham Borough Council	Land Purchase	Purchase of Land at Shinfield Parish Hall from Shinfield United Charities	BACS	03/02/2020	160,000.00
459	Amazon	One off	Purchases of Materials for Parish Hall using Debit Card	DD	25/01/2020	28.55
460	A1 Locksmiths	One off	Keys for Recreation Lane and Clares Green Road Allotments	BACS	19/02/2020	90.00
461	Signwise	One off	Parking Sign Spencers Wood Recreation Grd and Remembrance Day Banner.	BACS	14/11/2019	219.60
Total						180,409.14

Supplier		
Amazon Market Place	Purchase	02/12/2019
Amazon Market Place	Wall Clock for Office	04/12/2019
Seton	Salt and rake	09/12/2019
Grow at Brogdale	Shinfield Seedlings - Trees	10/12/2019
Seton	Salt Spreader	10/12/2019
Amazon Market Place	Industrial Standard Xmas Tree Lights (65m)	11/12/2019
DSC Organisation	Volunteer Management Handbook	11/12/2019
Optimal Print	Corporate Xmas Cards	30/12/2019
Amazon Market Place	Spiral Tree Guards	8.65
		81.36
		234.00
		270.00
		197.96
		40.50
		44.49
		15.66
		892.63

Shinfield Parish Councils Meeting Schedule April 2020 – December 2020

Committee Meeting & Location	April 20	May 20	June 20	July 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20
Planning & Highways @Shinfield Parish Hall (1 st Thurs of the month)	2	7	4	2	6	3	1	5	3
Development Board @Shinfield Parish Hall (2 nd alternate Weds of the month)	No meeting	20	No meeting	15	No meeting	16	No meeting	18	No meeting
Finance & General Purpose @Shinfield Parish Hall (2 nd alternate Weds of the month)	15	No meeting	17	No meeting	19	No meeting	21	No meeting	16
Full Council @Three Mile Cross Church Centre (3 rd Mon of the month)	20	18	15	20	17	21	19	16	21
Recreation & Amenities @ Shinfield Parish Hall (Last Thurs of the month)	30	28	25	30	No meeting	24	29	26	31
Annual Parish Meeting	30								
Annual Meeting		14							
Staffing Committee 19:00 start Small Meeting Room	14			14			13		15
AOC 18:15 start	23	21	18						

11.1

Constitution of the Shinfield Parish Council at 17th February 2020
when attesting to the requirements of the General Power of
Competence.

17th February 2020

Councillor	Elected	Co-opted
A Grimes	Y	
D Lias	Y	
D Peer	Y	
E Brown	Y	
I Clarke	Y	
I Montgomery	Y	
L James	Y	
M O'Brien		Y
M McDowell		Y
N Boyer	Y	
P Jahromi	Y	
P Darley	Y	
P Emmment	Y	
Vacant		
Vacant		
	11	2

Therefore there are more than a third of councillors elected to the
Shinfield Parish Council = 11/15

This is to certify that

Mike Balbini

Has been awarded

20 Credits at Level 3

on a programme entitled

Certificate in Local Council Administration

provided by

Society of Local Council Clerks/SLCC Enterprises

Unit Title	Unit Code	Credit(s)	Level
Core Roles in Local Council Administration	AC3/3/SO/002	3	3
Law and Procedures for Local Councils	AC3/3/SO/005	5	3
Finance for Local Councils	AC3/3/SO/003	5	3
Management for Local Councils	AC3/3/SO/001	2	3
Community Engagement	AC3/3/SO/004	5	3

* Please note that the unit(s) listed above are not regulated by Ofqual

Phil Wilkinson

Phil Wilkinson
Ascentis Chief Executive

Learner Number 1010731
Award Date 12 Jan 2020
Certificate Number 6582342
Date of Issue 14 Jan 2020

