

Date Paid	Supplier/Payee	Amount Paid	Description
15/02/2022	M Shelton	100.00	Refund Damage Deposit
15/02/2022	C Letterieri	100.00	Refund Letterieri
15/02/2022	Tasha Oxner	100.00	Refund Deposit
15/02/2022	Dextra Labs	88.50	Refund Deposit
15/02/2022	S E Robnson Hoare	100.00	Refund Deposit
15/02/2022	Marcin Jankowski	100.00	Refund Damage
15/02/2022	M Shelton	25.00	Refund Hall Hire
16/02/2022	Alphabet (GB) Ltd	468.85	Rental Van February
16/02/2022	Dextra Labs inv 3991	11.50	Refund Deposit
18/02/2022	Telefonika UK Ltd	165.19	Mobile Phones February (3)
21/02/2022	SSE Energy Solutions	622.56	Est Usage January 2022 SGC
22/02/2022	E Donaghue	100.00	Refund Damage Deposit
22/02/2022	Holly Stothard	109.00	Refund Damage Deposit (overpaid £9)
22/02/2022	O A Gellatly	100.00	Refund Damage Deposit
22/02/2022	Pure Recharge	100.00	Refund Damage Deposit
22/02/2022	Alphabet (GB) Ltd	-106.96	Credit for Old Van Rental
23/02/2022	Net Pay Employees	10,333.82	February 2022
25/02/2022	Cigdem Lettieri	20.00	Refund of Overpayment
25/02/2022	Nigel Boyer	14.36	Mileage SIDS
25/02/2022	Richard Brown	90.00	Protective Clothing (Employed Litter Picker)
25/02/2022	MFG UK Ltd	2,330.46	New Lap Top & Set Up Youth Worker
25/02/2022	MFG UK Ltd	1,434.59	Internet SGC February
25/02/2022	MFG UK Ltd	435.60	2 Docking Stations Office
25/02/2022	MFG UK Ltd	5,814.00	Migration to M365
25/02/2022	MFG UK Ltd	15,538.56	New Laptops & Set Up
25/02/2022	MFG UK Ltd	579.53	Net Adj for new service support
25/02/2022	Cratus Communications Ltd	120.00	Newsletter Design and Typeset
25/02/2022	Seton UK	76.35	First Aid Box Kitchen SGC
25/02/2022	Tree Surveys	1,686.00	Tree Survey 9 sites
25/02/2022	Absolute Brilliance Cleaning L	7,820.41	Cleaning January Both Sites
25/02/2022	Arborfield & Newland Parish Co	1,800.00	Contrib to Costs
25/02/2022	A1 Locksmiths (Berkshire) Ltd	138.04	APEM Key Cuts
25/02/2022	Meta Fencing and gates	2,359.32	Bollards Grazeley Pond
25/02/2022	Select Environmental Services	1,754.40	Litter Bins January
25/02/2022	Claire Connell	237.50	Internal Audit Fee Interim Audit
25/02/2022	Local Government Resource Centre	2,267.45	Locum Clerk 32 hrs plus Travel & NI January
25/02/2022	Fcc Recycling (UK) Ltd	88.13	Disposal of Waste 01/02/2022
25/02/2022	Involve Community Services	180.00	De-escalation Trg 9/2/2022
25/02/2022	A & E Fire & Security	255.60	call Out Alarm SWP After PARTY
25/02/2022	Berkshire Pest Control Ltd	180.00	Treat Rats Recreation Lane January
25/02/2022	Kompan UK	534.57	Playground Inspection (Qtrly)
25/02/2022	Jon Lloyd Construction Limited	4,171.50	Cafe Area Fittings
25/02/2022	Reed Specialist Recruitment	971.72	Agency Staff 40 hrs FOH

25/02/2022	Kreatif Design Ltd	108.00	SSL Certificate Web & Install
25/02/2022	Silver Supply Limited	1,411.00	Concierge SGC 2 Weekends
25/02/2022	Gavin Fullbrook (Window Cleaners)	470.00	Windows SGC (6wks) SWP Mthly
25/02/2022	SSE Southern Electric	1,903.34	SGC 10 Dec 21 - 3 Feb 2022
25/02/2022	SSE Southern Electric	348.69	Millworth Lane
25/02/2022	SSE Southern Electric	781.92	Qtr 3 Old Meter SGC
25/02/2022	Rialtas Business Solutions Ltd	636.00	System Support & Development
25/02/2022	SPY Alarms	138.00	Abortive Call Out Alarm after Party SWP
25/02/2022	Sign Wise UK Ltd	491.27	Maps for Information Boards
25/02/2022	SAS Land Services	1,620.00	Clearance Millworth Allotment
01/03/2022	Trade UK	145.07	January Purchases (Facilities)
01/03/2022	C L Edwards	100.00	Refund Damage Deposit
01/03/2022	E Baker	100.00	Refund Damage Deposit
01/03/2022	L Spence	100.00	Refund Damage Deposit
01/03/2022	S Aberly	100.00	Refund Damage Deposit
02/03/2022	Martin Labram	100.00	Refund Damage Deposit
03/03/2022	Nest Pension Contributions	898.98	Contributions February
03/03/2022	Lloyds Bank plc	12.24	Fees and Bank Charges
04/03/2022	Berkshire Pest Control Ltd	2,304.00	Allotment Pest Control Contracts
04/03/2022	BDS Surveyors	4,332.00	Survey & Drawings
04/03/2022	Royal Electrics	1,440.00	Additional Works SGC
04/03/2022	Silver Supply Limited	748.00	Front of House Concierge Weekend
07/03/2022	HMRC paye	2,542.80	NI & PAYE February
08/03/2022	Dr M Mathur	100.00	Refund Damage Deposit
08/03/2022	JCW Acoustic Supplies	4,560.93	Acoustics Tower Room
11/03/2022	Mark Sandringham	77.03	Reimbursed Youth Club Activity Costs
11/03/2022	Shinfield Volunteers	2,850.00	Grant Jubilee Picnic
11/03/2022	Absolute Brilliance Cleaning L	7,579.89	Cleaning 2 Sites February
11/03/2022	Euroloo Portable Toilets	312.00	Portable Toilet Millworth Lane
11/03/2022	PPL PRS Ltd	398.59	Music Licence 1 Year
11/03/2022	SSE Southern Electric	3,359.68	Electricity Spencers Wood Pavilion (Qtr)
11/03/2022	Fcc Recycling (UK) Ltd	178.13	Waste Disposal RE3 Green & Other
11/03/2022	Wokingham Borough Council	2,434.04	Legal Fees - Land Ownership
11/03/2022	Reed Specialist Recruitment	521.40	Agency Staff - 22 hrs FOH
11/03/2022	Ricoh UK Ltd	281.14	Photocopying/Printing Qtr 4
11/03/2022	Sign Wise UK Ltd	199.33	Room Name Plates SGC
11/03/2022	Office Depot International (UK)	86.81	Paper for Printer
11/03/2022	Select Environmental Services	1,754.40	Litter Bins February
11/03/2022	John Westmoreland	8.52	Purchase Filler B & Q
11/03/2022	Eddie Brown Reimb	65.30	Hospitality (Thank you) Ramblers
Total Payments		109,014.05	
Number of Payments		84	

Date Paid	Supplier/Payee	Amount	Description
15/02/2022	British Telecom	376.88	Termination Cost Old Shinfield Parish hall
16/02/2022	Post Office	9.18	Postage FC Agendas
21/02/2022	The Guardian	690.00	Advertisement Clerk
22/02/2022	The Guardian	690.00	Advertisement Facilities Manager
26/02/2022	Amazon EU	12.94	Magnets for Notice Boards
03/03/2022	Signgeer	39.36	Chrome Fixings for Room Plates
06/03/2022	Amazon Retailer	27.99	Dishwasher Stand SWP
08/03/2022	Post Office (School Green)	158.40	Postage Allotment Letters
10/03/2022	Warings Bakery	35.00	Danish Pastries SLCC Hosting
	Total Payments	2,039.75	
	Number Payments	9	

Jubilee memento for schools 2022 gift suggestions

1.

[Jubilee Cotton Promotional Shopper Tote Bags 5oz | Hotline](#)



390 x 420 mm @ £0.64 each x 3000 = £1920.00 plus VAT

Price includes logo printed on one side

2.

[Personalised Queen's Platinum Jubilee 2022 Pin Badge 25mm \(1"\) | Trophies Plus Medals](#)



25 mm diameter £0.69 x 3000 = £2070.00 plus VAT

Free engraving up to 60 characters

3.

[Star Gold Queen's Platinum Jubilee Medal 50mm With Red/White/Blue Ribbon | Trophies Plus Medals](#)



50 mm diameter @ £1.49 each x 3000 = £4470.00 plus VAT

Engraving £1.00 per medal less any quantity discount

4.

[Platinum Jubilee Mugs | Printed Promotional Mugs | Hotline](#)



Two designs.

93 x 80 mm @ £2.28 each x 3000 = £6840.00 plus VAT

Local schools.

Alder Grove
Shinfield Infants
Shinfield Juniors
Whiteknights
Crosfield
Oakbank
Grazeley Parochial C of E aided primary school
Lambs Lane primary school
The Vine Christian School, Three Mile Cross
Chapel Lane Pre-school
Farm View Pre-school 2500

Estimated pupil numbers, 2500 infants, junior and secondary plus 500 pre-school = 3000

Eddie B 13/3/22

Minutes approved on:	
-------------------------	--



Clerk: Mike Balbini
Shinfield Parish Hall
School Green
Shinfield
Reading
RG2 9EH
Tel: (0118) 988 8220
clerk@shinfieldparish.gov.uk
www.shinfieldparish.gov.uk

Draft

Minutes of a meeting of the Planning and Highways Committee held on Thursday 3 February 2022 at School Green Centre, commencing 19:30 hrs.

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

Attending: Nina Villa (Interim Clerk (minutes), Kouy Young (Deputy Clerk)

22/PC/21 21. Public Questions

None

22/PC/23 Apologies and declarations of members' interests

22.1 Apologies were received from Cllr Jahromi.

23.2 There were no declarations of interest.

22/PC/24 Minutes of the previous meeting

24.1 The minutes of the previous meeting of 3rd February 2022 were **AGREED** as a correct record of the meeting and the Chair was authorised to sign the same.

22/PC/25 25.1 Actions

It was **RESOLVED** that:

- a) The Committee note progress against the actions

25.2 Matters Arising from the Minutes and Actions

None

26.1 Schedule of Deposited Plans

22/PC/26 There were no plans for discussion.

27.2 Planning Decisions and Appeals

It was **RESOLVED** that:

- a) The Committee note the planning decisions and appeals

22/PC/27 Enforcement Notices

It was **RESOLVED** that:

The Committee note enforcement reports from WBC circulated prior to the meeting

22/PC/28 Highways, street lighting and footpath matters

28.1 Update on Hyde End Lane

There was a discussion on the various issues which continue to be raised regarding Hyde End Lane. It was agreed to ask Motion to continue to work on this.

28.2 Speed Watch

The Committee noted that new speed watch signs were required and the Speed Watch group were going to buy two and there was a proposal for the Council to purchase two more at c£45 each.

It was **RESOLVED** that:

- a) The Committee approve the purchase of 4 speed watch signs at a cost of c£45 each

28.3 Yellow Lines – Request from resident

The Committee considered a request for yellow lines in Hayes Lane for double yellow lines and noted that it was this was a matter for the management company, not the Parish Council.

28.4 Lighting Matters

None

28.5 Footpath/Cycle way/Byway matters

The Committee received an update on various footpath matters and also considered a proposal to update the Rights of Way maps across the Parish including displaying maps at SGC and SWP. It was noted that wall space in SGC was limited so a large permanent display would be difficult but paper maps and rotating map on the reception screen should be displayed. Officers were asked to investigate space in the SGC and SWP for a permanent display. It was noted that a budget of £1,800 had previously been agreed and purchases could progress.

It was **RESOLVED** that:

- a) The Committee note the report

The Committee considered correspondence from a resident concerning the condition of footpath 17.

It was **RESOLVED** that:

- a) The Committee instruct the Deputy Clerk to ask the University of Reading of make the path good

22/PC/29 Project Schedule

It was **RESOLVED** that:

- a) The Committee note the updated schedule

Action points

Ref:	Action:	By whom:	Update as at:
77.9	Deputy Clerk to arrange cyber crime training for councillors and staff prior to it being offered to residents. Deferred to June	Deputy Clerk	
92.2	Clerk to ask WBC to replace bulb in light post 4 Wheatfields Road with LED bulbs.	Clerk	Complete
114.2	Brookers Hill appeal - Deputy Clerk to contact Chris Howard for an update.	Deputy Clerk	
123.2.6	Cllr Grimes to seek confirmation in writing from WBC in respect of plans for village gates.	Clerk	
11.1.6	Deputy Clerk to request extension on planning application 214165	Deputy Clerk	
16	Clerk and Locum Clerk to discuss how to get more visibility on enforcement issues.	Clerk/Locum Clerk	
17.3.3.3	Cllr Brown to contact WBC to find out why SPC have been asked for a contribution to footpath 16.	Cllr Brown	
18.2.2	Deputy Clerk to request additional bollard at Shipridge/Ryeish Lane junction.	Deputy Clerk	
18.3.2	Deputy Clerk to instruct Motion in respect of footpath 17	Deputy Clerk	

Minutes approved on:	
-------------------------	--



Clerk: Nina L Villa
Shinfield Parish Hall
School Green
Shinfield
Reading
RG2 9EH
Tel: (0118) 988 8220
E-mail: clerk@shinfieldparish.gov.uk
www.shinfieldparish.gov.uk

DRAFT

Minutes of a meeting of the Recreation and Amenities Committee held on Thursday 24 February 2022, at School Green Centre commencing at 7:30pm

Present: Cllrs. N Boyer, I Clarke (Chair), E Brown, P Emmment, L James,
Attending: Nina Villa (Interim Clerk), Jo Skidmore (Committee Secretary), Three Residents

22/RA/9 Public Questions

There were no public questions. Cllr. Clarke extended his thoughts to the people of Ukraine.

22/RA/10 Apologies and declarations of members' interests

10.1 Apologies were received from Cllr. Jahromi and Montgomery

10.2 There were no declarations of members' interests.

21/RA/11 11.1 Minutes of the Previous Meeting

It was noted that Cllr Boyer had not attended the previous meeting and that Cllr. Clarke had been present.

Subject to these changes the minutes of the committee meeting of 27 January 2022 were approved as a correct record and signed by Cllr. Clarke.

Proposed: Cllr Emmment Seconded: Cllr Brown Unanimously Approved

11.2 Actions

48 Cllr Jahromi to identify other areas in the parish to locate raised flower beds

This item was noted ongoing.

62.1.3 Clerk to contact Cllr Clarke to discuss next steps in procurement process for Spencers Wood Rec facilities.

See item 12.1

62.2.3 Clerk to provide monthly report detailing significant maintenance tasks carried out in the parish to help identify any recurring issues.

Cllr Clarke reiterated that he wanted to be made aware of non-recurring and recurring work carried out by the facilities manager.

70.2.1 Millworth Lane working party produce a comprehensive plan detailing work to be carried out on site before any work commenced.

See agenda item 12.3.1

70.4.3 Clerk to investigate security measures at the Spencers Wood Pavilion and review at the School Green Centre.

The Interim Clerk confirmed that security was in place.

1.6 Deputy Clerk to investigate suitable access to Spencers Wood Pavilion giving regard to security and insurance as well as ease

This item was noted as ongoing

1.7 Deputy Clerk to investigate purchase of dishwasher in Spencers Wood Pavilion

This item was noted as ongoing

3.2 Spencers Wood recreation ground business case to be submitted to F&GP and Council

See agenda item 12.1

4.2.3 Deputy Clerk to write to library to request shelf in SGC library reserved for books on mental health.

See agenda item 13.1

4.3.2 Deputy Clerk to write to WBC requesting that the bus stop on the Basingstoke Rd be replaced immediately and that SPC be invoiced for it.

This item was noted as ongoing.

7.1.2 Deputy Clerk to write to all allotment holders asking for them to rehome or remove the livestock within three months from the date of the letter.

The Interim Clerk noted that by law allotment holders were allowed to keep Chickens on an allotment.

7.2 Clerk to write to the WBC, stating that SPC would not take on responsibility for the Orchard Rise Allotments unless it provided a 5-year guarantee in respect of drainage work carried out.

Cllr. Clarke noted that the condition of the allotments was currently acceptable.

11.3 Matters Arising

There were no matters arising.

22/RA/12 Parish Wide Update

12.1 Spencers Wood Recreation Ground

12.1.1 Cllr. Clarke noted the quotes that had been received for equipment at Spencers Wood recreation ground. The work had been delayed due to the pandemic and costs had risen between 10% and 15%.

12.1.2 The Interim Clerk confirmed that quotes were not required to go through contract finder due to a change in guidance which allowed competitive quotes to be received directly. It was confirmed that the project should be subject to a tender process.

12.1.3 Cllr. James expressed concern about progressing the project piecemeal given the intention to progress projects at Spencers Wood and Millworth Lane and the costs involved in each.

12.1.4 Cllr. Boyer expressed concern about the differences in spec for the MUGAs in the quotes received and queried whether it would be advisable to go to Contract Finder to help address this. To keep momentum going he suggested that agreement be sought from Council for a sum of money to cover the cost of the facility in the meantime.

12.1.5 Cllr. Clarke opposed this view and expressed a preference for members to consider the three quotes received. He undertook to collate the quotes and state which one most closely matched requirements and was therefore recommended.

12.1.6 The Interim Clerk noted the need for the quotes to be received in time to be circulated with the Full Council agenda.

12.1.7 Cllr James requested a plan of Spencers Wood recreation ground to show where each of the facilities would be located.

12.1.8 Cllr. Boyer stated that he was not able to support a decision with the information provided as he did not feel that the quotes met with the requirements of SPC.

12.1.9 It was agreed that the Interim Clerk would issue the suppliers with a spec and ask them to quote accordingly. The quotes would then be reconsidered. In the meantime, a request would be made to the Finance & General Purposes Committee and Council to ask for finance to cover it.

12.1.10 It was noted that going forward the responsibility of ascertaining this type of information would sit with the Clerk and staff and not Councillors.

12.2 Spencers Wood Pavilion

12.2.1 Cllr. Brown confirmed that he had investigated the purchase of a dishwasher for the Spencers Wood Pavilion.

It was **PROPOSED** that Cllr Brown be authorised to discuss the purchase of the dishwasher with the Interim Clerk and £1500 be **APPROVED** for this purpose.

Proposal: Cllr. Boyer

Seconded: Cllr. James

Unanimously Agreed

12.3 Millworth Lane Report from Sports Strategy Working Party

12.3.1 BDS were arranging for a surveyor to prepare a topographical map which would be given to SPC to help plan placement of potential facilities.

22/RA/13 Community Service Update

13.1 Wellbeing Library

The Interim Clerk confirmed that as the resolution had been passed unanimously agreeing to the bookshelf containing wellbeing literature at the previous Recreation and Amenities committee meeting it could not be reconsidered for 6 months. It was noted that books had already been purchased but that members of Full Council had suggested the project was self-serving and not in the interests of SPC.

13.2 Pavilion Youth Club

An update was shared from the Youth Club Leader who confirmed that the new club was being well attended and that several activities were being run to keep people occupied.

13.3 Tree Survey

Cllr. Boyer confirmed that the tree survey was complete providing a record of trees in the parish and identifying where work was required thus helping to reduce liability. It was confirmed that plans would be made to cut trees back where required imminently.

13.4 The quote for grass cutting services received from the regular supplier was **NOTED**.

22/RA/14 Grant Applications

14.1 Jubilee Celebrations

It was **PROPOSED** that a grant of £2633.75 for the jubilee celebration to be held at Spencers Wood recreation ground be **APPROVED**.

Proposed: Cllr Brown Seconded: Cllr James Unanimously Agreed

14.2 Cllr. Brown suggested that SPC host a stand at the event.

14.2 St Mary's Junior School

14.3 It was **PROPOSED** that a grant of up to £1000 for St Mary's junior school be **APPROVED** subject to confirmation of the amount.

Proposed: Cllr Brown Seconded: Cllr Boyer Unanimously Agreed

22/RA/15 Booking Form

The room hire booking form was **NOTED**.

Cllr. James confirmed that £88k of room hire bookings was required to meet the budget. It was noted that A Facilities Manager would be recruited shortly to oversee budget and bookings for the hall.

22/RA/16 Thanks was extended to Jo Skidmore for her work as Committee Secretary during the last three years.

22/RA/17 **Date of next meeting:** xx March 2022

The meeting closed at 9:10pm

Action items:

Minute Ref	Details	Action by
48	Cllr Jahromi to identify other areas in the parish to locate raised flower beds	Cllr. Jahromi
62.2.3	Clerk to provide monthly report detailing significant maintenance tasks carried out in the parish to help identify any recurring issues.	Clerk
1.6	Deputy Clerk to investigate suitable access to Spencers Wood Pavilion giving regard to security and insurance as well as ease	Deputy Clerk
7.2	Clerk to write to the WBC, stating that SPC would not take on responsibility for the Orchard Rise Allotments unless it provided a 5-year guarantee in respect of drainage work carried out.	Clerk

12.1.9	Interim Clerk would issue the suppliers with a spec and ask them to quote accordingly. Request to be made to the Finance & General Purposes Committee and Council to ask for finance to cover it.	Clerk
--------	---	-------

DRAFT