

Minutes approved on:	
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Draft

Minutes of a meeting of Shinfield Parish Council held on Monday 19 April 2021 by Zoom videoconference, commencing 19.30 hrs.

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

Attending: Mike Balbini (Clerk), Jo Skidmore (Committee Secretary), Kuoy Young (Deputy Chair)
B/Cllr J Frewin and S Munro.

21/38 Public Questions

There were no public questions. Even though the public were offered arrangements to attend the zoom meeting.

21/39 Apologies and declarations of members' interests

39.1 Apologies were received from Cllr Emmet.

39.2 There were no declarations of interest.

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

21/40 40.1 Council Minutes 15 March 2021

The minutes of the Council meeting held on 15 March 2021 that had been circulated prior to the meeting were **APPROVED**.

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

40.2 Matters Arising from Previous Meeting

128.0 Land Swop SPC and WBC

This matter was noted as ongoing by the Clerk with a response awaited from the Solicitor regarding the price differential.

71. Clerk awaiting Millworth Lane lease for signature

The Clerk confirmed that all amendments to the lease had been finalised but that he was waiting to receive it from the University of Reading.

145.3 Cllr. Grimes to draft letter for local paper on SPC's building of Spencers Wood Pavilion for approval by members.

Cllr. Grimes confirmed that this would be completed after the election.

145.3 Clerk to publish letter once agreed on Website

Cllr. Grimes confirmed that this would be completed after the election.

4.3.4 TMX working party to prepare lessons learned document

See agenda item 21/44

15.2.3 Planning & Highways committee to give thought to whether SPC should produce a policy on listed buildings to help ensure their protection.

This item was noted as complete.

15.8.4.2 Consideration to be given to implementing a process for making an award to nominated community groups for their efforts during the pandemic.

The Clerk confirmed that this was ongoing and that an event would be scheduled for Winter 2021.

25.4.3 Future of Shinfield Working Party to present introduction and details of first strategy pillar to next Full Council meeting.

See agenda item 21/43

29.2 Clerk to circulate names of rooms for new community centre to members

This item was noted as complete.

29.4 Clerk to arrange meeting prior to meeting with consultants to discuss tenders for the provision of catering in the new community hall.

This item was noted as complete.

29.5 Clerk to share furniture ideas for new community centre with winning café tender for café furniture to obtain their feedback

The Clerk confirmed that this would happen once a contract had been awarded.

30.2 Shinfield Parish Council 2021/22 document feedback to be submitted to Cllr. Montgomery by 19 March and document resubmitted to next Council meeting.

See agenda item 21/49

36.1 Clerk to write to resident regarding delaying potential interest in becoming a parish councillor until after the pandemic and Cllr. Montgomery to speak with the resident directly.

This item was noted as complete. The Clerk noted that another individual had also expressed an interest in becoming a Councillor.

36.2 Cllr. Grimes to circulate WBC's listed buildings policy.

This item was noted as complete.

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

This item was noted as ongoing.

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

This item was noted as ongoing.

40.2 Matters Arising

Further to a discussion at the previous Council meeting Cllr. Grimes undertook to produce a Land Transactions policy.

21/41 41. Reports

41.1 Minutes of the R&A committee meeting 25 March 2021

41.1.1 Cllr. Clarke noted that SPC would potentially be responsible for 18 football pitches within three years and asked members to consider alternative sports uses. He stated that he would be consulting residents to better understand their needs.

41.1.2 Cllr. Clarke asked for more clarity on the role of the Recreation & Amenities Committee in activities at the new community centre. It was agreed that this would be added to the next Finance & General Purposes agenda.

41.1.3 The minutes of the R&A committee meeting on 25 March were **NOTED**.

41.2 Minutes of the Planning & Highways committee meeting 4 March 2021

41.2.1 Cllr. Peer asked if action had been taken in respect of destruction of trees with TPO's at the property Fox Glade on Hollow Lane. Cllr. James stated that he understood that legal action was being taken and that work on the site had ceased in the meantime.

41.2.2 It was confirmed that plans for a cover or bridge for a culvert on the footpath from Dear Leap Park was intended to ensure that SPC staff had convenient access to the Three Mile Cross allotments and noted that the gate would be kept locked.

41.2.3 The minutes of the Planning and Highways committee on 4 March were **NOTED**.

41.3 Minutes of the Finance and General Purposes committee meeting 10 March 2021

The minutes of the Finance and General Purposes committee meeting of 10 March were **NOTED**.

41.4 Working Parties Reports

41.4.1 Spencers Wood Recreation Ground working party

Cllr. Clarke confirmed that progress was being made but that there was nothing further to report at this time.

41.5 Chair's Report

41.5.1 The Chair highlighted the following points:

- Work had taken place with the Clerk to help resolve the SPC and WBC land swap issue.
- Conversations had been held with a Spencers Wood resident regarding road works on Hyde End Road.

41.6 Clerks Report

The Clerk noted his report circulated prior to the meeting highlighting that Shinfield View had requested use of School Green for circuit classes for four weeks from 15 April to which he had agreed. Assurance had been given that classes would be run in a Covid safe manner and restricted in numbers to meet regulations.

41.7 Borough Councillor Reports

41.7.1 B/Cllr Munro stated that £48 million in pandemic relief funds had been granted to businesses by WBC with a significant increase in businesses in Shinfield Parish receiving funds in the last month.

41.7.2 It was noted that the new rubbish and recycling bags had not yet been delivered to all residents. B/Cllr Frewin confirmed that he was aware of the situation and had asked B/Cllr. Batth to confirm how the situation would be resolved. The Clerk stated that he had received an e-mail from WBC stating that they were aware that some households had been missed and were working to rectify the issue.

41.7.3 B/Cllr Munro confirmed that a Residents Action Group Against Noise had been set up in response to speeding and noise issues on the A33 and undertook to circulate details. WBC had indicated that it felt noise levels were acceptable and had so far not responded to complaints about speeding.

41.7.4 B/Cllr. Munro confirmed that there was no intention to change the name of the Black Boy roundabout at present.

25.6.2 The report by B/Cllr Frewin circulated prior to the meeting was **NOTED** and the following points highlighted:

- New developments: Some complaints had been received regarding unacceptable build quality on new developments however it was difficult to obtain significant evidence as for various reasons residents were reluctant to step forward.
- Sewage flooding: This issue had been escalated to the MP as Thames Water were not taking responsibility for the issue.
- Hyde End Lane Speeding: B/Cllr Frewin had written to Highways, WBC but no response had been received to date. A meeting was scheduled with the executive to discuss obtaining responses within a reasonable time frame.

41.8 Questions to WBC via Borough Councillors

There were no further questions raised.

21/42 Reports from Outside Bodies

Cllr. Peer noted that she and Cllr. Grimes had attended a Neighbourhood Action Group meeting where recycling had been discussed at length.

21/43 **Future of Shinfield Working Party**

43.1 Cllr. Montgomery gave an overview of the report circulated prior to the meeting noting the broad approach taken by the working group in considering the future of Shinfield. The subject areas chosen to focus on due to their direct local impact were as follows:

- 1 Sustainability and Climate Change
- 2 Environment and Community Welcome
- 3 Safety and Community
- 4 Traffic, Pathways and Community Routes
- 5 Community Provision including schools.

43.2 After some discussion it was **AGREED** that the word 'infrastructure' would be added to item 5 and that the working party would consider whether the impact of development in the parish should be added.

43.3 Cllr. Clarke noted the last paragraph which stated the number of crimes committed in one street in Ryeish Green in December. Cllr. Grimes requested that the Clerk invite a representative from Thames Valley Police to discuss crime issues in the community.

43.4 Cllr. O'Brien confirmed that he was leading on Environment and Community Welcome. This encompassed the look and feel of the parish including the impact of development on the semi-rural environment. It was suggested that SPC could be deliberate about restoring the loss of some features such as replacing hedgerows and creating wildlife corridors.

43.5 With regard to community welcome consideration was being given to signage that might create a greater sense of belonging. The work would also extend to ensuring that SPC services were led by professional and friendly people.

43.6 The idea of a welcome pack for new residents had been revisited and the Deputy Clerk confirmed that she was co-ordinating this work. It was **AGREED** that the Deputy Clerk would arrange professional photographs of Councillors for those that consented to include in the welcome pack and that members would advise the Deputy Clerk of any changes to their biographies.

21/44 **Three Mile Cross Asset Working Party – Lessons Learned**

44.1 Cllr. Lias highlighted the following points in relation to the Three Mile Cross community asset purchase project that had taken place.

- The working party had insufficient knowledge of the Community Right to Bid at the start of the process. Going forward SPC should look to use the asset register more proactively.
- The working party were unaware that there were two owners of the asset with differing intentions for the building.
- There was no SPC policy on asset purchase. It was suggested that this was implemented.
- By announcing SPC's interest in the asset to the estate agent the agent had used this to generate interest from other parties making the process more competitive.
- There were no timelines set for the project and the group had not worked quickly enough to establish a strategy and plan for the project.

44.2 Positives from the project including the survey that had been carried out which had significantly improved SPC's understanding of the cost of maintaining the building and AOC's report which had identified the full potential of the asset.

44.3 It was suggested that SPC gave thought to alternative funding methods if it were to consider a similar project in the future which may encourage community involvement and support.

44.4 Cllr. James noted that a list of assets to the parish had now been compiled and undertook to circulate it to members.

44.5 The report on lessons learned was **NOTED**.

21/45 **New Community Centre**

Cllr. Grimes gave an overview of the report circulated prior to the meeting highlighting the following:

- A further two-week delay to completion of the building was likely due to materials being held up overseas.
- Electrical contractors were currently refusing to sign off the existing cabling in the old Parish Hall due to a lack of paperwork from the SPH refurbishment certifying its installation to be up to current standards. The issue is being reviewed by engineers on behalf of SPC.
- The drainage system in the old community building had been rectified but there was an issue with the pipe under School Green which had not yet been fixed.
- There was no update on plans for the village centre from the consortium to date.

21/46 **Death of HRH Duke of Edinburgh**

The Clerk noted actions taken in response to the death of HRH Duke of Edinburgh which included an announcement on the SPC website, a letter of condolence sent to the Duke's Private Secretary and the flag being flown at half-mast. Members were asked to consider ways in which the parish might consider commemorating HRH Duke of Edinburgh.

21/47 **Neighbourhood CIL Report**

47.1 The neighbourhood CIL report was shared with members. It was noted that SPC would be receiving a CIL payment of £985,328.57 in April.

47.2 The neighbourhood CIL report received from WBC was **NOTED**.

21/48 **Invoices for Payment**

48.1 It was **RESOLVED** that the report of invoices for payment up to 31 March 2021 was **APPROVED**.

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

48.2 The Barclay card statement detailing expenditure by SPC up to 31 March 2021 was **RESOLVED**.

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

48.3 It was **PROPOSED** that the payment of Invoice No. 8 for the New Community Centre @ £199.500 ex VAT was **APPROVED**.

Proposed: Cllr. Boyer Seconded: Cllr. O'Brian Unanimously Agreed

28.4 Contract Register

The Contract Register, tracking the payments for Lifebuild and the New Community Centre was **NOTED**.

21/49 **Shinfield Parish Council 2021 – 2022**

49.1 The document containing information on SPC for addition to the new website was presented with the additions discussed at the previous Council meeting now included.

49.2 It was **PROPOSED** that the document was **APPROVED**.

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

49.3 The Deputy Clerk undertook to circulate the SPC organisational structure.

21/50 **50.1 Annual Parish Meeting**

It was **PROPOSED** that due to pandemic restrictions making it difficult to hold a face to face meeting the annual parish meeting be cancelled.

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

50.2 Annual Meeting of the Council

Cllr. Grimes reminded members of the process that needed to be followed to elect the Chair and Vice Chair. It was confirmed that the Annual Meeting of Council would be taking place on 4 May.

21/51 **Virtual meetings**

51.1 It was **PROPOSED** that the standing orders were amended to state that virtual parish committee meetings could be held and still allow for resident participation.

Proposed: **Cllr. James** Seconded **Cllr. Peer** **Unanimously Agreed.**

51.2 It was **PROPOSED** that references in the standing order to Chairman and Vice Chairman were changed to Chair and Vice Chair.

Proposed: **Cllr. Lias** **Seconded: Cllr. Boyer** **Agreed by majority**

21/52 **Correspondence**

52.1 A letter from a resident about the size of the new Community Centre and raising concerns about noise and security risks was shared with members. Cllr. Grimes confirmed that he had responded to the letter.

It was **PROPOSED** that the response sent was appropriate.

Proposed: **Cllr. James** Seconded **Cllr. Peer** **Unanimously Agreed.**

52.2 A letter from a resident thanking SPC for not raising the precept was NOTED.

21/53 Date of Next Meeting: **17 May** to be held virtually

The meeting ended at 10:00pm.

Action Items:

Minute Ref	Details	Action By:
128	Discussions to take place to resolve land swap issue.	Clerk
71	Clerk awaiting Millworth Lane lease for signature.	Clerk
145.3	Cllr. Grimes to draft letter for local paper on SPC's building of Spencers Wood Pavilion for approval by members.	Cllr. Grimes
145.3	Clerk to publish letter once agreed on Website	Clerk
15.8.4.2	Consideration to be given to implementing a process for making an award to nominated community groups for their efforts during the pandemic.	Clerk
29.5	Clerk to share furniture ideas for new community centre with winning café tender for café furniture to obtain their feedback	Clerk
36.3	Cllr. Alexander to speak with Cllr Boyer about digital channels and marketing for SPC	Cllr Alexander
36.4	Clerk, Cllr Boyer and Alexander to discuss work to date with Cratus and report back to next Council meeting	Clerk/Cllrs Alexander and Boyer
40.2	Cllr. Grimes to produce a Land Transactions policy	Cllr. Grimes
41.1.2	Clerk to add discussion on R&A's role in activities at the new Community Centre to the next F&GP agenda.	Clerk
43.3	Clerk to invite representative from TVP to discuss crime in the parish	Clerk
43.6	Deputy Clerk to arrange professional photographs of Councillors and Councillors to provide Deputy Clerk with updates to their biographies	Deputy Clerk/All
44.4	Cllr. James to circulate list of assets in the Parish to members	Cllr. James
49.3	Clerk to circulate SPC structure chart to members	Clerk