

To all members of Shinfield Parish Council

Notice is hereby given and you are summoned to attend a meeting of the Full Council on Wednesday 28th August 2024 at the School Green Centre commencing at 19:30



Bruce Winton
Chief Executive and Clerk to the Parish Council
23rd August 2024

Members: Cllrs Boyer, Clarke, Fernandes, Grimes, Hoyle, Jahromi, James, Johnson, Jones, Lias, Masseron, Matic, Montgomery, Peer and Tatla

Agenda

1. Public Questions

- 1.1 To **RECEIVE** and **CONSIDER** any questions from the public

2. Planning Application 241861 for the proposed Spencers Wood Primary School

- 2.1 To **RECEIVE** and **CONSIDER** the proposed response to PA 241861/2**

3. Education Matters

- 3.1 To **RECEIVE** and **CONSIDER** a verbal update from the Chair of the Council

4. Apologies and declarations of members' interests

- 4.1 To **RECEIVE** and **CONSIDER** members' apologies for absence
4.2 To **RECEIVE** and **CONSIDER** declarations of members' interests
4.3 To **RECEIVE** and **CONSIDER** changes to members' declarations of pecuniary interest

5. Minutes of Full Council Meeting held on 24th July 2024

- 5.1 To **APPROVE** the minutes of the Full Council meeting held on 24th July 2024* as a correct record of the meeting
5.2 To **RECEIVE** information on matters arising

6. Reports Borough Councillors

- 6.1 To **RECEIVE** reports from the Borough Councillors**
6.2 To raise any questions to Wokingham Borough Council via the Borough Councillors

** indicates one or more attachments in support of the item*

*** indicates papers to follow*

7. Reports from Committees and associated Working Parties

- 7.1 To **RECEIVE** and **NOTE** any updates from the Chair of the Facilities Committee
- 7.2 To **RECEIVE** and **NOTE** any updates from the Chair of the Arts, Culture and Events Committee
- 7.3 To **RECEIVE** and **NOTE** any updates from the Chair of the Children and Young Adults Committee
- 7.4 To **RECEIVE** and **NOTE** any updates from the Chair of the Planning and Highways Committee
- 7.5 To **RECEIVE** and **NOTE** the draft minutes of the Finance and General Purposes Committee dated 21st August 2024* and an update from the Chair of the Committee
- 7.6 To **RECEIVE** and **NOTE** a verbal update from the Corporate Governance Working Party
- 7.7 To **RECEIVE** a verbal report from the Chair of the Council
- 7.8 To **RECEIVE** reports from outside bodies

8. School Green Centre

- 8.1 To **RECEIVE** and **CONSIDER** a verbal update from the Clerk on the installation of the screening facility in the Ryeish Green room at the School Green Centre

9. Joint meeting with the University of Reading and Shinfield Parish Council

- 9.1 To **RECEIVE** and **CONSIDER** possible questions for discussion at the meeting to be held on 14th September

10. Correspondence

- 10.1 To **RECEIVE** and **CONSIDER** any correspondence received

11. Invoices for Payment

- 11.1 To **RECEIVE** and **NOTE** Lloyds Bank payment of invoices within the Clerk's financial delegation*
- 11.2 To **RECEIVE** and **NOTE** Barclaycard payment of invoices within the Clerk's financial delegation*
- 11.3 To **RECEIVE** and **APPROVE** payments due to be made that are outside the Clerk's financial delegation*

12. Date of Next Meeting

- 12.1 The date of the next Full Council Meeting will be held on 25th September 2024

** indicates one or more attachments in support of the item*

*** indicates papers to follow*

Minutes of a meeting of Full Council
Held on Wednesday, 24th July 2024
At School Green Centre commencing at 20:00

Present: Cllrs Boyer, Clarke, Fernandes, Grimes (Chair), Hoyle, James, Jones, Lias, Masseron, Matic, Montgomery, Peer and Tatla

Attending: BCllrs Glover and Gray
B Winton (Clerk)
S Herring (Deputy Clerk)
2 members of the public

24/73 Public Questions

73.1 There were no public questions.

24/74 Apologies and declarations of Members' Interest

74.1 Apologies had been received from Cllrs Johnson and Jahromi
BCllrs Bell and Munro

74.2 There were no declarations of interest

75.3 There were no changes to members' declarations of pecuniary interests

24/76 Minutes of the Meetings held on 26th June 2024

76.1 The minutes of the Council Meeting held on 26th June 2024 were approved and signed by the Chairman as a correct record.

Proposed: Cllr Montgomery

Seconded: Cllr Clarke

Approved: Unanimously

76.2 The following matters arising were discussed:

24/63.1 Standing Orders to be revised in relation to the decision of the Council to have two Vice-Chairmen

This will be covered by the Corporate Governance Working Party

- 24/63.3** Cllr Masseron and the Clerk to draft a social media policy for consideration by Full Council
24.37.1
- This will be covered by the Corporate Governance Working Party
- 24/39.2** Clerk to follow up arranging a visit to Oakbank School in September
- The Clerk had raised this with Oakbank on a visit to meet the head teacher on 17th July and this will be followed up in the new academic year.
- 24/39.2** Clerk to write to the DfE about the process of the appointment of the Headteacher at Oakbank School
- The Clerk had drafted a letter which would be updated as appropriate to reflect the earlier school buses meeting and also the discussion on schools later on the agenda.
- 24/26.2** Chairman to contact Reading Borough Council regarding joint working with SPC and the residents of North Shinfield
- The Chairman had not done this yet.
- ACTION - Chairman to contact Reading Borough Council regarding joint working with SPC and the residents of North Shinfield**
- 24/41.7** Cllr Fernandes to contact Oakbank School regarding ideas for the Natural History Museum
- Cllr Fernandes was still working on this.
- ACTION - Cllr Fernandes to contact Oakbank School regarding ideas for the Natural History Museum**
- 24/54.1** Clerk to arrange a special meeting of the Finance and General Purposes Committee in August to consider annual grant applications
- The Clerk has arranged Tuesday 27th August for a Finance & General Purposes Committee Working Party to consider the applications received and make recommendations to Full Council on Wednesday 28th August.
- 24/64.3** Section 1 – Annual Governance Statement 2023/24
Clerk to display notice from 27th June for the required period
- This had been done.
- 24/64.4** Section 2 – Accounting Statements 2023/24
Clerk to display notice from 27th June for the required period
- This had been done.

- 24/64.4** Notice of public access to AGAR
Clerk to display notice from 27th June for the required period

This had been done

- 24/66.3** Clerk to write to WBC regarding the reduced time frame for commenting on PA241326 that prevented SPC from responding

The Clerk had written to WBC on this subject and had been advised that there was no requirement for public consultation on an application for a screening opinion.

- 24/66.4** Councillors to inform the Clerk if they wished to join the Corporate Governance Working Party

No councillors had yet come forward to offer to take part on this working party which consisted of Cllr Masseron, The Clerk, Deputy Clerk with involvement of Finance Manager and Media and Communications Officer as required.

- 24/70.3** VAWG to be published in the SPC Newsletter

This was held over to the August Newsletter due to the number of items that needed to be included in the July edition.

24/77

Reports from Borough Councillors

- 77.1 Members **NOTED** the written reports from BCllrs Bell, Gray, Glover and Munro

- 77.2 The following matters were raised

- Cllr Gray reported that a meeting had been set up in September for residents of Shinfield Meadows who had concerns over the Trinity management company charges.
- Cllrs Bell and Gray had been holding surgeries in the Crumbs Café and had discussed issues with one or two residents on each occasion. They would publicise more widely in September with dates leading up to Christmas. Shinfield Parish Council (SPC) would be happy to publish details on the website and in the newsletter.
- Cllr Gray reported that the path at the end of Leyland Gardens had now been reopened. This now needs to go to the Secretary of State to make it permanent.
- Cllr Glover had been dealing with complaints regarding the noise from the Swan Inn. Residents were concerned that the licence was granted until 01:00.
- Cllr Lias raised the question about the path from Lailey Path to Shinfield Infants School and emphasised the urgency for this to be completed by September before the start of school term. It was believed that a resident had started a petition. The Chair requested the BCllrs to raise the profile of the problem with the relevant WBC departments as this could be a safe-guarding issue.

ACTION –

- **BCllrs to raise the profile of the path from Lailey Path to Shinfield Infant School with the relevant departments at WBC**

- BCllr Gray to apply for a signalized crossing
- Clerk to draft a letter to WBC expressing the concerns of SPC regarding the safety of children and parents crossing the road
- Clerk to arrange for photographs to be taken at the beginning of the school year if this has not been resolved

Proposed: Cllr Peer
Seconded: Cllr Masseron
Approved: Unanimously

- It was noted that BCllr Munro repeatedly reported that he was "continuing to work on safety and speed limits in Spencers Wood". Members requested that BCllr Munro give more information relating to this work.

ACTION – Clerk to request more information from BCllr Munro regarding the work on safety and speed limits in Spencers Wood

- It was reported that parking continued to be an issue in Spencers Wood by the 'One Stop' shop and the Post Office

ACTION – Clerk to write to WBC Highways Department concerning the safety of parking outside the 'One Stop' and the Post Office

24/78

Reports from Committees and associated working Parties

78.1 Minutes of the Facilities Committee 3rd July 2024

Cllr Clarke reported that:-

- the plans were ready to be submitted for Millworth Sports Park
- the Tennis Club toilets had been ordered
- it was expected that High Copse Pavilion would be completed by the end of October 2024
- The Clerk was still working on the FA Grants awarded to the football club

Members **NOTED** the minutes of Facilities Committee

Sports Working Party

There was nothing further to report.

School Green Working Party

The screening on the School Green was expected to be installed on 29th and 30th July.

78.2 Minutes of the Arts, Culture and Events Committee 4th July 2024

Cllr Matic reported that:-

- Work had started on the cinema in the Ryeish Green Room and the official opening would take place on 4th October 2024
- The Holiday Activities and Food (HAF) event was taking place on Frensham Green on 1st August 2024.
- Spencers Wood Carnival was taking place in September, and they had been awarded a grant of £1500.

Members **NOTED** the minutes of the Arts, Culture and Events Committee meeting

Events Working Party

There was nothing further to report at this time.

78.3 Minutes of the Children and Young Adults Committee dated 9th July 2024

Cllr Montgomery reported that the Clerk, Chair and he had met with the Headteacher, Chair of Governors of Oakbank School and a representative of Anthem Trust and had a successful meeting. The school was now fully staffed and they would consider opening a sixth form once the school had stabilised. The school had been offered a place for a representative on SPC Education Working Party.

Members **NOTED** the minutes of the Children and Young Adults Committee

78.4 Minutes of the Planning and Highways Committee 10th July 2024

Cllr Peer reported that:-

- The planning application for 81 houses in Trowes Lane, Swallowfield had been granted. No mention of the infrastructure was mentioned in the appeal.
- Spencers Wood Primary School – planning application had been submitted
- 191 houses north of Arborfield Road – Bellway would attend the September meeting
- Nullis Farm – planning application had been submitted
- University of Reading's plans to launch a new agriculture and food research strategy, after completing the purchase of Tanners Farm, Farley.
- University of Reading were organising a 5K walk around the area starting from the Thames Valley Science Park on 5th August

Members **NOTED** the minutes of the Planning and Highways Committee

Traffic Working Party

There was nothing to report.

78.5 Staffing Committee 17th July 2024

Members **NOTED** the minutes of the Staffing Committee

78.6 Corporate Governance Working Party

The Clerk reported that work had commenced on assimilating the Terms of Reference for the Committees. A recommendation would be put forward to the Finance and General Purposes Committee in August.

78.7 Chairman's Report

Cllr Grimes reported that he had attended:-

- a meeting with Oakbank School
- two 'school bus' meetings
- the Richborough development presentation (Bodies Farm)

and

- the chair noted, as regularly stated at the Parish/Borough Liaison Forum, that officers continue to not engage with Towns and Parishes on key local issues such as the draft 'Bus Service Improvement Plan'
- felt that WBC should send the Local Plan Update to Town and Parish Councils prior to it being on their agenda

78.8 Reports from Outside Bodies

Berkshire Association of Local Councils (BALC)

Cllrs Peer and Montgomery had attended the course 'Communicating with your Council' and suggested that the trainer be invited for a session with all councillors.

ACTION – Clerk to contact HALC and organise an in-house training session

Atomic Weapons Establishment (AWE)

Cllr Montgomery reported that a viability check was being carried out on lightning conductors on church towers.

Spencers Wood Village Hall

The Chair reported that they were financially stable.

24/79 School Green Centre

79.1 Screening Facility

Work had commenced on the Screening Facility in the Ryeish Green room on Tuesday 16th July. The floor had been removed, the heating system drained, and strengthening work on the floor was taking place. The Site Manager had confirmed that there had been no hidden surprises and work was progressing to schedule.

24/80

Staffing Matters

80.1 **Restructuring of the council staff**

Cllr James set out the restructuring proposals recommended to Full Council by the Staffing Committee.

Members **AGREED** to the proposals to restructure the council staff

Proposed: Cllr Mattic
Seconded: Cllr Tatla
Agreed: Unanimously

80.2 **The Clerk**

The staffing committee recommended that the Clerk's role be referred to as "Chief Executive Officer and Clerk to the Council". This was in order to communicate more clearly with the public as to what the role entailed.

Members **AGREED** to change the clerk's title

Proposed: Cllr Clarke
Seconded: Cllr Tatla
Agreed: Unanimously

24/81

Education Matters

81.1 **Oakbank School**

Cllr Grimes advised members of a visit he had made to Oakbank School with Cllr Montgomery and the Clerk on Wednesday 17th July. Present were the Head Teacher, a representative of Anthem Trust and the Chair of the Anthem Community Council.

Secondary School buses

Shinfield Parish Council facilitated a meeting with residents and BCllrs prior to the Full Council meeting held on 24th July 2024. Wokingham Borough Council (WBC) had put together a proposal for an additional bus to the Forest School and explained that this would not be subsidised. Parents wishing to utilise this service would be required to sign up and pay upfront. WBC would send the information to all those concerned.

Spencers Wood Primary School

Planning application 241862 had been submitted for a new primary school in Spencers Wood. Members of the Planning and Highway Committee would be considering this and responding accordingly.

81.2 **Wokingham Borough School Places Strategy 2024/25**

It was noted that although this document recognised the problem of schooling in the parish there was no resolution for the lack of secondary provision except for the proposed development at Hall Farm that included a school. SPC would request that the school was built at the start of the development to alleviate the shortfall in the area. While WBC had recognised the increase in population in the Borough by 12% every 10 years, for Shinfield that figure would be 29.5%.

ACTION – Clerk to add to the agenda of the Planning and Highways Committee meeting for further consideration

24/82

Correspondence

82.1 **The Safety of Electric-Powered Micromobility Vehicles and Lithium Batteries Bill**

The Clerk sought approval for SPC to support the above mentioned Bill.

Members unanimously **APPROVED** the support of SPC supporting the Bill.

82.2 **Recognition of parishioners that reach the age of 100**

Discussions took place about recognising a parishioner when turning 100 in the form of a lapel badge. The approximate cost would be £2.00 per badge.

Proposed: Cllr Masseron
Seconded: Cllr Tatla
Approved: 7 in agreement, 2 against, 1 abstention

ACTION – Clerk to investigate designs for a lapel badge to recognise those in the parish turning 100

82.3 **University of Reading / Shinfield Parish Council meeting**

It was **AGREED** that the inaugural meeting would take place at 14:00 on 14th September 2024

ACTION – Clerk to send a notification to all SPC councillors

24/83

Invoices for Payment

83.1 **Payments made within the Clerk's financial delegation**

Members **NOTED** the payments made within the Clerk's financial delegation

83.2 **Payments made on Barclaycard within the Clerk's financial delegation**

Members **NOTED** the payments made on Barclaycard within the Clerk's financial delegation

83.3 Payments outside the Clerk's financial delegation

There were no payments outside of the Clerk's financial delegation to be approved

24/84 Date of Next Meeting

84.1 The date of the next meeting was Wednesday, 28th August 2024

Meeting ended at 21:50

List of Actions

24/63.1	Chairman to contact Reading Borough Council regarding joint working with SPC and the residents of North Shinfield	Cllr Grimes
24/26.2		
24/41.7	Cllr Fernandes to contact Oakbank School regarding ideas for the Natural History Museum	Cllr Fernandes
24/77.2	BCllrs to raise the profile of the path from Lailey Path to Shinfield Infant School with the relevant departments at WBC	BCllrs
24/77.2	BCllr Gray to apply for a signalised crossing on Hyde End Lane near Lailey Path	BCllr Gray
24/77.2	Clerk to draft a letter to WBC expressing the concerns of SPC regarding the safety of children and parents crossing the road	Clerk
24/77.2	Clerk to arrange for photographs to be taken at the beginning of the school year if this has not been resolved	Clerk
24/77.2	Clerk to request more information from BCllr Munro regarding the work on safety and speed limits in Spencer Wood	Clerk
	Clerk to write to WBC Highways Department concerning the safety of parking outside the 'One Stop' and the Post Office	Clerk
24/78.8	Clerk to contact HALC and organise an in-house training session on 'Communicating with your Council'	Clerk
24/81.2	Clerk to add to the agenda of the Planning and Highways Committee meeting an item to discuss the Wokingham Borough School Places Strategy 2024/25	Clerk
24/82.2	Clerk to investigate designs for a lapel badge to recognise those in the parish turning 100	Clerk
24/82.3	Clerk to send a notification to all SPC councillors about the joint meeting with the UoR on 14 th September 2024 at 14:00	Clerk

Minutes of a meeting of
Finance & General Purposes Committee
Held on Wednesday 21st August 2024
At School Green Centre commencing at 19.30

Present: Cllrs Grimes, James (Chair), Masseron, Matic & Montgomery

Attending: B Winton (Clerk), J Mason (Finance Manager)

24/FGP/45 Public Questions

45.1 There were no public questions.

24/FGP/46 Apologies and declarations of Members' Interest

46.1 Apologies had been received from Cllrs Clarke & Peer

46.2 There were no declarations of members' interests.

24/FGP/47 Minutes of the Previous Meeting

47.1 The minutes of the committee meeting of 19th June 2024 were approved as a correct record and signed by Cllr. James as Chairman of the Committee

Proposed: Cllr Montgomery
Seconded: Cllr Grimes
Approved: Unanimous

47.2 Actions and Matters Arising

24/FGP/20.2 Clerk to schedule budget process meeting for all members of Council for 17th October 2024

This has been done.

24/FGP/27.1 Clerk to arrange a special meeting of the Finance & General Purposes Committee in August to review applications submitted

This has been scheduled for Tuesday 27th August at 2.00 p.m.

- 24/FGP/37.1 Cllr Masseron to provide a proposed schedule of outputs from the Corporate Governance Working Party
- This was on the agenda at Item 4.1
- 24/FGP/40.3 Clerk to continue to accumulate information on the S106 funds that had been received from developments in Shinfield Parish
- This was on the Agenda at Item 7.4
- 24/FGP/41.2 Clerk to continue to chase WBC for progress on the reciprocal leases for Ryeish Green playing fields and Deardon field
- This was on the agenda at Item 8.2
- 24/FGP/41.3 Clerk to develop proposals for engagement with residents in the north of the parish to establish their needs and preferences
- This was on the agenda at Item 8.3
- 24/FGP/41.4 Clerk to continue to establish access requirements to Ryeish Green Pavilion
- This was on the agenda at Item 8.4
- 24/FGP/41.5 Clerk to complete form AP1, to formally extinguish the lease on the parish hall, and send to the Land Registry
- This was on the agenda at Item 8.5
- 24/FGP/43.1 Clerk to follow up with potential microgeneration consultants
- This was on the agenda at Item 10.1
- 24/FGP/43.3 Clerk to add Accessible/Smaller sized allotment plots to the agenda for the next Facilities Meeting
- This had been done.
- 24/FGP/43.3 Clerk to add allotment plot inspections to the agenda for the next Facilities Meeting
- This had been done.
- 24/FGP/43.6 Clerk to draft a letter to the DfE Regional Director
- This had been done on 28th July; however no response has been received to date.

ACTION – Clerk to follow up the letter to the DfE Regional Director

24/FGP/48

Corporate Governance

- 48.1 The initial draft proposals from the Working party were tabled. These took existing terms of reference and placed them into a consistent format and terminology.

A provisional schedule for progressing the four main strands of work was discussed with the aim to have completed by the end of the Financial Year.

Points to note were:

- There was the possibility to increase minimum memberships as the council now had no member vacancies
- Establishes a nomination process for Chair/Vice-Chair of Committees
- Reorganised content of existing terms of reference into “Aims and Objectives” and “Delegated Powers” for clarity
- Clarifies budget responsibilities and powers of committees
- Specifies **recommended** training courses for committees

It was agreed that the Clerk would circulate to all members of the committee and ask for comments by a specified date to allow a formal proposal to go to the September Full Council meeting

ACTION – Clerk to invite comments on the tabled draft terms of reference by mid-September

- 48.2 It was agreed that Staffing Committee should be treated in exactly the same way as all other standing committees with agendas being published and members of the public being able to attend meetings. Confidential items would be discussed in private.

ACTION – Clerk to update arrangements for Staffing Committee agendas and public attendance

24/FGP/49

Risk Register

- 49.1 The Clerk gave a verbal update on the on the Shinfield Parish Council Risk Register and advised that he had no recommendations for changes at this time.

The Clerk proposed that he provide a formal update to the October meeting considering the additional actions element of the register which is aimed at achieving additional risk mitigation.

ACTION – Clerk to provide an update on Risk Register Additional Actions at the October Committee Meeting

49.2 Insurance renewal for 2024/25

The Chair and Finance Manager advised that the insurance renewal process had begun in respect of cover from October 2024. This would be the final year of a three-year arrangement with the existing insurer.

A site visit with the insurance broker had been arranged for early September to ensure that our cover remained appropriate and took into consideration future additions to the council's estate.

24/FGP/50

Financial Reports

50.1 Bank Reconciliations

The Chair of the Committee confirmed that he had reviewed the bank reconciliations to the end of July 2024 on 14th August 2024 and that all was in order. A copy of the reconciliation was presented to members, and this included the NS&I statement.

Members **NOTED** the report.

50.2 Current Year Budget (2024/2025)

The Chair and Finance Manager provided an update on current year financial performance. Interest income was much higher than originally anticipated with a potential year end position in excess of £20k favourable.

As discussed, in July Full Council, the approved staffing structure changes would be covered by existing budgets for the current financial year.

Room bookings had started the year positively.

24/FGP/51

Financial Reserves & CIL

51.1 CIL update

There had been no change to received or projected CIL figures. There had been expenditure on two of the four liver projects (deposit for Tennis Club toilets and the screens for the School Green).

Members **NOTED** the report.

51.2 Reserves

The Chair provided an update on reserves.

Members **NOTED** the report.

51.3 Major Repairs Reserve

The Chair reminded members of the proposals in the budget to increase the Repairs and Renewals significantly over the period to 27/28. Given the quote received for the resurfacing of Spencers Wood Recreation Ground playground additional funds should be set aside in the future for playgrounds.

ACTION – Clerk and Finance Manager to include additional provision for playground Repairs & Renewals

51.4 Historic S106 funds from the parish

The Finance Manager has been analysing the larger S106 agreements and showing how this has been assigned to various categories of infrastructure. Of the £110.6m of S106 advised by Wokingham Borough Council the Finance Manager had identified allocations of £95.8m (86.6% of the total).

It was agreed that the Finance Manager and the Clerk would continue to analyse the various S106 agreements with a view to completing as much information as possible by Friday 13th September. Once that was completed the intention was to arrange a meeting with WBC's Finance department to discuss the detail including anomalies

ACTION – Finance Manager and Clerk to complete as much analysis of historic S106 agreements as possible by mid-September

24/FGP/52

Land Issues

52.1 Land Registrations

There had been no change to the status of any of the land registrations since the last meeting.

52.2 Ryeish Green playing fields and Deardon Field

The Clerk had chased WBC for a progress report on the reciprocal leases for Ryeish Green playing fields and Deardon Field.

ACTION – Clerk to continue to chase WBC for progress on the reciprocal leases for Ryeish Green playing fields and Deardon field

52.3 Provision of Community Space in the North of the Parish

There had been some discussion with residents on their needs at the event on Frensham Green on 1st August however it was felt that much more work was still required on this issue.

ACTION – Clerk to develop proposals for additional work to establish the specific needs of residents in the North of the Parish

52.4 **Future of Ryeish Green Pavilion**

The Clerk reported that he had chased for an update on clarifying the legal access rights to the pavilion.

ACTION – Clerk to establish the legal position regarding access rights to Ryeish Green Pavilion

52.5 **Parish Hall Lease**

The Clerk had delegated this to the Media & Communications Officer to deal with and they were awaiting some additional information required to complete the progress.

ACTION – Clerk to ensure the completion of the process to extinguish the Parish Hall lease

52.6 **Acquisition of Land**

There were no additional inputs regarding potential land in the parish.

24/FGP/53

Live Project Teams

53.1 The Clerk provided an updated list of the live project teams. Following the interruptions caused by the borough elections and the general election there was a need to re-energise all the live project teams.

Members **NOTED** the report.

24/FGP/54

Other Items

54.1

Microgeneration

The Clerk had not yet identified suitable consultancy support for this project. The intention was to identify a suite of microgeneration options across the council's estate.

ACTION – Clerk to identify potential microgeneration consultants

24/FGP/55

Date of Next Meeting

55.1

Next meeting was scheduled for 16th October 2024.

The meeting ended at 20.45

List of Actions

24/FGP/43.6	Clerk to follow up the letter to the DfE Regional Director	Clerk
24/FGP/48.1	Clerk to invite comments on the tabled draft terms of reference by mid-September	Clerk
24/FGP/48.2	Clerk to update arrangements for Staffing Committee agendas and public attendance	Clerk
24/FGP/49.1	Clerk to provide an update on Risk Register Additional Actions at the October Committee Meeting	Clerk
24/FGP/51.3	Clerk and Finance Manager to include additional provision for playground Repairs & Renewals	Clerk Fin Mgr
24/FGP/51.4	Finance Manager and Clerk to complete as much analysis of historic S106 agreements as possible by mid-September	Fin Mgr Clerk
24/FGP/52.2	Clerk to continue to chase WBC for progress on the reciprocal leases for Ryeish Green playing fields and Deardon field	Clerk
24/FGP/52.3	Clerk to develop proposals for additional work to establish the specific needs of residents in the North of the Parish	Clerk
24/FGP/52.4	Clerk to establish the legal position regarding access rights to Ryeish Green Pavilion	Clerk
24/FGP/52.5	Clerk to ensure the completion of the process to extinguish the Parish Hall lease	Clerk
24/FGP/54.1	Clerk to identify potential microgeneration consultants	Clerk

Lloyds Bank Payment of Invoices within the Clerk's Financial Delegation
Item 11.1

Date Paid	Payee Name	Amount Paid (exc VAT) £	Description
15/07/2024	BP Chargemaster Limited	7.85	Fee Fuel Card July
16/07/2024	Alphabet (GB) Ltd	468.85	Van Rental July
16/07/2024	HM Land Registry	3.00	Online Land Registry Enquiry
17/07/2024	Castle Water Limited	3,983.36	Water Bill - Millworth Pavilion (1 Year)
17/07/2024	Proludic	548.55	Outstanding bill for Zip Wire Repair 2021
18/07/2024	Portable Offices	13,145.04	Deposit for Toilets - Mill Recreation Ground
19/07/2024	Telefonika UK Ltd	258.74	Mobile Phones (5)& Ipad July
22/07/2024	Everflow Utilities	171.81	Water July / Aug (Estimated for 6 Allotment Sites)
22/07/2024	Everflow Utilities	127.62	Water & Waste - July / Aug School Green Centre
22/07/2024	Everflow Utilities	106.66	Water & Waste - July / Aug Spencers Wood Pavilion
23/07/2024	W J Hatt Ltd	998.99	Investigate and Repair Water Leak - Millworth Pavilion
23/07/2024	Castle Water Limited	141.59	Feb to April 2024 - Water Millworth Lane
23/07/2024	SSE Energy Solutions	917.62	Street Lighting Electricity - 2 months
23/07/2024	Select Environmental Services	194.60	Waste - School Green Centre -June 2024
23/07/2024	Select Environmental Services	67.78	Waste - Spencers Wood Pavilion-June 2024
23/07/2024	Select Environmental Services	1,928.78	Waste - Litter Bins (42) -June 2024
23/07/2024	Select Environmental Services	82.27	Waste - Millworth Lane -June 2024
23/07/2024	Select Environmental Services	9.52	Waste - SWP - Hygeine Bins -June 2024
23/07/2024	Select Environmental Services	52.79	Waste - Manor Pavilion -June 2024
23/07/2024	BDS Surveyors	4,488.00	Support and Professional Advice for Tennis Club Toilets and preparation of planning statement for Millworth Lane Sports Ground
23/07/2024	SPY Alarms	186.00	Call Out
23/07/2024	Fcc Recycling (UK) Ltd	116.63	General Non Hazardous Waste
23/07/2024	Air It Limited	32.08	June - Pre School Phones
23/07/2024	Air It Limited	54.94	June - Vol Car Scheme Phones
23/07/2024	Air It Limited	290.37	June - Sch Green Centre Phones
23/07/2024	Air It Limited	79.20	Replace Hard Drive on Lap Top - Reception SGC
23/07/2024	Air It Limited	53.03	June - Internet Spencers Wood Pavilion
23/07/2024	Air It Limited	53.03	June - Internet School Green Centre
23/07/2024	Air It Limited	189.08	July - Datto Cloud Back Up
23/07/2024	Air It Limited	1,280.27	July - Managed IT Support
23/07/2024	Air It Limited	1,285.32	July - Microsot Licences and E Mails, Encryption etc
23/07/2024	Absolute Brilliance Cleaning Ltd	293.88	June - Manor (Cleaning & Consumables)
23/07/2024	Absolute Brilliance Cleaning Ltd	1,784.80	June - Spencers Wood Pavilion
23/07/2024	Absolute Brilliance Cleaning Ltd	5,091.70	June - School Green Centre
23/07/2024	Kompan UK	1,344.52	July Inspections (Qtrly)
23/07/2024	Kreatif Design Ltd	59.99	6 Core VPS Server Web Hosting
23/07/2024	Nigel Jeffries Landscaping Ltd	4,526.40	Marestail Treat RL 8/7/24
23/07/2024	Lister Wilder	537.15	Fuel & Weedkiller 9/7/2024
23/07/2024	Thames Valley Signs (berkshire	1,065.02	Resurfacing Cafe Tables
23/07/2024	Office Depot International (UK	177.34	Correction Wrong Supplier
23/07/2024	Larkstel Ltd	1,968.00	Cricket Out/ Open Space May
23/07/2024	The Head Partnership	2,490.00	Legal Costs Agreement Pre Sch
23/07/2024	British Gas Lite	2,095.31	June School Green Meter
26/07/2024	Everflow Utilities	204.60	Water & Waste (SGC) August/Sept
26/07/2024	Everflow Utilities	3.61	Water & Waste (SWP) Aug/Sept
26/07/2024	Everflow Utilities	264.67	Water (6 Allotment Sites) August / September
29/07/2024	The Head Partnership	600.00	Deposit for Legal Work - Deardon & Ryeish Playing Fields

Lloyds Bank Payment of Invoices within the Clerk's Financial Delegation
Item 11.1

29/07/2024	Barclaycard Commercial	229.70	Clear Balance June
31/07/2024	Employees	18,126.63	Net Pay July 2024
31/07/2024	Lloyds Bank plc	18.78	Fee (£7) & Chgs (£11.78) June
01/08/2024	Wokingham Borough Council	42.00	Business Rates 1/10th Aug (Millworth Pavilion)
01/08/2024	Wokingham Borough Council	89.00	Business Rates 1/10th Aug (Ryeish Pavilion)
01/08/2024	Wokingham Borough Council	157.00	Business Rates 1/10th Aug (SWP)
01/08/2024	Wokingham Borough Council	216.00	Business Rates 1/10th Aug (Manor Pavilion)
01/08/2024	Wokingham Borough Council	1,223.00	Business Rates 1/10th Aug (SGC)
02/08/2024	British Gas Lite	168.82	Electricity Manor 16/6 to 16/7
06/08/2024	HMRC paye	5,847.87	PAYE & NI Contributions
06/08/2024	Wokingham Borough Council	141.61	Attachments of Earnings - WBC
07/08/2024	Nest Pension Contributions	1,672.94	Pensions July
12/08/2024	Loddon Door Services	142.99	Inspect & Repair Door
12/08/2024	M & D Services	348.00	Repairs Guttering / Down Pipe
12/08/2024	M & D Services	2,400.00	Install screens on School Green
12/08/2024	Lister Wilder	80.97	5ltrs Round Up- Weed Killer - 29/7/2024
12/08/2024	Bring Me Sunshine Window Clean	276.00	25/7/2024 Internal & External
12/08/2024	Office Depot International (UK	214.36	Paper / Note Psds /White Tack
12/08/2024	Alexandra	58.91	Branded Shirts for Uniform
12/08/2024	Absolute Brilliance Cleaning Ltd	228.00	July - Manor (Cleaning)
12/08/2024	Absolute Brilliance Cleaning Ltd	1,867.10	July - Spencers Wood Pavilion (Cleaning & Consumable)
12/08/2024	Absolute Brilliance Cleaning Ltd	5,757.18	July - School Green Centre (Cleaning & Consumables)
12/08/2024	Reed Specialist Recruitment	723.35	1 Agency Staff for w/e 2/08/2024
12/08/2024	Nigel Jeffries Landscaping Ltd	2,674.80	Grds Maintenance (Grass Cutting) - May/June
12/08/2024	Ricoh UK Ltd	539.41	Rental & Copies 1 Qtr - May-Aug
12/08/2024	Air It Limited	72.00	Annual vpn Licence
12/08/2024	Air It Limited	1,355.74	Managed IT Support (August)
12/08/2024	Air It Limited	1,316.92	Microsoft Licence - August
12/08/2024	Air It Limited	200.24	Datto Cloud Back Up - August
12/08/2024	Air It Limited	53.03	Broadband - School Green Centre - August
12/08/2024	Air It Limited	53.03	Broadband - Spencers Wood Pavilion - August
12/08/2024	Air It Limited	2,064.17	New laptop for reception & spare for office
12/08/2024	Air It Limited	34.83	Phones Pre School - March
12/08/2024	Air It Limited	37.54	Phones Pre School - April
12/08/2024	Seton UK	61.25	Signs - "Turn Off Taps" for School Green Centre
12/08/2024	The Wokingham Paper Company Ltd	360.00	Public Notice Premises License - Application Requirement
		102,683.53	

Barclaycard payment of invoices within the Clerk's financial delegation**Item 11.2**

Date Paid	Supplier	Amount (Inc VAT) £	Description
03/07/2024	Iceland	47.15	Ice Creams for Youth Club
03/07/2024	Cooperative	12.26	Youth Club Refreshments
06/07/2024	Adobe	51.98	Adobe Creative Software
07/07/2024	Amazon EU	64.83	Study Books Clerk
09/07/2024	Amazon EU	40.07	Fans for Art Festival
09/07/2024	Amazon EU	37.61	Fans for Art Festival
11/07/2024	Amazon EU	78.30	Youth Club Items
15/07/2024	TV Licensing	169.50	TV Licence for the Manor to 31/5/2025
16/07/2024	Sainsburys plc	46.11	Food for Youth Club
19/07/2024	POST OFFICE	3.05	Recorded Delivery - Letter to Allotment Holder
26/07/2024	Wokingham BC	190.00	Application for Premises Licence - SGC
30/07/2024	Asda Stores	7.95	Cleaning Supplies SGC
31/07/2024	Amazon EU	21.78	Ipad Case for Office
Total of payments		<u>770.59</u>	

Item 11.3

Payments Due to be Made Outside of the Clerk's Financial Delegation

There are no payments due to be made under this heading.

