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| Minutes<br>approved on: |  |
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## ***Draft***

# **Minutes of a meeting of Shinfield Parish Council held on Monday 15 March 2021 by Zoom videoconference, commencing 19.30 hrs.**

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

Attending: Mike Balbini (Clerk), Jo Skidmore (Committee Secretary), Kuoy Young (Deputy Chair), a Resident  
B/Cllr P Batth and Frewin and Munro, (to item 26)  
Nick Klynsmith, Kreatif, Lynda Hope (SPC Administrator) (Item 26 only)

## **21/22 Public Questions**

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

## **21/23 Apologies and declarations of members' interests**

23.1 Apologies were received from Cllrs Boyer and Narayanan and B Cllr Wayne Smith.

23.2 There were no declarations of interest.

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

## **21/24 24.1 Council Minutes 15 February 2021**

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

Proposed: Cllr. Emmet      Seconded: Cllr. Brown      Unanimously agreed

## **24.2 Matters Arising from Previous Meeting**

### **128.0 Land Swop SPC and WBC**

It was noted that discussion was taking place with SPC's solicitors on a solution for completing the land swop.

### **71. Clerk awaiting Millworth Lane lease for signature**

The Clerk confirmed that the lease could be signed now that the Shinfield Association's constitution had been amended. The University of Reading had confirmed that the lease would be sent to SPC for signature by the end of this week.

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

This item was noted as ongoing.

145.3 Clerk to publish letter once agreed on Website

This item was noted as ongoing.

4.3.4 TMX working party to prepare lessons learnt document

See item 13.1.

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 ongoing.

15.4.1 Cllr. Grimes to forward details of issues at the Parklands development to Cllr Clarke to enable him to pursue the matter with Taylor Wimpey.

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 Autumn 2021.

15.8.3 Cllr Brown to circulate his footpath report.

This item was noted as complete.

18.4 Councillors to submit suggestions for names for the Community Centre to Cllr Boyer

It was confirmed that the deadline for responses was 17 March.

18.6 Community Centre newsletter to be circulated to all Councillors for comment.

This item was noted as complete. It was confirmed that newsletters would be approved by two members within 3 days of receipt going forward.

18.7 Summary of work completed so far by Cratus to be shared at next Council Meeting.

See agenda item 35.

There were no further matters arising.

## 21/25 **25. Reports**

### **25.1 Minutes of the R&A committee meeting 28 Jan and 25 Feb 2021**

The minutes of the R&A committee meetings on 28 January and 25 February were **NOTED**.

Cllr. Clarke expressed concern about the number of facilities to be managed by SPC in the future that would need professional care. It was confirmed that the Recreation and Amenities Committee would be considering a strategy for sports facilities and would consider how SPC might engage residents about what facilities they feel they would benefit from.

## **25.2 Minutes of the Planning & Highways committee meeting 7 January and 4 February 2021**

The minutes of the Planning and Highways committee on 7 Jan and 4 Feb were **NOTED**.

## **25.3 Minutes of the Dev Board committee meeting 13 January 2021**

The minutes of the Development Board committee meeting of 13 January were **NOTED**.

## **25.4 Working Parties Reports**

### **25.4.1 Spencers Wood Recreation Ground working party**

Cllr. Clarke confirmed that the working party had held discussions with suppliers regarding the provision of a multi-use games area and skate park at the recreation ground and would present their findings to Council shortly.

### **25.4.2 Future of Shinfield Working Party**

Cllr. Montgomery confirmed that the working party was continuing to consider ideas. It was confirmed that the planning horizon for the work should be to 2030. Cllr Grimes suggested that as part of their discussions the working party should give thought to what the desirable legacy of the university to the community would be.

25.4.3 It was **AGREED** that the working party would present an introduction on their plan and details of the first strategy pillar at the next Council meeting.

## **25.4 Chair's Report**

25.4.1 The Chair highlighted the following points:

- Further discussions with the owner of the One Stop Shop in respect of enforcement issues had been held.
- Residents would be given the opportunity to meet their borough candidates prior to the elections at a hustings event.
- Work was taking place on terms of the lease for the Manor site.

## **25.5 Clerks Report**

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

- Spencers Wood Pavilion was now fully operational and awaiting hirers.
- The Deputy Clerk was now taking on responsibility for collating some committee paperwork and had run her first Planning and Highways committee.
- The Deputy Clerk had 5 training courses booked.
- Site visits for staff and councillors to new community centre taking place on 19 and 26 March.

## **25.6 Borough Councillor Reports**

25.6.1 The report circulated by B/Cllr Batth prior to the meeting was **NOTED**.

It was confirmed that all recycling bags were scheduled for delivery by the middle of April.

25.6.2 The report shared with members by B/Cllr Frewin was **NOTED**.

- Resident relationship work was being progressed with resident satisfaction being measured.
- Traveller Encampment work was almost completed.
- Cllr. Frewin had expressed dissatisfaction that the planning application for the film studios had been allocated to a planning officer as felt that given the scale of the application it should go to the WBC Planning Committee. It was noted that this was on the WBC Planning Committee agenda for 24 March.
- An application had been made to adopt as a footpath the link between footpath 28 and Leyland Gardens to avoid its closure.
- The sewage issue at Three Mile Cross required further investigation from Thames Water.

25.6.3 B/Cllr Munro noted that BC had been supporting local businesses during the pandemic with almost £9.5 million in discretionary grants paid in recent months and encouraged members to refer businesses in need.

## **25.7 Questions to WBC via Borough Councillors**

It was confirmed that there had been an increase in parking enforcement in the area around Lambs Primary School due to concerns raised about illegal parking.

## **21/26 Demonstration of New Website**

26.1 Nick Klynsmith, Kreatif gave a presentation on the new SPC website highlighting the following:

Home page to feature:

- meetings and events.
- Interactive map indicating footpaths, places of worship, new developments, boundaries
- Link to information on all localities

Events Calendar to feature:

- Booking form but calendar designed to allow online booking in future.
- Details of room hire space.
- Parking arrangements
- Directions
- Secure payment certificate

Council and Committee Meetings

- Filter option to easily find meeting details.

Local Directory

- It is planned that information previously featured in the Loddon Reach would be added.
- The focus would be on community groups and organisations.

Accessibility

- Kreatif had previously completed a project in partnership with Berkshire Vision and the website had been developed using technology tried and tested by their members.
- Mobile and Tablet friendly.
- Staff able to amend content at ease.

**26.2** Nick Klynsmith, Kreatif and Lynda Hope, SPC, and the Website WP were thanked for their work on the project.

#### 21/27 **Neighbourhood CIL Report**

27.1 The Clerk confirmed that CIL payments exceeding £250k could be paid by the borough council in quarterly tranches. It was noted therefore that some income previously expected in April might be delayed until October. It was anticipated that £431k would be received in April.

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

#### 21/28 **Invoices for Payment**

28.2 Concerns were raised that some residents had not received the most recent newsletter. The Clerk noted that distributors were tracked with GPS though it could not be proved that deliveries had been made to each household. It was suggested that the Strava App could be used to assist with this. The Clerk undertook to look into the possibility of distributing an informative pamphlet on the work of the SPC with the annual Council Tax mailing in future years .

28.1 It was **RESOLVED** that the report of invoices for payment up to 8 March 2021 was **APPROVED**.

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

28.2 The Barclay card statement detailing expenditure by SPC up to 8 March 2021 was **RESOLVED**.

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

28.3 It was **PROPOSED** that the payment of Invoice No. 7 for the New Community Centre @ £191,900k ex VAT was **APPROVED**.

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

#### 28.4 **Contract Register**

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

#### 21/29 **New Community Centre**

29.1 Cllr. Grimes confirmed that the building contract was currently running about 15 days behind schedule but that he remained relatively comfortable with progress. Most utility suppliers had committed to dates for connection however Thames Water were yet to confirm. No feedback had been received to date on a solution for fixing the sewer on School Green.

29.2 A schedule of suggested names for the rooms in the new community centre was shared with members which the Clerk undertook to circulate after the meeting.

29.3 It was **PROPOSED** that the schedule of names for the new community centre rooms be **APPROVED**.

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

29.4 Cllr. Peer confirmed that all tenders for the provision of catering had been received. A meeting with

the consultants would take place on 6 April to discuss the tenders and meetings with applicants would follow the week after. It was requested that the Clerk arrange a meeting with appropriate members prior to meeting with consultants to discuss the applications.

29.5 Cllr. James confirmed that he had discussed furniture options with AOC who would provide a selection to choose from. The Clerk undertook to share suggestions with the winning café tender for the provision of café furniture to obtain their feedback.

## 21/30 **Shinfield Parish Council 2021 – 2022**

30.1 The document containing information on SPC for addition to the new website was discussed.

30.2 It was **AGREED** that further time was required to consider the document given some of the issues raised and requested that comments were sent directly to Cllr. Montgomery by 19 March. The updated document would be presented at the next Council meeting.

## 21/31 **Room Hire Fees and Charges**

### 31.1 **Fees and Charges Policy**

It was **RESOLVED** that the proposed Fees and Charges Policy recommended by the Finance & General Purposes committee be **APPROVED**.

Proposer Cllr. Emmet      Seconder: Cllr Montgomery      Unanimously Agreed.

### 31.2 **Hire Fees Schedule**

31.2.1 Cllr. James shared a comparison of proposed hire costs with other local halls with members noting an intention to carry out an annual review to be agreed at Council each August. Costs had been calculated on a full cost recovery basis.

31.2.2 A discussion took place which raised concerns about affordability of room hire. It was noted that discounts and grants would be available to make hire affordable but considered that it was important to demonstrate the cost of the provision of room hire. Concerns were also raised about the inclusion of allotment rental in the schedule noting that notification of price changes needed to be given to allotment holders at least a year in advance.

31.2.3 It was **RESOLVED** that the proposed hire fees recommended by the Finance & General Purposes committee be **APPROVED** subject to an addition stating that previous hirers would not suffer a disadvantage in hire rates for the coming year and an amendment to the process regarding setting costs for allotments which would remain the responsibility of the Recreation and Amenities committee.

Proposer Cllr. Emmet      Seconder: Cllr Brown      Agreed by Majority

## 21/32 **Legislation on Virtual meetings**

32.1 The Clerk confirmed that emergency legislation allowed for virtual meetings to be held up until 6 May. In addition, HALC had issued guidance that Annual Meetings should be held between 1 and 6 May and Annual Parish Meetings should be held prior to 7 May.

It was **PROPOSED** that the Annual Meeting would take place at 7.30pm on 4 May and that the Annual

Parish Meeting would remain scheduled for 8 April, both Virtual via Zoom.

Proposer Cllr. James      Seconded: Cllr Montgomery      Unanimously Agreed

32.2 It was **PROPOSED** that the email vote between members approving the letter to MP's requesting an extension to the law on virtual meetings be ratified.

Proposer Cllr. Montgomery      Seconded: Cllr Lias      Unanimously Agreed.

21/33 **Land Transactions Policy**

Cllr. Grimes noted the need for a structure to be in place for SPC to enter into land transactions and that a policy would be put forward at a future meeting.

21/34 **Working Parties Lessons Learned**

This item was carried forward to the next meeting.

21/35 **Cratus Schedule of Work to Date**

The schedule of work completed by Cratus to date was **NOTED**.

21/36 **Correspondence**

36.1 The Clerk had been contacted by a resident interested in becoming a parish councillor. It was **AGREED** that the Clerk would respond to acknowledge her interest and ask that it be taken forward once meetings could take place in person. In addition, Cllr Montgomery undertook to contact the resident to discuss the position further.

36.2 Cllr. Grimes noted that he would circulate to members the Listed Buildings enhanced policy from WBC.

36.3 Cllr. Alexander agreed to work with Cllr. Boyer in developing comms for SPC via digital channels.

36.4 It was **AGREED** that the Clerk, Cllr Boyer and Cllr Alexander speak with Cratus regarding their actions to date and report back to the next Council meeting.

21/37 **Date of Next Meeting: 19 April to be held virtually**

*The meeting ended at 10:15pm.*

**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        |

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| 4.3.4    | TMX working party to prepare lessons learnt document                                                                                                                                | Cllr. Lias                      |
| 15.2.3   | Planning & Highways committee to give thought to whether SPC should produce a policy on listed buildings to help ensure their protection.                                           | Cllr. Peer/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                           |
| 25.4.3   | Future of Shinfield Working Party to present introduction and details of first strategy pillar to next Full Council meeting.                                                        | Cllr. Montgomery                |
| 29.2     | Clerk to circulate names of rooms for new community centre to members                                                                                                               | Clerk                           |
| 29.4     | Clerk to arrange meeting prior to meeting with consultants to discuss tenders for the provision of catering in the new community hall.                                              | Clerk                           |
| 29.5     | Clerk to share furniture ideas for new community centre with winning café tender for café furniture to obtain their feedback                                                        | Clerk                           |
| 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.                                | All.                            |
| 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. | Clerk/Cllr. Montgomery          |
| 36.2     | Cllr. Grimes to circulate WBC's listed buildings policy.                                                                                                                            | Cllr. Grimes                    |
| 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 |