

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 18th December 2024 at the School Green Centre commencing at 19:30



Bruce Winton
Chief Executive and Clerk to the Parish Council
13th December 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. Apologies and declarations of members' interests

- 2.1 To **RECEIVE** and **CONSIDER** members' apologies for absence
- 2.2 To **RECEIVE** and **CONSIDER** declarations of members' interests
- 2.3 To **RECEIVE** and **CONSIDER** changes to members' declarations of pecuniary interest

3. Minutes of Full Council Meeting held on 20th November 2024

- 3.1 To **APPROVE** the minutes of the Full Council meeting held on 20th November 2024* as a correct record of the meeting
- 3.2 To **RECEIVE** information on matters arising

4. Reports Borough Councillors

- 4.1 To **RECEIVE** and **NOTE** reports from Borough Councillors*
- 4.2 To raise any questions to Wokingham Borough Council via the Borough Councillors

5. Reports from Committees and associated Working Parties

- 5.1 To **RECEIVE** and **NOTE** the draft minutes of the Facilities Committee held on 27th November 2024* and an update from the Chair
- 5.2 To **RECEIVE** and **NOTE** the draft minutes of the Arts, Culture and Events Committee held on 28th November 2024* and an update from the Chair
- 5.3 To **RECEIVE** and **NOTE** the draft minutes of the Planning and Highways Committee held 4th December 2024* and an update from the Chair
- 5.4 To **RECEIVE** and **NOTE** the draft minutes of the Finance and General Purposes Committee dated 11th December 2024* and an update from the Chair

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

*** indicates papers to follow*

- 5.5 To **RECEIVE** and **CONSIDER** a verbal update from the Corporate Governance Working Party
- 5.6 To **RECEIVE** a verbal report from the Chair of the Council
- 5.7 To **RECEIVE** reports from outside bodies

6. Education Matters

- 6.1 To **RECEIVE** and **CONSIDER** any verbal update on Education matters

7. Consultation on Remote Attendance and Proxy Voting

- 7.1 To **RECEIVE** and **CONSIDER** the Council's collective response to the consultation on allowing remote and hybrid attendance and proxy voting at local authority meetings in England*

8. Council meetings

- 8.1 To **RECEIVE** and **CONSIDER** a proposal to review the council's meeting arrangements from 1st May 2025

9. Correspondence

- 9.1 To **RECEIVE** and **NOTE** any correspondence received

10. Invoices for Payment

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

11. High Copse

- 11.1 To **RESOLVE** that in accordance with the Public bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting as discussions on the following item may be prejudicial to the special nature of the business.
- 11.2 To **RECEIVE** and **APPROVE** the lease between Shinfield Parish Council and the University of Reading for High Copse**

12. Date of Next Meeting

- 12.1 The date of the next Full Council Meeting will be held on 29th January 2025

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

*** indicates papers to follow*

Minutes of a meeting of Full Council
Held on Wednesday, 20th November 2024
At School Green Centre commencing at 19:30

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

Attending: BCllr Glover (*joined the meeting at 21:16*)
B Winton (Clerk), S Herring (Deputy Clerk)

1 members of the public

24/124 Public Questions

124.1 There were no public questions.

24/125 Apologies and declarations of Members' Interest

125.1 Apologies had been received from Cllrs James, Jahromi, Johnson and Tatla, and BCllrs Glover and Gray

125.2 There were no declarations of interest

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

24/126 Minutes of the Meetings held on 23rd October

126.1 The minutes of the Council Meeting held on 23rd October 2024 were approved and signed by the Chairman as a correct record, subject to an amendment at 122.3 where there were no payments made outside the Clerk's delegation, therefore it was not necessary to propose and second a motion.

Proposed: Cllr Clarke
Seconded: Cllr Boyer
Approved: Unanimously

126.2 **The following matters arising were discussed:**

24/111.1 Antisocial Behaviour

Problem to be raised at the Fields Neighbourhood Action Group (NAG)

Cllr Peer had raised the problems with anti-social behaviour at the meeting. The problems with theft at the Co-op were similar across all areas and the PCSOs stressed the importance of reporting all incidents to the Police, it was not sufficient to post on Facebook as the Police do not look at this. The PCSOs had made suggestions to the retail units, however, the management of these were not following the advice.

ACTION –

- Clerk to approach NAG and request that they invite the Managers of the retail outlets to their next meeting

Shinfield Parish Council to write to the Co-op stating their concerns and suggesting that they revise the layout of the shop, have a security guard and set up a 'shop watch'

The Clerk had not yet written to the Co-op. After discussion the following action was agreed.

ACTION –

- Clerk to send a copy of the letter that had been written to the Police and Crime Commissioner to the Co-op with a covering letter expressing concerns of the Council
- Chairman to write to the MP's asking what is being done at government level to address these issues
- Clerk to publish the response once received from the PCC and Co-op

Shinfield Parish Council to write to the Chief constable and Crime Commissioner

The letter had been drafted and agreed by the Chairman. This would be sent this week.

ACTION –

Clerk to send letter to the Chief Constable and Crime Commissioner

Shinfield Parish Council to facilitate a meeting between the Police, Co-op and other affected retail outlets experiencing similar problems.

The Clerk suggested that a meeting be set up once Lidl were operational. Lidl will be formally opening on Thursday, 5th December.

ACTION - Shinfield Parish Council to offer to facilitate a meeting between the Police, Co-op and other affected retail outlets experiencing similar problems once Lidl had opened

24/87.3

- 41.7 Cllr Fernandes to contact Oakbank School regarding ideas for the Natural History Museum

Councillor Fernandes and the Clerk had met to discuss. The Clerk had requested a meeting with the school to discuss this and other practical means where the council can support the school. The interim Headteacher had agreed in principle and a date for a meeting will be arranged.

ACTION – Cllr Fernandes and the Clerk to meet with Oakbank School regarding idea for the Natural History Museum

- 24/100.2 The Clerk to invite the WBC waste officer to discuss the process at a further meeting

The Clerk had contacted Richard Bissett, Wokingham Borough Council (WBC) who was responsible for waste collection. WBC will be sending a report to Shinfield Parish Council (SPC) on the implementation of the new waste collection scheme. The Clerk specifically asked that the data was focussed on the parish and not Wokingham as a whole. Once the report had been received WBC could be asked for more data or for attendance at the next Full Council meeting.

ACTION – Clerk to share the report on the implementation of the new waste collection scheme with members once received.

- 24/104.1 Clerk to arrange the tidying of war graves in the parish

This had been done. There had also been some renovation of the main war memorial.

- 24/115.2** Clerk to contact Richard Curtis, WBC to see what was required

Richard Curtis had now provided a sketch of how the footpath may look which was very close to what was originally proposed by SPC. It was expected that this would be completed in this financial year.

The Planning & Highways Committee had agreed to a request to part fund the footpath up to a maximum of £20,000.

- 24/115.2** Cllr Glover would feed back that it would be preferable to not have an orchard on the environmental field but an open space where people could kick a football around with a few picnic tables

This was discussed under minute 24/128.1 – Facilities Committee

- 24/115.2** Clerk to write to Ray Barry and request that trees are not planted until feedback from the next Facilities Committee meeting.

This was discussed under minute 24/128.1 – Facilities Committee

- 24/117.2** Clerk to arrange the next meeting between Crumbs Café and SPC

The next meeting would be held on Friday, 29th November 2024.

- 24/118.1** Clerk to submit the SPC response to the WBC LPU by 12th November 2024

This had been done.

- 24/119.1** Cllr Hoyle to provide an additional paragraph for inclusion in the draft statement on education

This had been done.

- 24/119.1** Clerk to send the statement on education provision in Shinfield Parish to Yuan Yang, MP once additional information had been included and approved by members

This had been discussed and approved at the Children and Young Adults Committee meeting on the 5th November and had now been sent to Yuan Yang MP.

- 24/122.2** Clerk to put on the agenda of the next Full Council meeting

Wokingham Borough Council – Community Governance review was on the agenda see Minute 24/130.1

24/127 **Reports from Borough Councillors**

- 127.1 Members **NOTED** the written reports from BCllrs Glover & Gray

- 127.2 The following matters were raised:

Members NOTED the following points from Bllr Gray's report:-

- SANG charges appear to be getting attention. It was reported that Yuan Yang, MP had raised this in Parliament. Subsequently a member of the MP's office was expected to meet with the University of Reading (UoR).

Members NOTED the following points from Bllr Glover's report:-

- Residents' of Clemments Close were cutting the grass themselves as it had grown too long and dogs were fouling the area causing concern over children stepping into the excrement.

24/128

Reports from Committees and associated Working Parties

128.1

Facilities Committee

The following points were discussed:-

- High Copse – The keys had not been handed over to SPC as the lease still had to be signed. SPC were able to gain access via the site manager. Cllr Hoyle questioned whether the maintenance of the pitches would be covered by the hire or whether SPC were intending to subsidise these. The costs could be scrutinized further when the budget proposal was presented to Full Council in January. The Clerk anticipated that the first two years expenditure would be higher than income but would eventually cover the costs. Discussions took place regarding the term of the lease, this had been extended to 60 years, however, members would prefer to see a longer lease.

ACTION –

- Facilities Committee to present anticipated costs and proposed hire charges to the Full Council once completed
- Clerk to arrange a visit to High Copse Pavilion for councillors
- Clerk to circulate the High Copse Lease to members in advance of the meeting in December
- Clerk to add 'signing of High Copse Lease' to the agenda of the December meeting

Proposed: Cllr Lias
Seconded: Cllr Hoyle
Agreed: Unanimously

- Millworth Sports Park – a meeting with SPC and the football clubs would be taking place to discuss the planning application
- Manor Ground Pavilion and pitches – concern expressed over the pitches being waterlogged. A meeting had been set up to discuss this issue and how it could be resolved.
- Area adjacent to the Star Rise Play Area - The Clerk had written to Ray Barry at the end of October but had not received a response. A subsequent reminder had been sent. It was noted that trees had been planted around the edge of the area, however, members would have preferred this to remain an open space. WBC had received £86,000 S106 money from Taylor Wimpey to maintain this area. Cllr Clarke reported that it was proposed to name the area 'Star Rise', however, he would prefer it to be called 'Coronation Green'.

ACTION – Clerk to add the area adjacent to the Star Rise Play Area to the next meeting of the Planning and Highways Committee for further consideration

Members **NOTED** the minutes of Facilities Committee held on 30th October 2024

Sports Working Party

There was nothing further to report.

School Green Working Party

Cllr Lias raised concerns over the area in front of the School Green Centre, specifically the potholes that could pose problems with potential accidents. The Facilities Committee had been looking at this area and would report back once there was further information.

ACTION – All Members to report potholes on the WBC website

128.2 **Arts, Culture and Events Committee**

The cinema had been well attended over the past few weeks. Tickets would be free of charge until the end of November. To date there had been 213 attendances; this had promoted the cinema and made the community aware of the high standard equipment that had been installed. Enquiries were being made received for private hire.

Members **NOTED** the minutes of Arts, Culture and Events Committee held on 31st October 2024

128.3 **Minutes of the Children and Young Adults Committee**

The Army Cadet Force (ACF) were keen to set up an additional detachment and were looking to buy a building in the area. It was suggested that the Ryeish Green Pavilion could be an option, and the Clerk and members would pursue conversations with the ACF.

Members unanimously **AGREED** to support this initial proposal.

Members **NOTED** the minutes of Children and Young Adults Committee held on 5th November 2024

128.4 **Minutes of the Planning and Highways Committee**

Cllr Peer expressed concern that a planning application for tree preservation orders (TPOs) at the Stanbury development had been submitted. It would appear that the intention was to do something different than initially agreed. The committee would be submitting comments on this application.

ACTION – Planning and Highways Committee to submit comments on the planning application for TPOs at the Stanbury development

Members **NOTED** the minutes of the Planning and Highways Committee meetings held on 5th November 2024

Traffic Working Party

There was nothing further to report

128.5 **Minutes of the Staffing Committee**

The Clerk reported that the following appointments had been made
Facilities Manager – commenced on 4th November
Customer Care Team Supervisor – commenced on 18th November
Customer Care Team Member – would be commencing on 22nd November

Members **NOTED** the minutes of the Staffing Committee held on 13th November 2024 and the current staff organisation chart

128.6 **Corporate Governance Working Party**

The Working Party were continuing to work on updating the Standing Orders. The timetable was for fortnightly meetings in order that the draft proposals be taken to the Finance and General Purposes meeting and Full Council in December.

128.7 **Chairman's Report**

Cllr Grimes thanked the Clerk and his Team for a successful Remembrance Service that had been well attended by the community.

The Chair and the Clerk met with Berkshire ACF at the Remembrance Day Parade and held initial discussions on the forming of a Shinfield ACF detachment.

128.8 **Reports from Outside Bodies**

BALC

Cllrs Peer and Grimes had attended the BALC AGM.

Training

Cllr Peer had attended a BALC training session on how to respond to a planning application. Steve Tilbury gave an excellent training session, and she recommended that SPC contact him when advice was required on the Neighbourhood Plan.

AWE Local Liaison Committee

Cllr Montgomery had attended the meeting on 7th November and his report had been circulated with the agenda.

It was reported the High Court judgement appeal for The Hollies in Burghfield had been upheld. This was for 30-40 houses. Concern was expressed over planning applications receiving approval when they sat within the Designated Emergency Planning Zone (DEPZ). SPC would be proactive in requesting mitigations when responding to planning applications that sat within the DEPZ.

ACTION – Cllr Matic to send the link to the inspectors report to members of the council

24/129

School Green Centre

129.1

Lease between Shinfield Parish Council and Crumbs Café

A formal meeting was arranged for 29th November and this will hopefully address some items to be confirmed under the lease.

ACTION – Clerk to add the lease between SPC and Crumbs Café to the agenda of Full Council

24/130

Wokingham Borough Council – Community Governance

130.1

The Clerk had prepared a summary of the WBC Community Governance Review that had been circulated with the agenda. At this stage members were only asked to consider if there was anything they felt should be included or excluded from the terms of reference.

Cllr Boyer suggested that we are a single group rather than split into 'Wards'.

21:16

BCllr Glover joined the meeting

24/131

Public Art

131.1

After discussion members agreed to approve the arrangement with Arts4Wokingham and authorised the Clerk to sign accordingly.

Proposed: Cllr Matic
Seconded: Cllr Peer
Agreed: Unanimously

ACTION – Clerk to sign the agreement with Arts4Wokingham

24/132

Lailey Path

24/132.1

Partial funding (up to a maximum of £20,000) had been agreed by the Planning Highways Committee. The outline plan for the path had been submitted to SPC and the Clerk would circulate this to members.

ACTON – Clerk to circulate the outline plan for the path to members

24/133

Education Matters

133.1

A response from the Department for Education (DFE) had been received and circulated to members regarding SPC's concerns over the lack of provision in the parish. Members were disappointed by the response and would continue to raise the awareness of the concerns with the DFE.

24/134 Joint meeting with the University of Reading and Shinfield Parish Council

134.1 A meeting had been arranged for 4th December at 18:00 at the School Green Centre.

ACTION –

- Clerk to send a meeting invite to all members
- Cllrs to send agenda items to the Clerk prior to the meeting

Members **NOTED** that the next meeting would be held on 4th December at 18:00 at the School Green Centre

24/135 Consultation on Remote Attendance and Proxy Voting

135.1 A consultation document had been circulated with the papers. The Chair explained that councillors were able to submit their own responses to the consultation, and an overall SPC response could also be submitted. Of the questions that related to the council as a whole, the following responses were received:-

Question 2 - 8 for 2 against 1 abstention

Do you agree with the broad principle of granting local authorities powers to allow remote attendance at formal meetings

Question 3 - 10 for 2 against

If you answered Yes to Question 2, do you think that there should be specific limitations on remote attendance?

Question 5 - less than 10%

What proportion of the council's current elected members are likely to seek to attend council meetings remotely over the course of a year?

Question 10 - 1 for 10 against

In addition to provisions allowing for remote attendance, do you consider that it would be helpful to introduce proxy voting?

ACTION – Clerk to circulate a simplified version for members to enable a Council response

24/136 Councillor Photographs

136.1 Councillors **AGREED** for a photographer to be organised to take individual photographs for the SPC website.

Cllr Peer requested that her photograph was not published on the website.

ACTION – Clerk to arrange for a photographer to attend the start of the next Full Council meeting

24/137

Correspondence

137.1

Communication from a resident in Shinfield North

Members **NOTED** the comments from the resident. SPC would be working with Reading Borough Council (RBC) to investigate ideas for community events in Shinfield North.

24/138

Invoices for Payment

138.1

Payments made within the Clerk's financial delegation

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

138.2

Payments made on Barclaycard within the Clerk's financial delegation

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

138.3

Payments outside the Clerk's financial delegation

There were no payments outside the Clerk's delegation.

24/139

Date of Next Meeting

139.1

The date of the next meeting was Wednesday, 18th December 2024

Meeting ended at 22:02

List of Actions

24/126.2		
24/111.1	Clerk to approach NAG and request that they invite the Managers of the retail outlets to their next meeting	Clerk
24/111.1	Clerk to send a copy of the letter that had been written to the Police and Crime Commissioner to the Co-op with a covering letter expressing the concerns of the council	Clerk
24/111.1	Chairman to write to the MP's asking what is being done at government level to address these issues	Chairman
24/111.1	Clerk to publish the response once received from the PCC and Co-op	Clerk
24/111.1	Clerk to send letter to the Chief Constable and Crime Commissioner	Clerk
24/111.1	Shinfield Parish Council to offer to facilitate a meeting between the Police, Co-op and other affected retail outlets experiencing similar problems once Lidl had opened	Clerk
24/87.3		
41.7	Cllr Fernandes and the Clerk to meet with Oakbank School regarding ideas for the Natural History Museum	Cllr Fernandes and Clerk
24/110.2	Clerk to share the report on the implementation of the new waste collection scheme with members once received	Clerk
24/128.1	High Copse Facilities Committee to present anticipated costs and proposed hire charges to the Full Council once completed	Facilities Committee
24/128.1	Clerk to arrange a visit to High Copse Pavilion for all Councillors	Clerk
24/128.1	Clerk to circulate the High Copse Lease to members in advance of the meeting in December	Clerk
24/128.1	Clerk to add 'signing of High Copse Lease' to the agenda of the December meeting	Clerk
24/128.1	Clerk to add area adjacent to Star Rise Play area to the next meeting of the Planning and Highways Committee for further consideration	Clerk
24/128.1	School Green Working Party – all Members to report potholes on the WBC website	All Members
24/128.4	Planning and Highways Committee to submit comments to the planning application for TPOs at the Stanbury development	Clerk
24/128.8	Cllr Matic to send the link to the inspector's report, on The Hollies in Burghfield, to members of the council	Cllr Matic
24/129.1	Clerk to add the lease between SPC and Crumbs Café to the agenda of Full Council	Clerk

24/131.1	Clerk to sign the agreement with Arts4Wokingham	Clerk
24/132.1	Clerk to circulate the outline plan for the path from Lailey Path/Hyde End Road to Shinfield Infants and Nursery School to members	Clerk
24/134.1	Clerk to send a meeting invite to all members for the meeting with the UoR	Clerk
24/134.1	Cllrs to send agenda items to the Clerk prior to the meeting	Clerk
24/135.1	Clerk to circulate a simplified version of the consultation on remote attendance and proxy voting to all members to enable a Council response	Clerk
24/136.1	Clerk to arrange for a photographer to attend at the start of the next Full Council meeting	Clerk

Borough Councillor Reports

Councillor Edmonds

Councillor Gray

Meetings have been ongoing with Children's Services, and Overview and Scrutiny Management committee and Corporate Parenting Board.

At Full Council I asked about the status of the community flat being left empty. Stephen Conway responded saying he would look into it. I received a written response after that there were some unexpected structural works that are taking longer than anticipated but it is hoped it will be in use soon after the new year which is positive.

I have had some residents raise objections with the Shinfield Gardens Phase 2 development plans. I am looking into these and whether some of these points can be raised at planning committee. Some of the objections include; access roads, pathways, car parking availability.

Casework

- Junction of Deardon and Bolton- Highways have said it is on the list to be repainted but has not been done yet. Will chase this up if not completed in the next week or so.
- Ongoing discussions with residents about management fees and SANG charges. Close work with Yuan and her team with this linking to the new leasehold and freehold reform bill coming through parliament.
- Ongoing ASB that is being reported.

Councillor Glover

The Swan Public House

On the nuisance front, there was a resident inquiry about them fulfilling food orders via UberEats/Deliveroo, but this is within the terms of their license. I note that they have submitted planning applications (242872, 242873).

Highways Improvements

Lailey Path-Infants School footpath

I've asked for an update from Rob Curtis. Still waiting.

A resident of Beech Hill Road has requested more street lighting. I wonder whether this should be part of a general Parish-wide street lighting review.

A resident has complained about parking (including long-term) in the passing places on Yew Tree Lane which is a single-track road. Also fly-tipping in the passing places. I have applied for double yellow lines as council officers were unable to prosecute offenders without them.

Put in a request for double yellow lines at the top of Spring Gardens.

Woodcock Lane

Nothing to report

Phone app for reporting problems

Nothing to report

Heron Industrial Estate

Pleased to hear that planning application to increase working hours has been refused.

Housing

I note with pleasure that the Revd Nathan Hunt has raised £485,000 to buy a house for a homeless family.

Still waiting for WBC to sort out legal problems and refurbishment of the Bungalow at Oakbank School

Part Share Lease Extensions

Trying to get a response from Helen Armstrong Christie.

Spring Gardens

See above.

Deer Leap Playpark

Had a chat with Ray Barry about the Deer Leap Park fruit trees. There have to be fruit trees there, and not just an open space, because, in the original, this space was set aside for local food production. As the allotments were not wanted, food production still has to feature, hence fruit trees. (They are not just any old fruit trees either.)

The only other alternative would have been to do **nothing**, which Ray felt would have short-changed the Parish.

The fruit trees have gone in, and are currently protected by a fence, but in the spring, the area can be opened up and provided with benches/picnic sets and a bin. It would be nice to have an opening ceremony.

The whole area, including the play park, will be maintained by WBC.

Oakbank

Nothing to report.

Overfull bins

Due to a complaint by a resident that their overfull bin was not collected I asked the officers to reiterate the reasons why overfull bins cannot be collected:

The bin lid down policy was agreed by council and put in place prior to implementation of the changes for a number of reasons. Firstly, it encourages people to recycling more as we know that generally more than 55% of the waste in the blue bags could have been placed in the green recycling bags and food waste bins. If we took extra bags placed under the lids, we would not realise the savings in the reduction of residual waste, or the target recycling rate proposed and agreed in the report to implement the changes.

Overfull bins are less safe to handle, more difficult to tilt and roll, and the bin itself can fall out of the bin lorry lifter clamp when it is upended, posing serious safety risks. Also, when bins are overloaded, there is more chance that waste will get stuck in the bottom of the bin, and the extreme forces needed to remove stuck waste can result in the wheelie bin being damaged. If the lid is open when it is lifted waste can be dangerously ejected from the bin and the lid can be damaged by impact on the lift frame during the bin lift cycle.

The information sent directly to residents via their council tax [notices], and the bin day calendars had graphics and showing that the bin lids need to be fully closed, or we won't empty them.

We have been working hard with the contractor and crews to ensure consistency with collections, and with reporting issues. We are unable to send the crew back as they will be collecting recycling this week so will be unable to place the general waste on the vehicle.

I posted this on the thread on the Spencers Wood FB group where the complaint had been made. The resident was resigned: she realized she'd made a mistake even at the beginning, I think.

Individual residents

Supporting residents with PIP and Immigration problems.

Councillor Rance

Good to be back! I have worked hard in these past months simply because people contacted me, and any report I wrote to WBC merely said "I represent so and so....."

Early summer, a retired couple and two working couples (Westall and Piggott) made me aware of ASB occurring by a 4th neighbour. It had been going on for years, and the complainants were at wits end. I visited them all, and 'got the story', and wrote a report to the ASB Team. The Police and others became involved. The unruly families were 'known', more information was gathered, a Case Conference ensued, and the problem eventually resolved for the time being.

I am aware the Community Flat at Frensham Green is empty now, and renovations I believe complete. Therefore, this should be available for occupancy. There is a council house in Wychelm where the occupier has died, and the house is empty. There is a council house on Hyde End Road which **had** a lot of building issues. The former tenants have gone, and this is now empty. I believe there is a house in Wheatfields also empty. I have brought up these matters with WBC and will do so again.

Have made contact with a lady living at Coningham whose house/garden has flooding issues. Not resolved yet.

A lady contacted about street lights (which are still responsibility of developers I understand).

Gentleman from Denbigh Place needing information about local secondary school places and buses.

Had meeting with two residents of Shinfield Park who have continuing problems with Management, HMO's, people parking where they should not.

Received email from Nathan hunt, Pastor at Shinfield Community Church sharing the good news that they have now raised the required amount to buy a House for the Homeless in Shinfield. He thanked me for my help, support and encouragement 2 years back when I contacted various developers on his behalf, one of whom telephoned the very next day after receipt of my email. I did little but am grateful for his acknowledgement of my efforts on behalf of the church.

Talking of Homeless. I met a lady one day after election last Thursday 5th who is/was homeless. I listened and took notes of her harrowing story. I made a report to WBC which they received Monday morning 9th December and after a distressing 7 and a half hours at WBC, she has been placed in temporary accommodation, for the time being.

Having been contacted about a week ago, I met two ladies in Garrett Drive one of whom has been a mis-user of drugs and alcohol (clean for 2 years and signed off by Social Services) and would like custody of her son aged 6 returned to her. I have heard the story, quite a lot of paperwork to read through, but am sure something can be done.

May I wish everyone a very peaceful Christmas and Happy New Year.

Councillor Srinivasan

Councillor Munro

Minutes of a meeting of
The Facilities Committee
held on Wednesday 27th November 2024
at School Green Centre commencing at 19:30

Present: Cllrs Boyer, Clarke (Chair), Jahromi, James and Johnson

Attending: B Winton (Clerk)
S Herring (Deputy Clerk)

24/FC/116 Public Questions

116.1 There were no public questions

24/FC/117 Apologies and declarations of Members' Interest

117.1 There were apologies for absence from Cllrs Masseron and Peer

117.2 Declarations of Members' interests

Cllr Johnson declared an interest in the Shinfield Rangers Football Club

24/FC/118 Minutes of the Previous Meeting

118.1 The minutes of the Facilities Committee meeting held on 30th October 2024 were approved as a correct record and signed as such by Cllr Clarke

Proposed: Cllr Boyer
Seconded: Cllr Johnson
Approved: Unanimously

118.2 The following matters arising from the meeting held on 30th October were discussed:

24/FC/82

24/FC/71.2 Facilities Manager to arrange installation of the hatch in the café kitchen

This was in hand but involved ensuring that the hatch fully complied with building safety regulations and was integrated into the fire alarm system.

ACTION - Facilities Manager to arrange installation of the hatch in the café kitchen

24/FC/89.1 Facilities Manager to progress moving a bin from Fullbrook Avenue to Hyde End Road

This was on the Facilities Manager's list of actions.

ACTION - Facilities Manager to progress moving a bin from Fullbrook Avenue to Hyde End Road

24/FC/98.5 Clerk to set up a working party to progress a process for the usage of the pitches at High Copse

This was on the agenda.

24/FC/107.2 Clerk to confirm how long the lease would be offered for High Copse

The current draft lease for High Copse had been increased to 60 years. The University had been requested to consider whether this could be extended further.

The lease will come forward to Full Council for consideration in December.

ACTION – Clerk to add to the agenda of Full Council in December 2024

24/FC/107.2 Clerk to establish the ongoing grounds maintenance costs for the High Copse site

Members **AGREED** to leave this discussion to the Working Party.

ACTION – Clerk to add to the agenda of the Sports Working Party

24/FC/107.3 Clerk to add Assets of Community Value to the agenda for the Planning and Highways Committee meeting on 6th November 2024

This had been done.

24/FC/107.5 Cllr Johnson to take images of the Environmental Field that lies to the Southeast of J11 of the M4

This had been done.

24/FC/107.6 The Clerk to raise with Wokingham Borough Council (WBC) the area that lies adjacent to Deer Leap Park where it was proposed to plant an orchard

The Clerk had written twice to WBC outlining that Shinfield Parish Council (SPC) would prefer the area to be left open for recreation but had not received a response. Cllr Lias reported that planting had now taken place around the edges of the space. Subsequently, Cllr Clarke had written to WBC outlining his frustrations that WBC had ignored the

requests of SPC and no communication had taken place prior to the planting being carried out.

It was noted that the planning condition stated “to be designed in line with parish council requirements”, however, town and parish councils do not generally have any input into S106 expenditure.

- 24/FC/107.7** Clerk to write to Sport England and Football Foundation to clarify the situation regarding football pitches at Millworth Lane

The Clerk reported that this had not been done.

- 24/FC/107.8** Clerk to verify with Shinfield Cricket Club the requirements for the junior cricket teams

This was on the agenda, minute 119.6

- 24/FC/107.9** Clerk to write to the University of Reading (UoR) to ascertain their views with respect to drainage at the Manor Ground site

The Clerk had raised this with Nigel Frankland and it would be on the agenda for the joint meeting of SPC and UoR to be held on 4th December

ACTION – Clerk to add to the agenda of the joint meeting with UoR to be held on 4th December 2024

- 24/FC/108.2** Clerk to arrange for the Facilities Manager to consider options for a long-term maintenance schedule and to review and retender the cleaning contract for the School Green Centre.

The Clerk reported that both these items were on the list of actions for the Facilities Manager who was still only on his third week in the role.

ACTION - Facilities Manager to consider options for a long-term maintenance schedule and to review and retender the cleaning contract for the School Green Centre.

- 24/FC/108.3** Facilities Manager to be tasked with identifying potential options for a footpath across the School Green and submit these to a future committee meeting

As 108.2 above.

ACTION - Facilities Manager to be tasked with identifying potential options for a footpath across the School Green and submit these to a future committee meeting

- 24/FC/108.4** Deputy Clerk to develop options and costs for the provision of the necessary equipment in the Tower and Grazeley Rooms for streaming and recording council meetings

The Deputy Clerk would look into this once the new Customer Care Team training had taken place.

ACTION - Deputy Clerk to develop options and costs for the provision of the necessary equipment in the Tower and Grazeley Rooms for streaming and recording council meetings

- 24/FC/109.1** Deputy Clerk to progress the upgrade to the Community room at the Spencers Wood Pavilion

This was on the agenda – minute 24/FC/121.1

- 24/FC/110.1** Facilities Manager to prepare a formal bid for the installation of a shed at the Manor Ground including checking if any planning permission is required.

The Facilities Manager had visited the site and was preparing the costings for the work.

ACTION - Facilities Manager to prepare a formal bid for the installation of a shed at the Manor Ground including checking if any planning permission is required.

- 24/FC/110.2** Clerk to chase the Head Partnership regarding access to Ryeish Green Pavilion

The Clerk had been in contact with the Head Partnership regarding the access to the Ryeish Green Pavilion, however, their priority was working on the lease for High Copse.

ACTION – Access to Ryeish Green Pavilion to be added to the agenda of the next Facilities Committee meeting

- 24/FC/110.4** Clerk to set up a working party to progress a process for the usage of the pitches at High Copse

This is on the agenda – Minute 24/FC/123.2

- 24/FC/111.1** Clerk to report back to the committee following the meeting with WBC Energy Officer

This was on the agenda – Minute 24/FC/122.1

- 24/FC/113.1** Clerk to gain more information on current usage of Spencers Wood Library to allow further consideration at the next meeting

The Clerk had requested some additional information on the library but had not received all the data.

119.1 Toilets for Millworth Lane

The Facilities Manager had put in place the necessary arrangements for the delivery of the toilet block which will be in early December.

119.2 Sports Working Party

High Copse

This was discussed at Minute 24/FC/123.1 and 123.2

Millworth Sport Park

The Clerk reported that there had been a large number of comments on the WBC planning portal and he would be responding to the planning officer accordingly. If the planning application was refused, SPC would need to carefully consider the next steps.

Cllr Johnson reported that he had met with Shinfield Rangers Football Club to address some of the concerns. The main issues were:-

- Insufficient 11aside football pitches to meet the demand in the borough
- The club had been advised to reduce the number of games at the Ryeish Green pitches by WBC, due to overuse
- The potential loss of an 11aside football pitch at Millworth Lane
- The club are currently playing 15 homes games each week and using Swallowfield and Millworth Lane in addition to the Ryeish Green pitches
- Following 'Storm Bert', 31 11aside games were cancelled due to flooding with only Millworth remaining playable.

A meeting had been arranged for 5th December between SPC and the Football Clubs where the issues would be discussed in more detail.

119.3 Millworth Sports Park – Football Grants

The Clerk had not yet been able to action this item.

ACTION - Clerk to write to Sport England and Football Foundation to clarify the situation regarding football pitches at Millworth Lane

119.4 High Copse – 9aside football pitches north of the bus lane

Cllr Clarke suggested that Bloor Homes be approached to provide money to develop the pitches north of the bus lane at High Copse. In light of previous comments from the football clubs it may be better to consider 11aside pitches.

ACTION – Clerk to add to the agenda of the Planning and Highways Committee

119.5 Hyde End Lane Football Pitches

A meeting had been arranged with WBC on 11th December regarding the use of the pitches. It was envisaged that they would be ready for play by August 2025.

119.6 Temporary Options for Shinfield Cricket Club Junior Teams

Following a meeting with the Cricket Club the preferred option would be to install two hybrid cricket strips (95% grass) on the existing square. The most cost effective option would be to install both on the same day.

The expectation was that the additional strips would cope with the junior cricket sessions and the adult teams and would not interfere with the runoff areas for the football pitches.

The Clerk was still awaiting costs, but the expectation was that the cost would be about 2/3rds of the installation of a fully artificial surface and if the work was done in January/February 2025 they would be playable for the start of the next cricket season.

ACTION – Clerk to obtain costs of two hybrid cricket strips at the Manor Ground

119.7 Drainage at the Manor Ground

Cllr Johnson had visited the site to ascertain why the pitches were flooding. On checking the culvert there appeared to be no water flowing out indicating that there may be a blockage. He also identified a tank at the top of the field, near the pavilion, and reported that the lid had been removed, possibly caused by overfilling, that was now allowing the water to spill out and flood the pitches.

ACTION – Facilities Manager to arrange to meet with the contractors so a viable solution could be found to resolve the issues

24/FC/120

School Green Centre and School Green

120.1 Room Charges for 2025/26

Options for room charges for 2025/26 had been circulated with the agenda.

Members **AGREED** not to increase the charges for 2025/26 for the rooms at the School Green Centre as proposed, however, they would like the price for the Community Room at Spencers Wood Pavilion to be reduced to £15 per hour for weekday bookings and £25 per hour for weekend bookings due to the higher uptake of bookings following a 50% discount offer in 2024/2025. It was felt that the budget would be achieved through volume in growth and recognised that the price should remain competitive within the community.

Proposed: Cllr James
Seconded: Cllr Johnson
Approved: Unanimously

ACTION – Clerk to arrange for the revised tariff to be implemented from 1st April 2025

- 120.2 Shinfield Parish Council, School Green Centre opening dates and times for the Christmas period

Opening times for the Shinfield Parish Council had been circulated with the agenda. It was **AGREED** that the closing time on 24th December should be 13:00.

Members **NOTED** the opening times.

- 120.3 School Green Centre

A sign would be installed to reserve a space for SPC vehicles from 08:00 to 17:00 weekdays to allow public parking outside of these times.

ACTION – Facilities Manager to arrange for a sign to be installed.

24/FC/121

Spencers Wood Pavilion

- 121.1 Upgrade to the Community Room

The Deputy Clerk would progress this work once the new Customer Care Team staff had been trained.

Cllr Johnson would supply an aerial photograph of the pavilion to be mounted to the wall of the Community Room.

ACTION – Clerk to add to the agenda of the next meeting.

24/FC/122

Microgeneration

- 122.1 The Clerk had met with Ian Gough, WBC's energy officer on 20th November. This appeared to be a promising lead, and the WBC officer would be able to advise on the projects that SPC would like to bring forward. He had confirmed that considering a Ground Source Heat Pump for Millworth Lane would be sensible if doing work on the car park. WBC do offer this kind of service as a 'charged for' item and the Clerk was waiting on a formal indication of costs.

ACTION – Clerk to add to the agenda of the next meeting.

- 20:27 *Cllr James left the meeting*

24/FC/123

Other Council buildings

- 123.1 High Copse Pavilion (HCP)

The Clerk reported that a demonstration had taken place on how the equipment worked at HCP. This was supported by video demonstrations for future reference. The UoR would hold the keys until the lease was finalised, it was anticipated that this would be completed within the next three weeks in time for the next meeting of Full Council.

Furniture had been ordered and the expected delivery was in early January. The Dementia Care Group hoped to move from the Manor Pavilion to HCP on 6th January 2025. This would bring in rental income to support the running of the new pavilion, additional to the projected budget.

ACTION – Clerk to add HCP lease to the agenda of Full Council in December 2024

123.2 High Copse Pavilion – Use of Facilities

The Clerk proposed that a tender process be carried out to show that SPC have carried out due process. This would not be, and was never intended to be, for the highest bidder, but for what was felt best for the community.

Cllr Johnson requested to be on the working party.

ACTION – Clerk to organise a meeting of the Sports Working Party to progress the process for the usage of the pitches at High Copse

24/FC/124

Parish Wide Items

124.1 Environmental Field at the End of Hayes Drive

Cllr Clarke reported that Taylor Wimpey (TW) still owned this land and would eventually hand it to WBC. He expressed concerns about the state of the land where it appeared that TW had deposited excess building waste onto this area. Cllr Clarke request a site visit be arranged with Andrew Fletcher, WBC, the Clerk and Facilities Manager.

ACTION – Clerk to arrange a site visit at the Environmental Field

124.2 Deer Leap Park – grassed area

This had been previously discussed at minute 24/FC/107.6

24/FC/125

Correspondence

125.1 Local Equipment Area for Play (Leap)/Playpark – Long Acre

An update had been received from a member of the public that had been circulated with the agenda

Members **NOTED** the update

125.2 Spencers Wood Cemetery

An initial request has been received from WBC regarding a land swap to allow the cemetery to increase in size. The Clerk had requested further information from WBC to ascertain the land proposed so an assessment could be made on the condition of the area. The Clerk explained that disposal of allotments is very carefully controlled and would take a long time to progress.

ACTION – Clerk to report back to the committee once further information had been received from WBC.

24/FC/126

Date of Next Meeting

126.1 The next meeting would be held on Wednesday, 8th January 2025

The meeting ended at 21:01

List of Actions

24/FC/82

24/FC/71.2	Facilities Manager to arrange installation of the hatch in the café kitchen	Facilities Manager
24/FC/89.1	Facilities Manager to progress moving a bin from Fullbrook Avenue to Hyde End Road	Facilities Manager
24/FC/107.2	Clerk to establish the ongoing grounds maintenance costs for the High Copse site and add to the agenda of the Sports Working Party	Clerk
24/FC/107.9	Clerk to add drainage at the Manor Ground to the agenda of the joint meeting with UoR to be held on 4 th December 2024	Clerk
24/FC/108.2	Facilities Manager to consider options for a long-term maintenance schedule and to review and retender the cleaning contract for the School Green Centre	Facilities Manager
24/FC/108.3	Facilities Manager to be tasked with identifying potential options for a footpath across the School Green and submit these to a future committee meeting	Facilities Manager
24/FC/108.4	Deputy Clerk to develop options and costs for the provision of the necessary equipment in the Tower and Grazeley rooms for streaming and recording council meetings	Deputy Clerk
24/FC/110.1	Facilities Manager to prepare a formal bid for the installation of a shed at the Manor Ground including checking if any planning permission is required	Facilities Manager
24/FC/110.2	Access to Ryeish Green Pavillion to be added to the agenda of the next Facilities Committee meeting	Clerk
24/FC/119.3	Clerk to write to Sport England and Football Foundation to clarify the situation regarding football pitches at Millworth Lane	Clerk
24/FC/119.4	Clerk to add to the agenda of the Planning and Highways Committee	Clerk
24/FC/119.6	Clerk to obtain costs of two hybrid cricket strips at the Manor Ground	Clerk
24/FC/119.7	Facilities Manager to arrange to meet with the contractors so a viable solution could be found to resolve the issues of drainage at the Manor Ground	Facilities Manager
24/FC/120.1	Clerk to arrange for the revised tariff for room hire to be implemented from 1 st April 2025	Clerk
24/FC/120.3	Facilities Manager to arrange for a sign to be installed in the School Green Centre car park relating to the space reserved for SPC vehicle	Facilities Manager
24/FC/121.1	Clerk to add the upgrade of the Community Room to the agenda of the next meeting	Clerk
24/FC/121.2	Clerk to add microgeneration to the agenda of the next meeting	Clerk
24/FC/123.1	Clerk to add High Copse Pavilion Lease to the agenda of Full Council in December	Clerk
24/FC/123.2	Clerk to organise a meeting of the Sports Working Party to progress the process for the usage of the pitches at High Copse	Clerk
24/FC/124.1	Clerk to arrange a site visit at the Environmental Field	Clerk

Minutes of a meeting of
the Arts, Culture and Events Committee
Held on Thursday 28th November 2024
at School Green Centre commencing at 19.30

Present: Cllrs Jahromi, James, Jones & Matic (Chair)

Attending: B Winton (Clerk)

24/ACE/89 Public Questions

89.1 There were no public questions

24/ACE/90 Apologies and declarations of Members' Interest

90.1 There were apologies from Cllrs Montgomery and Peer

90.2 There were no declarations of members' interests

24/ACE/91 Minutes of the previous meeting

91.1 The minutes of the committee meeting of 31st October 2024 were approved as a correct record and signed as such by Cllr Matic

Proposed: Cllr James

Seconded: Cllr Jones

Approved: Unanimously

91.2 Actions and Matters Arising

60.2 Clerk to confirm timetable of work for the public plaza and request consideration of the needs of the public art installation

The Clerk had been advised that "the plaza probably due to start in the new year, we officially close the road to the medical centre and access will be from Beke Ave however both roads will be used for a time then the existing road is to be broken out tanks installed then the plaza is to be constructed."

63.1 Clerk to ask other parish councils to promote the art exhibition in their newsletters

This will be done.

- 63.2 Cllr Montgomery to arrange for Cllr James to be second signatory on the Shinfield North Community Fund account

This had not yet been progressed.

ACTION - Cllr Montgomery to arrange for Cllr James to be second signatory on the Shinfield North Community Fund account

- 63.4 Clerk to obtain costs for lighting on the decorative screens on the School Green to coincide with the period of the Christmas tree

The cost of the additional lighting was £300, and these had been ordered and will be installed in the next couple of days.

- 63.4 Clerk to establish level of costs involved in providing a Christmas tree for Grazeley Village Memorial Hall

This has been advised as being £260 and GVMH will recognise Shinfield Parish Council's contribution.

- 83.2 Clerk to establish if there was any appetite for a larger scale "switch on" of the Frensham Green Christmas tree lights

This is on the agenda.

- 85.1 Clerk to add the Arts4Wokingham Agreement to the agenda for the next Full Council meeting

This had been on the Agenda of the Full Council meeting held on 20th November 2024 and was approved at the meeting.

- 85.2 Clerk to arrange the first meeting of the Public Art Working Party

This is on the agenda.

- 86.1 Clerk to investigate a possible fish & chip element to the VE 80th Anniversary Event

This is on the agenda.

92.1 **Art Exhibition**

The Clerk was intending to set up the next meeting with a view to getting the detailed information out to artists before Christmas.

The hard copy newsletter generated about another ten expressions of interest with 53 artists now having expressed an interest.

The art boards and associated hangings are booked and are within the budget provided for the event.

We were beginning to get interested parties lined up to provide talks and workshops in the week leading up to the exhibition itself.

92.2 **Possible Events for Shinfield North**

The Frensham Green tree had been installed today (28th November)

There was a suggestion that there was a small event before the organised trip to the Hexagon pantomime on the 8th.

ACTION – Clerk to see if it would be possible to arrange such an event

92.3 **Christmas Activities**

The Christmas Fayre and Rockin' Around the Christmas Tree was confirmed for Friday 6th December and rooms booked accordingly. Pound Green and Grazeley rooms would be used for the Fayre and the cinema would be set up to play a montage of Christmas movies.

School Green Centre Cinema

93.1 The Clerk provided a summary of the take up of the cinema to date (including paid for tickets for December screenings). 277 had attended or booked for matinees and 83 for evening screenings. The Friday Fun Day on 20th December was going to be Sing-along "Frozen" rather than the usual bouncy castle provision and this was already fully subscribed.

The actual delivery of the cinema was proving to be straightforward.

Cllr Matic advised that the film selection panel found the Filmbank Media website awkward to use and asked the Clerk to investigate alternative options for licensing of films.

ACTION – Clerk to investigate suitable alternatives to Filmbank Media for licensing films

24/ACE/94**Public Art**

- 94.1 The agreement with Arts4Wokingham had been agreed at Full Council and the Clerk would arrange a meeting with them to start the process.

Part of this meeting would be to consider potential locations for public art in the plaza.

ACTION – Clerk to arrange the meeting with Arts4Wokingham

24/ACE/95**VE Day 80th Anniversary Event**

- 95.1 This event, to take place on Thursday 8th May 2025, had been approved at Full Council on 25th September 2024.

The Clerk confirmed that the pipe band was booked, and the beacon ordered. He had discussed this with various groups at the Remembrance Sunday service and there was interest in the event.

At the previous meeting there had been a discussion about a possible food element to the event, but it was agreed that this would not be pursued.

Provisional Timetable

8.15 – Assemble for Act of Remembrance
8.30 – Act of Remembrance Starts
8.50 – Act of Remembrance Ends
8.55 – Parade sets off for beacon
9.20 – Parade arrives
9.25 – Short Speech from Chair of the Council
9.30 – Beacon is lit followed by lone piper

24/ACE/96**Correspondence**

- 96.1 Cllr Jahromi asked if it was possible to grow a Christmas Tree and leave permanently in situ rather than buy a new one each year.

ACTION – Clerk to investigate possibility of having a “permanent” Christmas Tree

24/ACE/97**Date of Next Meeting**

- 97.1 The next meeting of the Arts, Culture and Events Committee meeting will be held on Thursday, 9th January 2024 at 19:30

The meeting ended at 20.40

List of Actions

63.2	Cllr Montgomery to arrange for Cllr James to be second signatory on the Shinfield North Community Fund account	Cllr Montgomery
92.2	Clerk to see if it would be possible to arrange an event for Frensham Green	Clerk
93.1	Clerk to investigate suitable alternatives to Filmbank Media for licensing films	Clerk
94.1	Clerk to arrange the meeting with Arts4Wokingham	Clerk
96.1	Clerk to investigate possibility of having a “permanent” Christmas Tree	Clerk

Minutes of a meeting of
Planning & Highways Committee
Held on Wednesday 4th December 2024
At School Green Centre commencing at 19:30

Present: Cllrs Boyer, Grimes, Hoyle, Jahromi, Lias and Peer (Chair)

Attending: B Winton (Chief Executive and Clerk)
S Herring (Deputy Clerk)

2 members of the public

24/PC/115 Public Questions

115.1 There were no public questions.

24/PC/116 Apologies and declarations of Members' Interest

116.1 Apologies had been received from Cllrs James and Masseron

116.2 There were no declarations of members' interests

24/PC/117 Minutes of the Previous Meeting

117.1 The minutes of the committee meeting of 6th November 2024 were approved subject to a minor correction at 24/PC/99.1 'contract' should read 'contact' and signed as such by Cllr Peer

Proposed: Cllr Grimes
Seconded: Cllr Jahromi
Approved: Unanimously

117.2 Actions and Matters Arising from the meeting held on 6th November 2024

24/PC/94 Clerk to chase WBC for a response to the question "when did Woodcock Lane cease being a bridle way and to request that motor vehicles are restricted".
24/PC/85.2

The Clerk apologised for not having followed this item up.

24/PC/99.1 Cllr Grimes to raise awareness of the issue, concerning the area to the north of the Lidl site where the land slopes down towards the loading bay, with his contact at the consortium

Cllr Grimes had not been able to make contact with his connection at the consortium. The Clerk had subsequently raised the issue with Lidl who had agreed to assess the area.

24/PC/107.2 Clerk to circulate the letter from AWE in relation to PA232333 – Land East of Croft House, Croft Road, Shinfield, RG2 9EY, if this was available

This has been done.

24/PC/107.3 Deputy Clerk to circulate PA242484 with weekly batch of planning applications

This had been done.

24/PC/109.1 Clerk to request the report relating to RFS/2004/089803 (Shinfield Infant and Nursery School) from WBC

The following is a response from Planning Enforcement, Wokingham Borough Council (WBC)

“The case was raised as a Highways enquiry and works had not started at that point. This amounted to the correspondence being placed on file only and the case closed as no breach”.

24/PC/110.2 Cllr James and the Clerk to meet with Paul Fishwick, WBC regarding progress of SPC’s requested actions

The Clerk had prepared a letter to be sent to BCllr Martin Alder, who is the new WBC Executive Member for Active Travel, Transport and Highways following the death of BCllr Fishwick

24/PC/110.3 Clerk to send the proposed response to Cllr Grimes for approval prior to responding to WBC relating to a CIL contribution of £20,000 for the footpath on Hyde End Road

This has been done.

24/PC/111.1 Clerk to submit SPC’s response to WBC’s LPU as agreed at Full Council in October 2024

This had been done.

24/PC/112.1 Clerk to arrange a meeting of the Working Party to proceed with the SPNP

The next date proposed was Thursday, 30th January 2025 at 19:30.

ACTION – Clerk to send a diary entry to members of the Working Party.

24/PC/112.2 Clerk to apply to register

- Manor Ground Pavilion and land
- High Copse Pavilion and land
- Land adjacent to Alder Grove School (to allow for future enlargement of the school if required)

As 'Assets of Community Value' with WBC

The Clerk would action this once the formal response had been received from WBC for the land at Hyde End Lane.

ACTION – Clerk to apply to register the three areas identified as 'Assets of Community Value'

24/PC/112.3 Cllr Grimes to contact Tom Coward, AOC for any information in relation to a proposed 'Spencers Wood Village Centre'.

The Clerk had been in correspondence with Tom Coward from AOC to see if any of his students had submitted anything which may have helped as a starting point for a potential discussion with Wokingham Borough Council, however, nothing had been forthcoming to date.

ACTION – Clerk to request a fee enquiry for a feasibility study for the proposed 'Spencers Wood Village Centre'

24/PC/118

Schedule of Deposited Plans

118.1 Planning applications were circulated to members weekly and comments noted on the WBC planning portal.

118.2 Funding request – Bloor Homes

The Facilities Committee had suggested that if, and when, the planning application was received from Bloor Homes a request be made for funding for football pitches to the north of the bus lane at High Copse. It was, however, believed that no new S106 allocation was anticipated from the proposed developments.

118.3 Planning Application 242598 – Millworth Lane Sports Grounds

The Clerk advised that there had been a considerable number of objections to SPC's proposals for the area with the primary concern being the reduction of football pitches. An objection had also been received from Sport England as a statutory consultee. While their letter does recognise the many positive benefits arising from the proposals they have to object as the proposal, as written, results in a net reduction in pitches. SPC need to submit an amendment to mitigate the objection in the planning application by linking the loss of a pitch at Millworth Lane more clearly with the gain in quantity and quality at High Copse.

ACTION – Clerk to respond to WBC regarding the concerns raised by Sport England

- 118.4 Planning Application 232333 Land East of Croft House, Croft Road, Shinfield RG2 9EY

Cllr Hoyle raised concerns that WBC had granted planning permission despite the concerns raised by the Atomic Weapons Establishment (AWE). Concern was expressed that WBC were going against their own Local Plan in allowing this development and ignoring the concerns of AWE. It was recognised that this did not bode well for future planning applications.

- 118.5 Planning Application 241861 – proposed Primary School in Spencers Wood

The Clerk reported that he was awaiting a response from BCllr Bray regarding SPC's objections to the planning application.

24/PC/119

Appeals

- 119.1 The Clerk advised that there was no change to the list provided last month. However, notification had been received of an appeal against WBC's decision to refuse planning for 148 houses at land East of Hayes Drive North of 3 Mile Cross (PA233038)

Concern had been expressed that the developer may use 'The Hollies' (West Berkshire) successful appeal as a lever to appeal against the decision for their application, however, on further investigation it was noted that this was an allocated site for development whereas the application in 3 Mile Cross was not identified as such in the WBC Local Plan.

24/PC/120

Enforcement Notices

- 120.1 Closed Enforcement Notices

This month there had been:

4 items reported as being No breach

1 item as being "not expedient"

1 item with application submitted – Unit 8 Heron Industrial Estate

Members **NOTED** the report

- 120.2 Live Enforcement Notices

The last five items on the list are all new (although not marked as such) when comparing to the previous month's report. Of these three are noted as "awaiting application" while in the case of the other two they were "investigation ongoing"

Members **NOTED** the report

24/PC/121**Highways, Street Lighting and Footpath Matters****121.1 Footpath matters**

Cllr Masseron reported, prior to the meeting , that she was working on detailed proposals for the Local Active Travel Plan (LATP). This would be submitted for consideration by the committee at a future meeting.

Cllr Grimes suggested that SPC seek advice on the streetlighting on the B roads in the parish as they may be out of date with current requirements and not up to the correct specification now the road had been upgraded due to major developments.

ACTION – Clerk to contact MOTION for advice

121.2 Traffic Working Party

Cllr Grimes, Matic, Montgomery and the Clerk had recently met with Reading Borough Councillors to discuss ways of working together to provide facilities for SPC residents north of the M4. Discussions included improvements to the junction of Whitley Wood Lane with B3270, a crossing on Whitley Wood Lane and the possible utilisation of a proposed new community building on Lexington Grove. RBC would work closing with WBC and SPC.

121.3 Lailey Path / Hyde End Road footpath

WBC have been notified that SPC are prepared to contribute up to £20,000 towards the cost of this project.

24/PC/122**Wokingham Borough Council's Local Plan Update (LPU)****122.1 There was no further update.****24/PC/123****Proposed School Green car parking charges****123.1 This had been raised informally at a recent WBC meeting but there was no definitive decision at this point in time.****123.2 Assets of Community Value**

This had been discussed under Matters Arising from the meeting held on 6th November, minute 24/PC/112.2.

123.3 Spencers Wood Village Centre

This had been discussed under Matters Arising from the meeting held on 6th November, minute 24/PC/112.3.

24/PC/124**Correspondence**

- 124.1 Article in the Slough Express relating to an appeal against a planning application in Twyford.

Members **NOTED** the article

- 124.2 Tree works planned for Church Lane, Shinfield

The University of Reading had originally planned to do this work in January 2025 but the Clerk had now received an update to say that this work was now scheduled for 4 days starting on 10th February 2025 as “highway consent could not be obtained for January”.

Members requested that the Clerk investigate whether any trees were being taken out as this would contravene the Shinfield Parish Council Neighbourhood Plan.

Members **NOTED** the planned tree works

ACTION – Clerk to check the details of the tree work to ensure that trees were not being removed

- 124.3 Arborfield Road Allotments

It was reported that the hedge between the field and the allotments had been taken out. This was a concern as it gave open access to the allotments from the field.

ACTION – Clerk to check whether the developers were proposing to erect a fence to protect the allotments

24/PC/125**Date of the next meeting**

- 125.1 The date of the next meeting will be Wednesday, 15th January 2025

The meeting ended at 20:57

List of Actions

24/PC/112.1	Clerk to send a diary entry to members of the Shinfield Parish Neighbourhood Plan Working Party	Clerk
24/PC/112.2	Clerk to apply to register the three areas identified as 'Assets of Community Value'	Clerk
24/PC/112.3	Clerk to request a fee enquiry for a feasibility study for the proposed 'Spencers Wood Village Centre'	Clerk
24/PC/118.3	Clerk to respond to WBC regarding the concerns raised by Sport England	Clerk
24/PC/121.1	Clerk to contact MOTION for advice regarding the streetlighting on B roads in the parish	Clerk
24/PC/124.2	Clerk to check the details of the tree work planned for Church Lane to ensure that trees were not being removed	Clerk
24/PC/124.3	Clerk to check whether the developers were proposing to erect a fence to protect the Arborfield Road allotments	Clerk

Minutes of a meeting of
Finance & General Purposes Committee
Held on Wednesday 11th December 2024
At School Green Centre commencing at 19.30

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

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

24/FGP/68 Public Questions

68.1 There were no public questions.

24/FGP/69 Apologies and declarations of Members' Interest

69.1 All members were present for this meeting.

69.2 There were no declarations of members' interests.

24/FGP/70 Minutes of the Previous Meeting

70.1 The minutes of the committee meeting of 16th October 2024 were approved as a correct record and signed by Cllr James as Chairman of the Committee

Proposed: Cllr Peer
Seconded: Cllr Grimes
Approved: Unanimous

70.2 Actions and Matters Arising

24/FGP/43.6 Clerk to follow up the letter to the DfE Regional Director sent on 28th July 2024.

A response had been received from the DfE Regional Director which did not add greatly to the current understanding of the work taking place. Yuan Yang, MP for Earley and Woodley would be meeting the Regional Director in the next week to discuss issues with secondary schools in her constituency, and Cllr Grimes would be providing an input to the meeting.

24/FGP/62.4 Facilities Manager to create a Long-Term Maintenance plan for the council estate

This would be an ongoing requirement.

ACTION - Facilities Manager to create a Long-Term Maintenance plan for the council estate

24/FGP/62.5 Clerk to write to Wokingham Borough Council (WBC) Finance Department regarding S106 funding for the parish.

The Clerk had written to WBC Finance Department and was waiting a response regarding S106 funding.

ACTION – Clerk to report back when a response was received from WBC regarding historic S106 funding for the parish

24/FGP/64.2 Clerk to continue to chase WBC for progress on the reciprocal leases for Ryeish Green playing fields and Deardon field

This was still being pursued.

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

24/FGP/64.3 Clerk to arrange meeting with Reading Borough Councillors

Minutes 24/FGP/76.3 refers

24/FGP/64.4 Clerk to establish the legal position regarding access rights to Ryeish Green Pavilion

Minutes 24/FGP/76.4 refers

24/FGP/64.6 Clerk to investigate ownership of the plot of land between Greenwich Road and the A327 Shinfield Road and report back to the next meeting

Minutes 24/FGP/76.6 refers

24/FGP/66.1 Clerk to contact relevant professional bodies to identify professional consultancy support for microgeneration within the council's estate

Minutes 24/FGP/78.1 refers

24/FGP/66.2 Clerk and Facilities Manager to arrange procurement of the required items for High Copse

These had been ordered.

- 24/FGP/66.3 Clerk and Facilities Manager to procure agreement for the proposed locations (where they were not under direct SPC control) and arrange installation of defibrillators.

This has not been progressed as yet.

ACTION - Clerk and Facilities Manager to procure agreement for the proposed locations (where they were not under direct SPC control) and arrange installation of defibrillators.

24/FGP/71

Corporate Governance

- 71.1 The work on reviewing the Standing Orders for the Council was continuing with four lengthy meetings having been held since the last committee meeting. The intention was to move to fortnightly meetings from January to ensure that the work was completed before the end of the council year.

24/FGP/72

Risk Register

- 72.1 The Clerk advised that he had no recommendations for any changes to the risk register.

24/FGP/73

Financial Reports

- 73.1 Bank Reconciliations

The Chair of the Committee confirmed that he had reviewed the bank reconciliations to the end of November 2024 on 10th December 2024 and that all was in order. A copy of the reconciliation was presented to members.

Members **NOTED** the report.

- 73.2 Current Year Financial Performance (2024/2025)

The Chair and Finance Manager provided an update on current year financial performance.

Members **NOTED** the report.

24/FGP/74

Financial Reserves & CIL

74.1 CIL update

The changes from the previous report were that:

- £140,198 had been received in October in respect of CIL
- There has been some additional expenditure on Millworth Lane and the installation of toilets for the tennis club
- Future CIL reduced to reflect latest figures from WBC (and do not include Dobbies redevelopment)

Members **NOTED** the report.

74.2 Reserves

The Chair provided an update on reserves.

Other than changes to CIL reported in the previous item there were no changes to the Reserves.

Members **NOTED** the report.

74.3 Major Repairs Reserve

The budgeted contribution to the fund for 2024/25 was secure and the budgets still recognise an eventual increase to the long-term target of £75.0k p.a. However, due to delays with Millworth Lane this would now be achieved a year later (in 2028/29).

74.4 Update on S106 historic funds

A letter had been submitted to WBC asking for their assistance in completing the S106 spreadsheet. For the avoidance of doubt it had been stipulated that this was a Freedom of Information request.

24/FGP/75

Budget Planning

75.1 Provisional Budgets for 2025/26 to 2028-29

The Chair and the Clerk set out the key assumptions (including Precept, staffing, interest, room bookings and capital projects) made in arriving at the current draft budget.

The projection for 2025/26 was currently a deficit of £33.8k (compared to a planning assumption when the 2024/25 budget was set that the deficit would be £53.5k).

For future years the projection was now that each year was in surplus.

The intention was to include the draft budgets as an item on the agenda for each committee meeting in January and submit the final budget for approval at the January Full Council meeting.

The Chairman thanked the Finance Manager for all her work on budget preparation.

75.2 Band D Equivalent Properties

WBC had not yet notified SPC of the figures for the Precept Calculation for 2024/26, therefore we included a planning assumption of 185 additional Band D equivalents from 2024/25 numbers as a cautious figure.

24/FGP/76

Land Issues

76.1 Land Registrations

There was nothing to report.

76.2 Ryeish Green playing fields and Deardon Field

There was nothing to report.

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

76.3 Provision of Community Space in the North of the Parish

Members of SPC had met with Reading Borough Councillors to discuss partnership working across the boundaries. RBC have been investing in the Whitely Wood Community Centre (between Whitley Wood Road and Lexington Gardens) and discussions considered how best this could be made more accessible to Shinfield residents.

There was also a discussion as how it may be possible to provide a capability in the north of the parish and whether WBC may be able to provide land in support of any initiative.

ACTION – Clerk and SPC to continue to discuss options with Reading Borough Councillors

76.4 Future of Ryeish Green Pavilion

The Clerk reported that he was continuing to chase 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

76.5 Parish Hall Lease

There was nothing to report.

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

76.6 Acquisition of Land

There was nothing further to report at the current time.

24/FGP/77 Live Project Teams

77.1 The Clerk provided an updated list of the live project teams.

Members **NOTED the report.**

24/FGP/78 Other Items

78.1 Microgeneration

The Clerk had met with Ian Gough from WBC on 20th November. Ian was very keen to help but was currently going through WBC's process as support for parish councils had not been done before. He had also included Gemma Plowright who is WBC's Commercialisation Manager.

ACTION – Clerk to contact relevant professional bodies to identify professional consultancy support for microgeneration within the council's estate

24/FGP/79 Proposed Revision to Meetings Schedule

79.1 The Clerk had circulated a proposal to reduce the number of formal council meetings during a year.

Members were keen to ensure that any changes did not reduce the level of effectiveness of the council or curtail contributions from members. The consensus was to ask each individual committee to consider the number of meetings required during the year.

ACTION – Clerk to add to the agenda of the Full Council meeting

24/FGP/80**Joint Meeting with University of Reading (UoR)**

- 80.1 SPC had met with the UoR on 4th December. The following items had been discussed:-
- High Copse
 - Floodlighting – permanent floodlighting was not permitted
 - Length of Lease - 60 years, with the right of renewal at the end of the 60 years
 - potential for covered storage area
 - UoR were unlikely to object to a rigid marquee style structure or similar
 - Pitches to the north of Bus Lane – currently no funding available. Planning permission was for 2 x 11 aside U13/14 pitches (82.5m by 50m) – Ideally these would be full sized i.e. 100.6mm by 64m)
 - SPC to develop a Sports Strategy
 - Freehold for School Green Centre - SPC would need to put forward a proposal which as a minimum would need to cover UoR purchase cost, legal costs & inflation and provide a covenant about future use
- 80.2 UoR proposed dates for next meeting

ACTION – Clerk to inform UoR that the preferred date would be 5th March at 17:30

24/FGP/81**Correspondence**

- 81.1 There were no items of correspondence

24/FGP/82**Date of Next Meeting**

- 82.1 Next meeting was scheduled for 19th February 2025.

The meeting ended at 21:23

List of Actions

24/FGP/70.2

24/FGP/62.4	Facilities Manager to create a Long-Term Maintenance plan for the Council estate	Facilities Manager
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24/FGP/62.5	Clerk to report back when a response was received from WBC regarding historic S106 funding for the parish	Clerk
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24/FGP/64.2	Clerk to continue to chase WBC for progress on the reciprocal leases for Ryeish Green playing fields and Deardon field	Clerk
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24/FGP/66.3	Clerk and Facilities Manager to procure agreement for the proposed locations (where they were not under direct SPC control) and arrange installation of defibrillators	Clerk and Facilities Manager
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24/FGP/76.2	Clerk to continue to chase WBC for progress on the reciprocal leases for Ryeish Green playing fields and Deardon	Clerk
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24/FGP/76.3	Clerk and SPC to continue to discuss options with Reading Borough Councillors	Clerk
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24/FGP/76.4	Clerk to establish the legal position regarding access rights to Ryeish Green Pavilion	Clerk
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24/FGP/76.5	Clerk to ensure the completion of the process to extinguish the Parish Hall lease	Clerk
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24/FGP/78.1	Clerk to contact relevant professional bodies to identify professional consultancy support for microgeneration within the council's estate	Clerk
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24/FGP/79.1	Clerk to add proposed revision to meetings schedule to the agenda of the Full Council meeting	Clerk
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24/FGP/80.2	Clerk to inform UoR that the preferred date would be 5 th March at 17:30	Clerk
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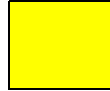
REMOTE ATTENDANCE

	Yes	No	Free Text
1 This asks if you are responding as an individual or a council so is N/A for this exercise			
2 Do you agree with the broad principle of granting local authorities powers to allow remote attendance at formal meetings?	X		
3 If you answered Yes to Question 2, do you think that there should be specific limitations on remote attendance? <i>Please tick all the options below that correspond with your view and use the free text box for any other comments.</i>			
a) Any formal meeting allowing remote attendance should have at least two thirds of members in physical attendance.	X		
b) Members should only be able to attend council meetings remotely in exceptional circumstances, such as those who are medically or physically unable to attend, or for reasons of local or national emergencies.	X		
c) There should be no limitations placed upon councils with regard to setting arrangements for remote attendance of council meetings, up to and including full remote attendance.		X	
d) Please add any other comments in the Free Text box			If permitted, limitatons are required. Exceptional circumstances must be determined to prevent remote attendance becoming routine.
4 This question applies when you are responding as an individual so is N/A for this exercise			
5 What proportion of the council’s current elected members are likely to seek to attend council meetings remotely over the course of a year? <i>Please tick which option you feel is most applicable to you - The Council response will be based on the overall replies received.</i>			
less than 10%	X		
more than 10% but less than 50%			
more than 50% but less than 90%			

Shinfield Parish Council's response on Consultation on Remote Attendance and Proxy Voting

Item 7.1
Full Council
December 2024

most of them 90% to 100%



Shinfield Parish Council's response on Consultation on Remote Attendance and Proxy Voting

Item 7.1
Full Council
December 2024

- 6 The government recognises that there may be cases in which it is necessary for councils to hold meetings fully remotely. Do you think there should be limitations placed on the number of fully remote meetings councils should be able to hold?

a) Councils should be able to allow full remote attendance at up to half of council meetings within a twelve-month calendar period.

b) Councils should only have the flexibility to change a meeting from in-person to online, or vice versa, due to unforeseen and exceptional circumstances.

c) Councils should not have the flexibility to conduct fully remote meetings to ensure there is always an in-person presence.

d) Please add any other comments in the Free Text box

	X
X	
	X

- There should be very specific circumstances for full remote meeting. Ideally there should be a defined national standard.

- 7 Do you think there are there any necessary procedural measures that would help to ensure a remote or hybrid attendance policy is workable and efficient?

Please tick all the options that correspond with your view and use the free text box for any other comments.

a) Councils should be required to publish a list of attendees joining the meeting remotely and give notice if a meeting is being held with full remote attendance.

b) Councils should be required to ensure that standard constitutional arrangements are followed for hybrid and fully remote meetings.

c) Councils should be required to make arrangements to ensure restricted items (where a council decision is taken in private to protect confidentiality) are managed appropriately and to require members to join from a private location.

d) Please add any other comments in the Free Text box

X	
X	
X	

Conditions for closed meetings to be clearly indicated in council papers.

- 8 Do you think legislative change to allow councillors to attend local authority meetings remotely should or should not be considered for the following reasons?

Tick all the statements below that apply to your point of view.

Should be considered because

It is a positive modernising measure.

X
X

It would likely increase the diversity of people willing and able to stand for election in their local area, making councils more representative of the communities they serve.

Shinfield Parish Council's response on Consultation on Remote Attendance and Proxy Voting

Item 7.1
Full Council
December 2024

Councils would be more resilient in the event of local or national emergencies which prevent in-person attendance.

X

d) Please add any other comments in the Free Text box

It would reduce commitment to the process if it is too easy to participate.

Should not be considered because

Councillors should be physically present at all formal meetings.

X

It could lead to a significant number of councillors habitually attending remotely and ultimately reduce the effectiveness of councils.

X

It would be more difficult for councillors to build personal working relationships with colleagues, and engage with members of the public in attendance at meetings.

X

d) Please add any other comments in the Free Text box

It would reduce commitment to the process if it is too easy to participate.

- 9 In your view, would allowing councillors to attend formal local authority meetings remotely according to their needs particularly benefit or disadvantage individuals with protected characteristics, for example those with disabilities or caring responsibilities?

Please tick an option below:

☒ It would benefit members

X

☐ It would disadvantage members

☐ Neither

d) Please add any other comments in the Free Text box

It would remove social elements of council meetings making the getting to know each other process fail, reduce commitment and potentially increase isolation.

PROXY VOTING

10 In addition to provisions allowing for remote attendance, do you consider that it would be helpful to introduce proxy voting?

Yes

No

Unsure

X

11 If you answered yes to Question 10, for which of the following reasons which may prohibit a member's participation in council meetings do you consider it would be appropriate?

Please select all that apply (if you tick the box you are saying this would be an appropriate reason to allow proxy voting):

☒ Physical or medical conditions

☐ caring responsibilities

☒ Parental leave or other responsibilities

d) Please add any other comments in the Free Text box

- This will reduce debate and proper governance decisions.
'-Proxy voting should only be possible via the chair or clerk with supporting email. Under no circumstances should it be via verbal assurance.

12 Are there circumstances in which you feel proxy voting would not be appropriate?

- The Council do not believe that proxy voting should be considered as it is important for individuals to be involved in conversation, and during conversation opinions can change and could complicate a proxy vote.
'- If a member or non-member with voting rights does not have a legitimate reason for not attending in person.
'- It would not be appropriate on any item where the information cannot be shared in advance since due consideration would not be possible. Such items should be identified in the agenda.

Shinfield Parish Council's response on Consultation on Remote Attendance and Proxy Voting

Item 7.1
Full Council
December 2024

- 13 If you think proxy voting is appropriate, are there any limitations you think should be placed upon it?

- Proxy voting should only be possible via the chair or clerk with a supporting email. All votes should be taken after a full debate. Under no circumstances should it be via verbal assurance.

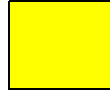
REMOTE ATTENDANCE

	Yes	No	Free Text
1 This asks if you are responding as an individual or a council so is N/A for this exercise			
2 Do you agree with the broad principle of granting local authorities powers to allow remote attendance at formal meetings?	9	1	
3 If you answered Yes to Question 2, do you think that there should be specific limitations on remote attendance? <i>Please tick all the options below that correspond with your view and use the free text box for any other comments.</i>			
a) Any formal meeting allowing remote attendance should have at least two thirds of members in physical attendance.	5	1	
b) Members should only be able to attend council meetings remotely in exceptional circumstances, such as those who are medically or physically unable to attend, or for reasons of local or national emergencies.	8	1	
c) There should be no limitations placed upon councils with regard to setting arrangements for remote attendance of council meetings, up to and including full remote attendance.	0	5	
d) Please add any other comments in the Free Text box			If permitted limitatons are required. Exceptional circumstances must be determined to prevent regular remote attendance.
4 This question applies when you are responding as an individual so is N/A for this exercise			
5 What proportion of the council’s current elected members are likely to seek to attend council meetings remotely over the course of a year? <i>Please tick which option you feel is most applicable to you - The Council response will be based on the overall replies received.</i>			
less than 10%	4		
more than 10% but less than 50%	3		
more than 50% but less than 90%	3		

Consolidated responses on Consultation on Remote Attendance and Proxy Voting

Item 7.1a
Full Council
December 2024

most of them 90% to 100%



Consolidated responses on Consultation on Remote Attendance and Proxy Voting

Item 7.1a
Full Council
December 2024

- 6 The government recognises that there may be cases in which it is necessary for councils to hold meetings fully remotely. Do you think there should be limitations placed on the number of fully remote meetings councils should be able to hold?

a) Councils should be able to allow full remote attendance at up to half of council meetings within a twelve-month calendar period.

b) Councils should only have the flexibility to change a meeting from in-person to online, or vice versa, due to unforeseen and exceptional circumstances.

c) Councils should not have the flexibility to conduct fully remote meetings to ensure there is always an in-person presence.

d) Please add any other comments in the Free Text box

	5
9	1
2	3

-Working parties should always be able to be held remotely, especially if held during working hours or at weekends rather than in a weekday evening.
'-Very specific circumstances for full remote meeting should be by statute or national emergency requirements.

- 7 Do you think there are there any necessary procedural measures that would help to ensure a remote or hybrid attendance policy is workable and efficient?

Please tick all the options that correspond with your view and use the free text box for any other comments.

a) Councils should be required to publish a list of attendees joining the meeting remotely and give notice if a meeting is being held with full remote attendance.

b) Councils should be required to ensure that standard constitutional arrangements are followed for hybrid and fully remote meetings.

c) Councils should be required to make arrangements to ensure restricted items (where a council decision is taken in private to protect confidentiality) are managed appropriately and to require members to join from a private location.

d) Please add any other comments in the Free Text box

7	1
9	1
8	1

Conditions for closed meetings to be clearly indicated in council papers.

- 8 Do you think legislative change to allow councillors to attend local authority meetings remotely should or should not be considered for the following reasons?

Tick all the statements below that apply to your point of view.

Should be considered because

It is a positive modernising measure.

7

Consolidated responses on Consultation on Remote Attendance and Proxy Voting

Item 7.1a
Full Council
December 2024

It would likely increase the diversity of people willing and able to stand for election in their local area, making councils more representative of the communities they serve.

6

Councils would be more resilient in the event of local or national emergencies which prevent in-person attendance.

8

d) Please add any other comments in the Free Text box

It would reduce commitment to the process if it is too easy to participate.

Should not be considered because

Councillors should be physically present at all formal meetings.

4

It could lead to a significant number of councillors habitually attending remotely and ultimately reduce the effectiveness of councils.

5

It would be more difficult for councillors to build personal working relationships with colleagues, and engage with members of the public in attendance at meetings.

4

d) Please add any other comments in the Free Text box

It would reduce commitment to the process if it is too easy to participate.

- 9 In your view, would allowing councillors to attend formal local authority meetings remotely according to their needs particularly benefit or disadvantage individuals with protected characteristics, for example those with disabilities or caring responsibilities?

Please tick an option below:

☒ It would benefit members

7

☐ It would disadvantage members

1

☐ Neither

2

d) Please add any other comments in the Free Text box

It would remove social elements of council meetings making the getting to know each other process fail, reduce commitment and potentially increase isolation.

PROXY VOTING

10 In addition to provisions allowing for remote attendance, do you consider that it would be helpful to introduce proxy voting?

Yes

2

No

5

Unsure

11 If you answered yes to Question 10, for which of the following reasons which may prohibit a member's participation in council meetings do you consider it would be appropriate?

Please select all that apply (if you tick the box you are saying this would be an appropriate reason to allow proxy voting):

☒ Physical or medical conditions

5

☐ Caring responsibilities

4

☒ Parental leave or other responsibilities

3

d) Please add any other comments in the Free Text box

- This will reduce debate and proper governance decisions.
'-Proxy voting should only be possible via the chair or clerk with supporting email. Under no circumstances should it be via verbal assurance (2 responses).

12 Are there circumstances in which you feel proxy voting would not be appropriate?

- Not appropriate at any time (2 responses).
'- I do not believe voting should be considered. It's important for individuals to be involved in conversation and during conversation. Opinions can change and could complicate a proxy vote.
'- If a member or non-member with voting rights does not have a legitimate reason for not attending in person.
'- It would not be appropriate on any item where the information cannot be shared in advance since due consideration would not be possible. Such items should be so identified in the agenda (2 responses).

Consolidated responses on Consultation on Remote Attendance and Proxy Voting

13 If you think proxy voting is appropriate, are there any limitations you think should be placed upon it?

- Proxy voting should only be possible via the chair or clerk with supporting email. Under no circumstances should it be via verbal assurance (2 responses).
'- All votes to be taken after a full debate.
'- Do not think appropriate.

Ref	Date Paid	Payee/Supplier	Amount Paid (inc VAT) £	Description
001	14/11/2024	Chargemaster	7.85	Fuel Card Fee - November
002	18/11/2024	Telefonika UK Ltd	257.51	Mobile Phones (7) November
003	18/11/2024	Everflow Utilities	453.73	Water December Est
004	18/11/2024	Alphabet (GB) Ltd	397.65	Rental Van - November
005	20/11/2024	Nest Pension Contributions	1,607.45	Pension Contributions - November
006	27/11/2024	Employees	24,740.57	November Net Pay
007	27/11/2024	Employee	151.56	Advance Pay (Started late) November
008	27/11/2024	British Gas Lite	31.13	Electricity October School Grn External
009	27/11/2024	British Gas Lite	927.79	Electricity October SGC - North
010	27/11/2024	British Gas Lite	62.56	Electricity October Millworth Pavilion
011	27/11/2024	British Gas Lite	721.31	Electricity October SGC - South
012	27/11/2024	British Gas Lite	496.07	Electricity October SWP
013	27/11/2024	British Gas Lite	265.14	Electricity October Manor Pavilion
014	28/11/2024	Nigel Jeffries Landscaping Ltd	1,038.00	Grass Cutting - Seasons Final
015	28/11/2024	Select Environmental Services	93.84	Commercial Bin SWP - October
016	28/11/2025	Select Environmental Services	9.83	Feminine Units - October SWP
017	28/11/2026	Select Environmental Services	82.27	Commercial Bin - Millworth - October
018	28/11/2027	Select Environmental Services	1,928.78	Litter Bins - October
019	28/11/2028	Select Environmental Services	56.77	Commercial Bin - Manor - October
020	28/11/2029	Select Environmental Services	601.83	Commercial Bins - SGC - October
021	28/11/2024	Lister Wilder	203.68	Motomix
022	28/11/2024	Air It Limited	400.49	Datto Cloud Back Up - November
023	28/11/2024	Air It Limited	1,342.91	Microsoft 365
024	28/11/2024	Air It Limited	53.03	Internet SGC - November
025	28/11/2024	Air It Limited	53.03	Internet SWP - November
026	28/11/2024	Air It Limited	1,355.74	Managed IT Support
027	28/11/2024	Air It Limited	297.22	Phones - SGC - November
028	28/11/2024	Air It Limited	34.22	Phones - Pre School November
029	28/11/2024	Air It Limited	49.39	Phones - Car Service November
030	28/11/2024	A1 Locksmiths (Berkshire) Ltd	106.00	2 X Master Comb Locks Small
031	28/11/2024	Ricoh UK Ltd	529.86	Rent (£136) & Copies - 3 mths
032	28/11/2024	Arthur J Gallagher Insurance	2,960.80	Additional Cover High Copse - 11 mths
033	28/11/2024	Imagin Products Ltd	23.46	ID Badge S Ali
034	28/11/2024	W J Hatt Ltd	202.50	Investigate Leak - Clares Grn Allotments
035	28/11/2024	Absolute Brilliance Cleaning Ltd	5,611.88	Cleaning SGC - October
036	28/11/2024	Absolute Brilliance Cleaning Ltd	1,926.18	Cleaning SWP - October
037	28/11/2024	Absolute Brilliance Cleaning Ltd	525.62	Cleaning Manor - October
038	28/11/2024	Hampshire Association of Paris	70.80	No Show Cllr Training
039	28/11/2024	Kreatif Design Ltd	59.99	Web Hosting SPC - November
040	28/11/2024	Deycare Domiciliary Ltd	1,410.00	8 Fund Days (May - Nov)
041	28/11/2024	Reed Specialist Recruitment	12,096.86	Recruitment Fee - Shams Ali
042	28/11/2024	Multiple	300.00	Return Deposit
043	28/11/2024	Councillor	18.00	Mileage AWE Liaison
044	28/11/2024	Grazeley Village Hall	260.00	Grant Xmas Tree
045	02/12/2024	Wokingham Borough Council	1,223.00	B Rates 1/10th December - SGC
046	02/12/2024	Wokingham Borough Council	216.00	B Rates December 1/10th - Manor
047	02/12/2024	Wokingham Borough Council	89.00	B Rates December 1/10th - Ryeish
048	02/12/2024	Wokingham Borough Council	42.00	B Rates 1/10th December - Millworth
049	02/12/2024	Wokingham Borough Council	157.00	B Rates 1/10th December - SWP
050	03/12/2024	Portable Offices	8,763.36	Toilet Block for Tennis Club - Stage Payment
051	03/12/2024	Breakthrough Communications Ltd	1,074.00	Community Engagement Jan 2025
052	03/12/2024	Filmbankmedia	655.20	Public Screening Licences

053	09/12/2024	Pink Frog Events	<u>120.00</u>	Youth Club Disco 6th November
		Total	<u>76,162.86</u>	

Ref	Date Paid	Supplier	Amount Paid	Description
001	01/11/2024	Amazon EU	14.99	DVD for Cinema
002	01/11/2024	Amazon EU	39.97	DVD for Cinema
003	01/11/2024	Spirit Entertainment	11.99	DVD for Cinema
004	01/11/2024	TX3 Media	12.42	DVD for Cinema
005	01/11/2024	Global Buyer	33.74	Community Planning Handbook - Reference for Office
006	02/11/2024	KMD Correct Ltd	5.99	DVD for Cinema
007	02/11/2024	Wotleez Ltd	7.44	DVD for Cinema
008	02/11/2024	Amazon EU	7.99	DVD for Cinema
009	04/11/2024	Buzz Catering	25.73	Dishwasher Fluid & Rinse for Spencers Wood Pavilion
010	04/11/2024	Miller Rock Limited	14.07	DVD for Cinema
011	05/11/2024	Joyin UK Corp Ltd	16.92	Glow Sticks
012	06/11/2024	Empowering YOu	39.22	Course Deputy Clerk
013	07/11/2024	The Card Networks	77.92	Key Fobs - SWP
014	07/11/2024	Costco	98.07	Catering for Cinema Opening
015	08/11/2024	Cooperative	15.60	Food for Youth Club
016	08/11/2024	Coop	8.25	Milk Remembrance Sunday - Public Refreshments
017	08/11/2024	Mailchimp	42.17	Mailchimp - Distribution of Newsletter
018	09/11/2024	Warings Bakery	7.16	Staff Refreshments Remembrance Sunday
019	09/11/2024	Marks & Spencer	18.60	Staff Refreshments Remembrance Sunday
020	09/11/2024	Asda	9.35	Liquid Soap for School Green Kitchens
021	11/11/2024	Rocket Lawyer	4.99	Legal Services for Drafting agreements
022	11/11/2024	Amazon EU	6.40	DVD for Cinema
023	12/11/2024	Adobe	56.98	Creative Cloud - Software
024	12/11/2024	Amazon EU	3.48	DVD for Cinema
025	13/11/2024	Robert Dyas	17.27	Cleaning Products - School Green Centre
026	13/11/2024	Waitrose	12.05	Office Refreshments
027	13/11/2024	Wokingham Borough Council	1.10	Car Park Charge - Banking
028	14/11/2024	Safe Fire Direct	10.08	Spare Keys for Fire Panels - SGC
029	18/11/2024	Amazon EU	37.97	Beads for Crafts - Youth Club
030	18/11/2024	St Johns Ambulance	750.00	IOSH Training - S Ali
031	18/11/2024	AO. Com	125.00	Kitchen Equipment High Copse
032	19/11/2024	Festive Lights	531.85	Lights for Screen (School Green)
033	20/11/2024	Sainsburys	72.75	Tuck Shop Purchases - Youth Club
034	27/11/2024	Amazon EU	60.80	Crafts for Xmas Decs - Youth Club
035	29/11/2024	Castle Water	1,951.15	Deardon Allotments
036	29/11/2024	Festive Lights	75.98	Transformer for Christmas Lighting
Total			4,225.44	

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

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