

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 24th January 2024 at the School Green Centre, commencing at 19.00 with a presentation and discussion with the Natural History Museum and University of Reading



Bruce Winton, Parish Clerk
18th January 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
- 1.2 Presentation and discussion with Natural History Museum and University of Reading

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 Meeting held on 20th December 2023

- 3.1 To **APPROVE** the minutes of the Full Council meeting held on 20th December 2023* as a correct record of the meeting
- 3.2 To **RECEIVE** information on matters arising

4. Reports Borough Councillors

- 4.1 To **RECEIVE** reports from the Borough Councillors*
- 4.2 To raise any questions to WBC via the Borough Councillors

5. Reports from Committees and associated Working Parties

- 5.1 To **NOTE** the draft minutes of the Facilities Committee dated 3rd January 2024* and update from the Vice-Chairman of the Committee including updates from:
 - Sports Working Party
 - School Green Working Party
 - Café Working Party
- 5.2 To **NOTE** an update from the Events Working Party
(The Arts, Culture and Events Committee dated 4th January 2024 was cancelled)
- 5.3 To **NOTE** the draft minutes of the Planning & Highways Committee dated

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

*** indicates papers to follow*

6th December 2023* and update from the Chairman of the Committee including updates from:

➤ Traffic Working Party

- 5.4 To **NOTE** the draft minutes of the Children and Young Adults Committee dated 18th January 2024* and update from the Chairman of the Committee including updates from:

➤ Education Working Party

- 5.5 To **RECEIVE** and **APPROVE** the Terms of Reference* for the Children and Young Adults Committee
- 5.6 To **RECEIVE** and **CONSIDER** an update from the Engagement Working Party
- 5.7 To **RECEIVE** a verbal report from the Chairman
- 5.8 To **RECEIVE** reports from outside bodies

6. Budgets for 2024/245

- 6.1 To **RECEIVE** and **CONSIDER** the proposed budget recommendation for 2024/2025 as considered by the Finance & General Purposes Committee on 13th December 2023*
- 6.2 To **RECEIVE** and **CONSIDER** the proposed Precept recommendation for 2024/2025 as considered by the Finance & General Purposes Committee on 13th December 2023*

7. Land issues

- 7.1 To **RECEIVE** and **NOTE** a verbal update from the Clerk on a potential lease of Ryeish Green playing fields
- 7.2 To **RECEIVE** and **CONSIDER** a verbal update from the Clerk on the options for establishing a presence in the north of the parish
- 7.3 To **RECEIVE** and **NOTE** a verbal update on the completion of the unfinished footpath on Hyde End Lane

8. Shinfield Screening Facility

- 8.1 To **RECEIVE** and **CONSIDER** an update from the Chairman

9. Council Meetings

- 9.1 To **RECEIVE** and **NOTE** a summary of meetings in 2023*
- 9.2 To **RECEIVE** and **NOTE** the timetable of meetings for 2024/25*

10. Correspondence

- 10.1 To **RECEIVE** and **NOTE** a request for nominations for Foundation Governors at Shinfield St Mary's School*

11. Invoices for Payment

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

12. Dates of Next Meeting

- 12.1 The date of the next Full Council Meeting will be Wednesday 28th February 2024

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

*** indicates papers to follow*

Minutes of a meeting of Full Council
Held on Wednesday, 20th December 2023
At School Green Centre commencing at 19:30

Present: Cllrs Clarke, Fernandes, Grimes (Chairman), Hoyle, , James, Johnson, Jones, Lias, Matic, Montgomery, Peer and Tatla

Attending: BCllrs Glover and Rance
B Winton (Clerk), S Herring (Deputy Clerk)
3 members of the public

23/156 Public Questions

156.1 A member of the public raised concerns over the following issues:-

- Closed portion of Hyde End Lane between Croft Road junction and Fullbrook Avenue. He had raised this point with WBC in early 2021 resulting in WBC installing a 'nonsensical' barrier on one spur of Hyde End Lane at the Croft Road junction. After reporting again on three occasions in 2022 bollards were installed that prevented vehicle use of the road. WBC then proceeded to paint white lines at the Croft Road junction and added some 'cosmetic bollards'.
- No road signage was visible near to the junction to inform motorists that the road was closed to motor vehicles or to indicate what was permitted use on this stretch of road.
- He was concerned that horses were now using this road as a bridleway and leaving excrement on the road, dog walkers were leaving 'poo' bags and vehicles were mounting the pavement, all of which was degrading the area.
- The 'Brambles' footpath had been surfaced, dug up and resurfaced without any obvious reason, however, it had not been surfaced at all leading towards the Basingstoke Road. This stretch was extremely muddy when it rained. A similar issue was on the footpath leading down towards Oakbank School from Deardon Field.
- There was an increase in the use of cannabis in the area.
- The member of public had called into the School Green Centre to report these issues and was dissatisfied that nobody could answer his queries in a timely manner.

The gentleman felt that public funds were being misused by spending money in unnecessary areas and not on important issues.

Members advised the member of public that they had raised some of the same concerns with WBC and had been in discussion with them for over three years.

Details could be found in the Shinfield Parish Council minutes that were published on their website.

ACTION –

- The Clerk would investigate the issues the gentleman raised and would keep him informed of any updates.
- The complaint regarding staff at the School Green Centre will be addressed by the Staffing Committee.

23/157 Apologies and declarations of Members' Interest

- 157.1 Apologies had been received from Cllrs Boyer, Jahromi and Masseron
- 157.2 There were no declarations of interest
- 157.3 There were no changes to members' declarations of pecuniary interests

23/158 Minutes of the Meeting held on 25th October 2023 and 22nd November 2023

- 158.1 The confidential minutes of the meeting held on 25th October 2023 were approved and signed by the Chairman as a correct record following the correction identified at the previous meeting

Proposed: Cllr Lias
Seconded: Cllr Tatla
Approved: Unanimously

- 158.2 The minutes of the Meeting held on 22nd November 2023 were approved and signed by the Chairman as a correct record

Proposed: Cllr Peer
Seconded: Cllr Montgomery
Approved: Unanimously

- 158.3 **The following matters arising were discussed:**

- 23/145.1 Clerk to seek confirmation from WBC regarding the exact proposals in respect of the Lunch Club at Spring Gardens

This was on the agenda

- 23/146.9 Clerk to draft a formal process for the co-option of councillors for consideration by Full Council

The Clerk advised that he would bring this forward in the New Year

ACTION – Clerk to draft the process for co-option of councillors

- 23/147 BCllr Gray to check the predicted number for inward migration
- 23/134.1

ACTON – Clerk to contact BCllr Gray regarding the predicted numbers for inward migration

- 23/147 Clerk to arrange to visit Oakbank School and The Forest School
23/134.2 The Clerk advised that he would arrange these visits in the New Year
- ACTION – Clerk to arrange to visit Oakbank School and The Forest School**
- 23/147 Clerk to communicate the proposed changes to residents for Polling Stations
23/140.1 within the parish
- The Clerk advised that he had not included this in the December newsletter due to the volume of other items and would include it in the January edition
- ACTION – Clerk to communicate the proposed changes to polling stations to residents**
- 23/147 Clerk to submit the amended confidential minutes held on 25th October at the
23/147.3 next Full Council meeting
- This had been covered earlier in the meeting
- 23/149.3 Clerk to draft a response to WBC requesting an answer to the various requests for traffic improvements in the Parish
- The Clerk had drafted a response which members of the traffic working party had agreed to. As yet no response or acknowledgement had been received from any of the recipients at WBC.
- ACTION – Clerk to chase WBC for a formal response and copy in the BCllrs**
- 23/149.4 Terms of Reference for the Children and Young Adults Committee to be submitted to Full Council when available
- These would be submitted after the next meeting of Children and Young Adults Committee which was scheduled for Thursday 18th January.
- 23/150.1 Clerk to draft lease for Ryeish Green playing fields and circulate to members
- This was on the agenda
- 23/150.2 Clerk to continue to investigate possibilities for Shinfield North
- This was on the agenda
- 23/150.3 Clerk to report on any progress regarding the temporary footpath on Hyde End Lane
- This was on the agenda
- 23/150.4 Clerk to add the Ryeish Green Pavilion to the next Full Council Meeting and include detailed costings with the papers for the meeting
- This was on the agenda

23/152.2 Clerk to inform Grazeley Village Memorial Hall about the grant decision

This had been done

23/152.2 Clerk to make payment of £8,500 to Grazeley Village memorial hall upon receipt of the information requested

The Clerk advised that he was still awaiting the requested information

ACTION – Clerk to follow up with Grazeley Village Memorial Hall

23/152.3 Clerk to inform St Mary's Church about the grant decision

This had been done and the church were grateful for the award.

23/152.3 Clerk to make payment of £7,902 to St Mary's Church

This would be carried out when the additional information had been received.

ACTION – Clerk to follow up with St Mary's Church

23/152.4 Clerk to respond to inform Shinfield Players Trust about the grant application

This had been done and gratefully accepted by the Shinfield Players. who had confirmed that they would carry an acknowledgement of the grant in their programmes for 2024.

23/152.4 Clerk to make payment of £20,000 to Shinfield Players Trust subject to receipt of the information requested

ACTION – Clerk to arrange payment to Shinfield Players Trust in January 2024

23/152.4 Clerk to request that recognition is received for awarding the grant to the Shinfield Players Trust

Shinfield Players had confirmed that they would carry an acknowledgement of the grant in their programmes for 2024.

23/159 Reports from Borough Councillors

159.1 Members NOTED the written reports from Borough Councillors Glover, Munro and Rance

159.2 It was suggested that:-

- The issue relating to the naming of the spur off Basingstoke Road as a 'service road' be referred to the Planning and Highways Committee meeting in January 2024.
- The issue of waste bins be referred to the Facilities Committee.
- Cllr Peer had enquired about the 'Customer, Community and Partnership Team' that had been announced early in 2023. BCllr Glover had reported that Jackie Whitney, who would be leading the team, was keen to improve relationships with parish and town councils and would be interested to hear of specific failures in communication.

- WBC had acknowledged that an additional seven classes were required across the borough's schools. Money would be directed to Bohunt School, however, members were concerned that this was being directed to just one academy. This would be referred to the Education Working Party.

ACTION –

- Clerk to add 'Service Road' on Basingstoke Road to the Planning and Highways Committee meeting in January 2024
- Clerk to add 'waste bins' to the Facilities Committee meeting in February 2024
- Clerk to raise the issue of funding to Bohunt School for the creation of additional classes at the next Education Working Party

20:14 BCllr Rance left the meeting

23/160

Reports from Committees and associated working Parties

160.1 Minutes of the Facilities Committee 29th November 2023

Cllr Clarke reported that -

- Work would start on the High Copse Pavilion in January 2024. Following a question by Cllr Hoyle, it was expected that Shinfield Parish Council would manage the new pavilion once it has been completed and it was anticipated to be a financially viable resource.
- The committee had agreed to honour bookings by the existing hirers of the Spencers Wood Pavilion Community Room.

Members notes the minutes of Facilities Committee

Sports Working Party

Following a meeting with Wokingham Borough Council (WBC), the working party may need to reconfigure some of the proposed elements of Millworth Lane recreation ground.

School Green Working Party

The bollards for the School Green had been installed. It was confirmed that vehicle access was still available to enable the fairground and other pre-booked organisations to operate events on the green. The planning application was being prepared for the installation of the screening.

Café Working Party

The Clerk reported that fourteen expressions of interest has been received, five were from existing caterers and hospitality providers. An advertisement would be placed in 'Wokingham Today' requesting expressions of interest.

160.2 **Minutes of the Arts, Culture and Events Committee 30th November 2023**

Cllr Tatla reported that -

- Charlotte Haitham Taylor, Chair of Arts4Wokingham attended the meeting. She had much experience in public art installations and experience of raising funds. The working party will be creating a design brief with input from Arts4Wokingham.
- The Festive Fayre and Rockin' Around the Christmas Tree had a good attendance and was very successful. Cllr Johnson had provided some excellent ariel shots of the occasion.
- Cllr Johnson suggested that the trees on the green be covered with lights for next year. This would be considered by the Committee.

Members **NOTED** the minutes of the Arts, Culture and Events Committee meeting held on 30th November 2023.

Events Working Party

- Events Working Party continued to work on the Arts Exhibition for October/November 2024

160.3 **Minutes of the Planning & Highways Committee 6th December 2023**

Cllr Peer reported that there was concern over planning applications for new builds within the Designated Emergency Planning Zone (DEPZ). The committee were waiting to hear the outcome of the court case relating to the 'The Hollies' in Burghfield and judgement was believed to be imminent. The Clerk had requested an extension to the deadline for PA233038 for the development of 148 properties and this would be discussed at the committee meeting in January 2024.

Members **NOTED** the minutes of the Planning and Highways Committee meeting held on 6th December 2023

Traffic Working Party

There was no further update

160.4 **Minutes of the Finance and General Purposes Committee 13th December 2023**

Cllr James reported that a detailed five-year plan had been prepared. The current year forecast was for a surplus, there was a balanced budget for 2024/25 followed by two years of predicted deficits after which time the budget would return to surplus. This was due to the fact that income from the redevelopment of Millworth Lane and High Copse would lag behind any necessary expenditure. The detailed budgets would be submitted to Full Council in January 2024 for approval.

Members **NOTED** the minutes of the Finance and General Purposes Committee meeting held on 13th December 2023

160.5 **Chairman's Report**

Cllr Grimes reported that he had turned on the Christmas tree lights on the School Green and at Spencers Wood, both of which had been successful evenings.

160.6 **Reports from Outside Bodies**

There were no reports from outside bodies.

23/161

Land Issues

161.1 Ryeish Green playing fields

The Clerk apologised for not distributing the draft terms of the lease before proposing to WBC. The proposal he had sent was based on replicating the terms of the lease which had now expired for the land at Deardon Way.

ACTION – Clerk to ask Craig Hoggeth, WBC what was WBC's governance on procuring land?

161.2 Community Space in the north of the parish

The Clerk advised that he was continuing to explore potential options. It had been suggested that he explore the possibility of a community space at the ECMWF site when that was redeveloped. WBC had advised that

“as the site is owned by effectively the government, any land disposal will need go through an asset review. This process is unlikely to start until the site is broadly vacated or the work to relocate the facility is well underway. Generally speaking, we have not had any significant input into this process where it has been undertaken in the past and effectively it goes in a silo. Having said that, it would most likely be promoted for housing and be subject to all the normal planning considerations if an application was made.

....generally speaking, it takes a fair bit of time for any site to be disposed of via the asset review process. If a house builder were to take on the site, as it is within the settlement area, the appetite for community use may not be significant as they would not need to demonstrate special circumstances that they may otherwise need to within the countryside. We can however always ask but I suspect they will want to get best value.”

At the last Finance & General Purposes Committee meeting the Clerk had proposed a bus conversion which would provide a facility that could move around the parish as required, act as a centre for youth activities and support community events. The Finance and General Purposes Committee had asked for this option to be explored further.

ACTION – Clerk to explore further and report back in the new year

161.3 Unfinished Footpath on Hyde End Lane

BCllr Glover had received an update from Alan Lewis, Highways Development Manager, Wokingham Borough Council

‘I met Taylor Wimpey last week on a range of issues. In terms of Hyde End Lane, they are content with the approach; but, because of the on-going liability for any trips/falls, they want to make a legal deed to dedicate that part of the land to WBC and relocate the fence – and they want these costs to form part of their contribution. I indicated that provisionally that would be reasonable, but SPC have indicated a maximum value; WBC has a very limited budget (from Safe Routes to School funds); so, these still need to fit with the collective allowances that are potentially available . . . I have verified the cost of the works and Volker Highways are ready to undertake the works, once the above is sorted.’

161.4 Ryeish Green Pavilion

The Clerk advised that as requested costings had been obtained from BDS Surveyors for the potential refurbishment of the pavilion. The two scenarios had resulted in very similar levels of cost in the region of £440,000. The Finance and General Purposes Committee considered these costs too expensive and could not therefore recommend proceeding with a refurbishment of the pavilion.

The Finance and General Purposes Committee had voted on a 5-0 basis (with one abstention) to recommend a sale of the pavilion. At a meeting with WBC on Thursday 14th December to discuss a range of sports related issues WBC had raised their concerns about any potential change of use of the pavilion. They also raised concerns regarding the access arrangements on the road to the pavilion.

Cllr Clarke reiterated the point that access to the sports pitches for emergency vehicles was required via the lane to the Ryeish Green Pavilion.

The Clerk reported that the ongoing costs for the pavilion, without any refurbishment or use, was approximately £1,300 per year and he anticipated that this would increase as the building became more dilapidated.

Members agreed that this should be referred back to the Finance and General Purposes Committee to formulate clarification on planning status, including the issue of the access road.

ACTION – Clerk to investigate the planning status for the Ryeish Green Pavilion

23/162

Shinfield Screening Facility

- 162.1 Shinfield Studios Limited (SSL) had submitted a proposal for a community screening room that set out the agreement between SSL and Shinfield Parish Council (SPC). SSL had requested this be signed by Cllr Grimes as Chairman of the Parish to show that SPC were committed to the project, after which they would apply for the Deed of Variation to S106.

The Clerk and Facilities Manager had discussed the proposed agreement with solicitors (The Head Partnership) who had advised not to specify the upper limit of legal costs which were not possible to establish at this stage. They also advised that the legal agreement would need to specify software updates (including how SPC keep the system up to date at SSL costs), any provision for increase in insurance provision, costs for future maintenance, and provision to ensure support continues in the event that there is any change of ownership of the studios.

Members agreed that Cllr Grimes sign the proposal with the suggested amendment.

Proposed - Cllr Peer
Seconded - Cllr Tatla
Approved - Unanimously

ACTION – Cllr Grimes to sign the proposal with SSL

23/163

Football

163.1 Cllr Clarke reported that he had held a meeting with Shinfield Rangers and Spencers Wood Football Clubs to discuss the amount of expected growth in the sport (notes of the meeting had previously been circulated). Currently there were 3 or 4 enquiries a week from ages 4 to 17 and currently they can only offer training. Potentially two new men's teams will be created in the new year.

Current facilities were not suitable for training in the winter as the pitches become waterlogged due to inadequate drainage. Some of the drains are clogged with tree debris and rubbish, making the pitches dangerous. This is something that WBC is duty bound to clear. Cllr Clarke raised the issue of the drainage on the two new football pitches on Hyde End Lane and has been assured that this will be done. Concern was raised that this should have been installed prior to the topsoil being laid.

Exploratory discussions with the Football Association would begin to see if there was any funding available.

Members felt that if WBC did not act to rectify these problems the only alternative would be to involve the press.

Many issues that need the input of WBC have not been addressed. Members requested that the Clerk documents all such requests and forward them to the BCllrs to follow up with the new 'Customer, Community and Partnership Team'. WBC should be asked to respond within 21 days so these can be followed up at the next Full Council meeting. If no response is received, then SPC should consider involving the press.

ACTION – Clerk to document all requests for information to WBC, forward these to the BCllrs and WBC with a deadline for response.

23/164 Correspondence

164.1 Spring Gardens Lunch Club

Following the previous meeting members felt that there should be a formal committee that manages this club. This should include representatives from WBC, SPC, the lunch club and residents of Spring Gardens. BCllr Glover agreed to instigate a meeting.

ACTION – BCllr Glover to instigate a meeting between the relevant bodies relating to the Spring Gardens Lunch Club

23/165 Invoices for Payment

165.1 Members **NOTED** the following payments: -

- Payments made within the Clerk's financial delegation
- Payments made on Barclaycard within the Clerk's financial delegation

165.2 Payments outside the Clerk's financial delegation

The following payments were due to be made outside of the Clerk's delegation.

WJ Hatt Limited - £8,133.60 Improvements to Allotments Infrastructure (pipework and troughs) at Clares Green
(Finance and General Purposes Committee, December 2022 – 22/FGP/44.4)

GW Shelter Solutions Ltd - £9,000.72 for replacement bus shelter
(Finance and General Purposes Committee, September 2023 – 23/FGP/52)

M & D Services - £18,900 for replacement of bollards on School Green
(Facilities Committee, November 2023 – 23/FC/73)

Proposed: Cllr Tatla
Seconded: Cllr Montgomery
Approved: Unanimously

23/166 Date of Next Meeting

166.1 The date of the next meeting was Wednesday, 24th January 2023

Meeting ended at 21:57

List of Actions

23/156.1	The Clerk would investigate the issues the gentleman raised and would keep him informed of any updates	Clerk
23/156.1	The complaint regarding staff at the School Green Centre would be addressed by the Staffing Committee	Staffing Committee
23/158.3 23/146.9	Clerk to draft the process for co-option of councillors	Clerk
23/158.3 23/147	Clerk to contact BCllr Gray regarding the predicted numbers for inward migration	Clerk
23/158.3 23/147	Clerk to arrange to visit Oakbank School and The Forest School	Clerk
23/158.3 23/147	Clerk to communicate the proposed changes to polling stations to residents	Clerk
23/158.3 23/149.3	Clerk to chase WBC for a formal response to his requests for traffic improvements in the Parish, and to copy in BCllrs	Clerk
23/158.3 23/152.2	Clerk to follow up with Grazeley Village Memorial Hall on requested information in relation to their capital grant	Clerk
23/158.3 23/152.3	Clerk to follow up with St Mary's Church on requested information in relation to their capital grant	Clerk
23/158.3 23/152.4	Clerk to arrangement payment of £20,000 to Shinfield Players Trust in January 2024	Clerk
23/159.2	Clerk to add 'Service Road' on Basingstoke Road to the Planning and Highways Committee meeting in January 2024	Clerk
23/159.2	Clerk to add 'waste bins' to the Facilities Committee meeting in February 2024	Clerk
23/159.2	Clerk to raise the issue of funding to Bohunt School for the creation of additional classes at the next Education Working Party	Clerk
23/161.1	Clerk to ask Craig Hoggeth, WBC what was WBC's governance on procuring land	Clerk
23/161.2	Clerk to explore the option of a bus conversion further and report back in the new year	Clerk
23/161.4	Clerk to investigate the planning status for the Ryeish Green Pavilion	Clerk
23/162.1	Cllr Grimes to sign the proposal with Shinfield Studios Limited	Cllr Grimes
23/163.1	Clerk to document all requests for information to WBC, forward these to the BCllrs and WBC with a deadline for response	Clerk
23/164.1	BCllr Glover to instigate a meeting between the relevant bodies relating to the Spring Gardens Lunch Club	BCllr Glover

Borough Councillor Reports

Councillor Glover

I attended the Overview and Scrutiny Management Committee where we had a presentation by Thames Water. Apparently they are going to close the Three Mile Cross sewage works. And we scrutinized the Q2 Corporate Performance Report and the Affordable Housing Strategy.

Continuing issues

'Unfinished footpath' parallel with Hyde End Lane

Alan Lewis updated me on 11 Jan 2024:

Updated construction cost estimate; told contractor order is provisionally approved and asked they be ready to build asap; Taylor Wimpey want WBC to take over control of land, via a legal deed of dedication – which is slowing us down; TW have indicated the legal costs are thereabouts or more than their share of the path; We're working on the premise TW pay for legal deed and WBC/SPC split the cost (so it is likely to be c. £4-5k each).

New issues

22 December 2023. A resident wrote to BCllrs about a pothole near the turning to the Scout Hut on Hyde End Road. WBC Highways told me that the

damage is caused by the Thames Water service cover and as such Thames Water's responsibility to repair. To ensure that this happens, the Inspector has issued a notice to Thames Water under Section 81 of the New Roads and Streetworks Act 1991. The defect itself would not be considered high risk, however, so I am afraid that there is not statutory timescale in which Thames Water must respond. That being said, however, we do not want the defect to become worse so we will be liaising with them to ensure that the repair is carried out in a timely fashion. The formal notice was raised to Thames Water on the 12th December following a complaint from a different customer that did come directly to Streetworks.

To minimise the chances of ownership confusion occurring again in the future, I will circulate some useful training notes amongst the Highways Alliance to reiterate when a defect is the responsibility of a third party and therefore should be passed to the Streetworks team to investigate and action.

22 December 2023.

I finally had an answer to my question to the Natural History Museum about whether they were planning an education centre at the Science Park:

[an education] hub was raised in discussion [when BCllrs visited NHM] but I don't believe we presented on it as a proposal as it's not in our scope of what we are developing. We don't see this as a limitation to the benefit we can bring to the local community however, including to young people in the area.

Whilst the building at TVSP will not be open access to the public, we are keen to share the wonder of nature with the local community in and around Shinfield. We are in the early stages of exploring what we and the University of Reading can offer through our

partnership. The NHM does a lot of work nationally to encourage young people to pursue STEM subjects and careers and is involved in many partnerships providing a range of volunteering opportunities. We also want to make the most of the natural surroundings at TVSP which could involve a range of activities designed to engage the community with biodiversity around the site and in the local area.

23 December 2023

Resident of Kybes Lane asked for a report on what WBC were doing about flooding at the bottom of Kybes Lane. Subsequently this flooding, caused by a ditch unable to drain onto Englefield Estates land, has been alleviated by Highways and the landowner (12 January 2024). This left the ditch itself needing to be cleared and I am not sure whether this has been done or not.

1 January 2024

Resident of Hyde End Lane, well known to this council, brought the flooding in that lane to my attention again and he and I spent a couple of hours with the jetting team, while they tried to clear it. The manholes associated with the blocked gullies had become completely overgrown and buried, and I believe that one of the four still is yet to be discovered. This made jetting rather difficult but it should be much easier in the future.

The team then went off to the junction of Basingstoke Rd and Beech Hill Rd to clear a gully there, which had been reported by me, and had resulted in flooding to front gardens on the east side of Basingstoke Rd.

3 January 2024

I was very pleased to hear that fencing works have been completed around the grass adjacent to Clements Close, to prevent cars being parked on it.

3 January 2024

Kybes Lane again: a small rotten tree prevented the bin lorry from collecting waste from residents, and an extra collection was arranged for and made.

8 January 2024

Kybes Lane was closed at the top end due to flooding. I received a reply from Ray Drabble, to the effect that

‘This is partly owing to the condition of Foudry Brook and the EA policy of not improving flow significantly in the same as it will result in more rapid drainage and therefore flood risk downstream where a greater number of properties will be affected. As we know the catchment does drain albeit slowly as river levels begin to subside.

However... the present depth of water at the north end of Kybes Lane is partly the consequence of inability of the water to drain away because the grips have not been cut! ... there are 51 grips in Kybes Lane. This demonstrates the point we made earlier in the autumn about why this work is necessary throughout the autumn and winter. I will be escalating this through the WHA process. In the meantime, it is well within VH capability to get a team out and cut these grips cut in Kybes Lane (50m less of the 5000m of coverage required by our order).

As a result, the work to cut the grips has been scheduled.

9 January 2024

I reported broken road name signs in Croft Gardens, but this is not adopted highway so it was passed on to the 'highway adoption team for them to get rectified during the adoption process' (I'm not sure whether these roads will ever be adopted).

10 January 2024

And Kybes Lane again: 'A Sainsburys van slid on ice into the ditch nr Farrow Barn.' This was two days before the work was done by the landowner to allow the ditch to clear.

9 January 2024

News of the Richborough land promotion of a development at Body's Farm broke. For those who haven't seen it, all it says is:

Richborough is pleased to have entered into a promotion agreement with a landowner to bring forward a residential scheme in Spencers Wood, Reading, Berkshire.

The 95 acre parcel of land off has the potential to deliver up to 500 new homes, including affordable housing, a school, Suitable Alternative Natural Green Space and other community facilities.

On Monday 15 Jan, I set up a Facebook group, [Spencers Wood Residents Against Over-Development!](#) which over 200 people had joined by the end of the day, now up to 268.

Meanwhile, the Trowes Lane, Swallowfield, Development of 81 houses had planning permission refused by the Planning Committee, despite officers having recommended approval, on grounds of unsustainability.

Councillor Gray

Councillor Johnson

Councillor Munro

Continue to push for speed limit changes in Beech Hill Road and other traffic safety measures in Spencers Wood.

Councillor Rance

Happy New Year!

In December report I, along with Catherine Glover and Chris Johnson, mentioned an unhappy resident whose concern was that Basingstoke Road now had "Service Road" printed underneath. Many residents maintained they had not been consulted. WBC is the responsible authority for providing street naming and numbering, Section 17-19 Public Health Act 1925. Apparently, Highways should consult all residents impacted by a potential change. All comments are considered. All residents must be in favour of change. I did email the said resident several times as I know did Catherine and Chris, but he has gone silent, so "Service Road" remains.

14.12.23 Contacted Taylor Wimpey about the street light at Bays only it's not Bays, it's actually Cobham (where it meets Bays) so bit of confusion when workers were sent out. All quickly rectified. Steps below the light, leading to Hyde End Lane needed repointing, as a resident stumbled on the

loose paving stones. This has been done, and the light allegedly being fixed 8th January, but I have checked and it is not lighting up.

Also had a lovely email from the Lunch Club, thanking me for all my support over the past couple of months, and for helping serve the vegetables and gravy at the Christmas meal.

15.12.23 WBC answered my query about the 20 yards of equipment placed along Basingstoke Road, behind barriers, saying Thames Water had a permit and should be cleared by a certain date. One of the residents actually text me to confirm it had all been removed.

15.12.23 Heard from Planning Officer re a query I had made **18 months ago**, when I noticed a resident had cut down Council hedgerow alongside his garden, and put in a large gate atop a slope (which would have made it very difficult for anyone to go in and out). Enforcement have been involved, and the resident has agreed to replace hedges between now and March 2024. Will check in due course.

16.12.23 I often collect grandsons from Shinfield Infants/Junior schools. Whilst waiting/parked for the right time to go get 'em, I was looking towards a block of flats, and noticed how much a huge fir tree in a neighbouring garden was protruding over the steps of the flats onto the roof, which were now green with mildew possibly because no light is getting through. Suddenly someone came out of a flat and threw a bowl of water down the steps. A minute later another was thrown. That water could freeze and be dangerous. I reported the overgrowth, steps and thrown water to Housing on the purely dangerous issue of fir tree and green steps, who will investigate.

19.12.23 Resident at Croft Road now reporting that since one person (presumably) had started collecting poo bags, and leaving them in a pile, other dog walkers have decided similarly, possibly thinking this is a designated dump site. The same resident wrote to WBC who promised in Sept/Oct they would put up signs Do Not Dump, but did not, suggesting 3 bins in Ryeish Lane be re-distributed. Same resident has reported to me (15th Jan) that the poo bags are now being dumped at a Style, though in not such large quantities.

Resident walking in Cutbush Lane East round a footpath alongside the studios, which goes behind the Uni Estate Management building (no I've no idea where that is either). He noticed a gravelled road with kerbs has been put around the field and asks if this is another housing development. I've not heard about it. Hoping Bruce might know?

22.12.23 Paul Fishwick responded to me after a month. He had been away for 18 days from 1st December. He has agreed to 57% reduction in the fee for the Bus Shelter, making a revised charge of £225.

22.12.23 Attended a Carol Singing concert hosted by a resident family in Halfacre Close. It was a clear night weather wise, and about 55-60 other residents came along to enjoy mulled wine, hot sausage rolls, and mince pies. Happy Bee Horse Box was also parked up, and hot chocolate and coffee were on offer to purchase. All contributions were divided between the Spencer's Wood Xmas Light Trail and Cowshed Charity

27.12.23 Reported Mattress and other junk dumped in Croft Road over the Christmas few days, but I believe other people did too. It has all gone.

Early Jan – Big tree fell over Clares Green Road. WBC very quick to clear away the whole but left so much debris on 4 residents' driveways and in the road, that I complained to Cleaner and Greener.

They said they had a lot of other trees to sort out which I accept. But is it too much to expect them to carry some Brooms to sweep up and make tidy. By 13th Jan, they have not returned.

2.1.24 Resident reported Flooded Drain at Hollow Lane/Kwik Fit to WBC on 30th October 2023. He was given a Works Order No, but personally not satisfied and wished me to agree with his comments. I went to have a look but the water had receded quite a bit. However, I raised the issue with WBC and they and the resident are in contact with each other.

3.1.24 I have been aware of a resident copying in 54 of us councillors about his plight and venting, which is one of lots of problems around a flat he was in/then locked out of/then homeless/can't see his 3 year old daughter who lives in Inverness/his mental state/other health issues. I did actually speak to him for a full hour and a half, and another half hour, and 'carefully listened' which I think he wanted, as most of his dealings had been by email. I pacified him for the time being, and he is now visiting his child. It has been difficult for me to handle but I persevered. I may hear from him on return.

11.1.24 Landowner at Hyde End Road next to Dobbies, been vilified again by residents on walkabouts then on Facebook, regarding them doing some gardening work to clear the site. They are having a rough time over the land and it has now been 2 years that they have been thwarted in their lovely plans for an Eco-friendly home and garden. I have been on hand to 'listen' again.

13.1.24 Met elderly resident of Millworth Lane. She is under huge stress looking after 90 yr old husband with vascular dementia. They live at the **end** near the allotments. A house at the **beginning** had chronic toilet and drain problems. Thames Water came out and fixed but allowed effluent/mud/muck to flow down the road incline, where it all stopped at two drains outside resident's property but seeped onto the driveway. The two drains are completely blocked, and what was wet is now drying and smelling. I took photos and have reported it all. I will check how things are going shortly.

Minutes of a meeting of
The Facilities Committee
Held on Wednesday 3rd January 2024
At School Green Centre commencing at 19:30

Present: Cllrs Boyer, Clarke (Chair), Johnson & Tatla

Attending: S Herring (Deputy Clerk), P Gudge (Facilities Manager)

24/FC/1 Public Questions

- 1.1 There were no public questions

24/FC/2 Apologies and declarations of Members' Interest

- 2.1 Apologies for absence had been received from Cllr Peer and Jahromi
- 2.2 There were no declarations of members' interests

24/FC/3 Minutes of the Previous Meeting

- 3.1 The minutes of the Facilities Committee meeting held on 29th November 2023 were approved as a correct record and signed as such by Cllr Clarke as Chair of the committee.

Proposed: Cllr Boyer
Seconded: Cllr Tatla
Approved: Unanimously

- 3.2 The following matters arising were discussed:

- 23/FC/80.1 Clerk to add the recommendation of the Facilities Committee to the agenda of the Full Council meeting to be held in December 2023

This had been done

- 23/FC/80.1 Clerk to contact Miriam Grace Day Care and Spencers Wood Coffee Morning group of the decision of the Committee

This had been done

23/FC/82.2 Clerk to discuss the rent with the Tennis Club

23/FC/71.1

The Clerk had not yet been able to commence those discussions.

ACTION – Clerk to discuss the rent with the Tennis Club

23/FC/82.2 Clerk to arrange for leafleting to Millworth Lane residents at the
23/FC/71.2 appropriate time

This will be done

23/FC/82.2 Clerk to arrange a public presentation on the proposed planning
23/FC/71.2 application for Millworth Lane at an appropriate time

This will be done

23/FC/82.2 Clerk to publish the presentation on the website after the public
23/FC/71.1 presentation

This will be done

23/FC/82.2 Clerk agreed to make contact with Arborfield Football Sports Trust and
23/FC/71.1 report to the next meeting

The Clerk had not yet done this

23/FC/82.2 Cafe Working Party to report back to the next meeting of the Facilities
23/FC/73.5 Committee

This was on the agenda

23/FC/83.1 Facilities Manager to arrange for an arborists report and to include the
removal of the Oak Tree in the planning application for Millworth Lane

This was on the agenda

23/FC/83.3 Clerk to negotiate potential rent for the Millworth Lane site with the
fitness company

The Clerk reported that he had asked our lawyer to prepare a draft Heads of Terms which would be shared with the committee when ready and at that point we would seek to agree the rental payments.

23/FC/85.2 Clerk to ensure that Shinfield Studios include suitable alternative storage
within their final proposal

This was on the agenda

- 23/FC/85.2 Clerk/Facilities Manager to contact the architects to ascertain whether the proposed proposal for storage was possible

A further site visit was planned for 12th January regarding AV. The Clerk had chased Bidwells regarding the storage issues.

- 23/FC/85.3 Facilities Manager to report back to the next meeting on progress for replacement notice boards

The insurance money was due on 5th January and the notice boards would be replaced within the next month.

- 23/FC/85.4 The Café Working Party would look at the options and report back to the Facilities Committee

This was on the agenda

- 23/FC/85.4 The Clerk to investigate the hire of vending machines for the café

After further investigation it had not been possible to find a vending machine contract for a short-term alternative to the café.

- 23/FC/86.1 Clerk to report back to the committee on the progress of the Chapel Lane Pre-School Lease at the next meeting

This was on the agenda

- 23/FC/86.2 Clerk to arrange for signage to be installed at the SWP

This was in hand

- 23/FC/86.2 Clerk to promote a 50% discount until the end of March 2024 on new bookings at the SWP

This had been implemented. A sign had been posted on the notice board at the Spencers Wood Pavilion and had been published on the SPC website and newsletter.

The Deputy Clerk reported that there had been five weekend bookings up to the end of March 2024 and none of these had specifically asked for the 50% discount. It was expected that these bookings would have been made regardless of the discount. Cllr Johnson advised that this information should be communicated on social media to have the greatest impact.

ACTION –

- Deputy Clerk to arrange for discounted rate for the hire of Spencers Wood Pavilion to be published on social media
- Clerk to invite Cllr Johnson to the Engagement Working Party

- 23/FC/86.2 Clerk to develop a video for promotion of the SWP with assistance from Cllr Johnson

The Clerk would contact Cllr Johnson when he had a “script” for the required filming.

- 23/FC/89.1 Clerk to add to the agenda of the Full Council in December 2023 ‘Refurbishment of Ryeish Green Pavilion’

This had been done

24/FC/4

Millworth Lane and Sports Provision

4.1 Toilets for Millworth Lane

The Facilities Manager reported that following a meeting with the Planning Department at Wokingham Borough Council (WBC) they stated that the removal of the tree, that was restricting the delivery and installation of the toilets, would need an arborists evaluation due to its substantial size and suggested that Shinfield Parish Council hire a crane for the installation. This was not an option that SPC would entertain due to the excessive costs. SPC had offered to replant new trees to compensate for the loss. The tennis club were due to write to WBC expressing the urgency of toilets for the survival of the club.

4.2 Update on Millworth Lane Refurbishment and Verbal report from the Sports Working Party

There had been a meeting with Andy Glencross and other WBC officers on 14th December where the proposed refurbishment of Millworth Lane had been discussed. WBC were broadly supportive but raised concerns over the viability of the proposed netball/basketball courts; they felt that there was no demand for such an outdoor facility within the borough and recommended that a 3g 5-a-side pitch would benefit more residents and prove much more viable. They also suggested that a grasscrete surface for the car parks would be more cost effective.

Cllr Tatla expressed her concerns that there was no netball facility within the parish and reported that Earley Netball Club was thriving with many on the waiting list. Cllr Boyer stated that football was the main sport, but SPC should be mindful that there is nothing else on offer, therefore, netball should be included. The netball season was April to October.

The next meeting of the Sports Working Party was scheduled for the 16th January.

ACTION – Clerk to send Cllr Johnson the draft plans for Millworth Lane Recreation Ground

School Green Centre and School Green

5.1 School Green Working Party

The Facilities Manager reported that the new bollards had been installed and he was still working on the planning application for the screens.

ACTION – Clerk to communicate to the community via the newsletter and social media that the bollards had been replaced and were constructed of recycled plastic

Cllr Johnson reported that members of the public had expressed concerns regarding cars exiting the public car park over the narrow pathway that was posing a danger to the public.

ACTION – Facilities Manager to arrange for the recycle bins to be put closer to the path to restrict cars from using this route

5.2 Storage at the School Green Centre

The Facilities Manager reported that Shinfield Studios were working on a proposal for providing storage at the School Green Centre to compensate for the loss of cupboard space. The Clerk had received a response from the studios confirming that the storage would be included in the technical design, but it would be sometime before further information was available.

ACTION – Clerk to report back once further information had been received

5.3 Notice Boards at the School Green Centre

This had been discussed earlier in the meeting.

5.4 Catering at the School Green Centre

The Clerk and Deputy Clerk had met with a catering consultant on 20th December to discuss the requirements for the tender document and our needs for the new café operation. This would take about 4 days of work (total cost in the order of £3,000) but would ensure that we were able to fully assess all interested applicants. An advertisement had been placed in 'Wokingham Today' requesting expressions of interest to ensure that we were seen to be ensuring awareness of the tender exercise. The Clerk had now received 19 expressions of interest.

The draft tender document was due next week and once approved by the working party would be issued to all those who had expressed an interest in tendering.

Robyn's Nest were still using the café area for a few private functions at a discounted hire rate. This would be beneficial to both parties as SPC wished to retain links with potential organisers of events for the future. Members requested that all references to the current café were removed from the SPC website.

The Deputy Clerk reported that the 'Happy Bee' mobile coffee provider had expressed an interest in providing a temporary provision from the car park at the School Green Centre and were due to meet with the Clerk on 4th January.

ACTION – all references to the previous café provider to be removed from the SPC website

24/FC/6

Spencers Wood Pavilion and Recreation Ground

6.1 Chapel Lane Pre-School contract

The Facilities Manager reported that he was meeting with the pre-school next week and would make it clear that this needs to be signed urgently. He reported that they were paying the rent and the back payments.

6.2 Installation of shutters to the front entrance of Spencers Wood Pavilion

The Facilities Manager reported that the shutter to the front entrance of the SWP was installed on 2nd January 2024.

On 3rd January there had been an incident with youths outside the pavilion who had subsequently damaged the shutter. The Facilities Manager would ensure that it had been installed correctly and organise the repair. Members requested that the community be informed of the amount of money spent on the pavilion over the last few months to tackle anti-social behaviour (ASB) and the steps that SPC had taken to address this. The good work of the Youth Club and other successful activities should also be reported to ensure that the Pavilion is seen as a positive asset to the community.

ACTION – Clerk to inform the community of the successful asset and the problems with ASB at the Spencers Wood Pavilion

24/FC/7

Manor Ground

7.1 Manor Ground Pavilion

Cllr Johnson reported that there was a lot of standing water on the pitches and was concerned about drainage and matches being cancelled. The Facilities Manager noted that the weather had been extremely wet over the last month and professional teams were also cancelling games due to the bad weather, therefore this was a general problem due to excessive rain. Cllr Johnson would monitor the situation and report back if there were still problems. The supplier had delivered the incorrect size of goal posts and would replace them in due course.

ACTION – Facilities Manager to rectify situation relating to goal posts

Parish Wide Items**8.1 Football in the Parish**

Cllrs Clarke and Johnson expressed concerns that the Shinfield Rangers Football Club would lose a home once Millworth Lane Recreation Ground was redesigned. They stated that a 3G pitch was urgently needed and suggested that the University of Reading(UoR) be asked if they had any available land that would be suitable for a pitch, parking, and lighting. The English Football Association could be approached for grant funding. Land was possibly available near the Shinfield Studio site.

ACTION – UoR be approached to ascertain whether they had any suitable, available land that could be utilised as a 3G pitch

8.2 High Copse Pavilion

A meeting was provisionally booked for Friday 5th January with the University of Reading to look at the layout and plans. Contractors were due to start laying the cricket pitch on 15th January 2024. Cllr Johnson offered to take drone pictures throughout the development of the area.

ACTION – Cllr Johnson to provide drone pictures of the development of High Copse

8.3 Taking care of open space in the Parish

Cllr Clarke reported that WBC would not take over the environmental field until Taylor Wimpey had restored it to its intended state.

8.4 Taking care of roundabouts in the parish

Cllr Clarke reported that the roundabouts in the parish were not being maintained by WBC, specifically the following:-

Aborfield Road / Eastern Relief Road
Church Lane / Hayes Drive / Coronation Drive
Hollow Lane / Church Lane
Hollow Lane / Hyde End Lane / Arborfield Road

The Facilities Manager had written to WBC regarding maintenance and safety issues but not had any response. Members were keen for the roundabouts to be maintained and suggested local business be contacted to sponsor them.

ACTION – Facilities Manager to examine options for maintaining the roundabouts

8.5 Registration of Allotments

Members noted that the Deeds to the allotments and other land, ie School Green and Spencers Wood Recreation Ground, would be sent to Shinfield Parish Council once they had all been received by The Royal Borough of Windsor and Maidenhead Council.

24/FC/9

Ryeish Green Pavilion

- 9.1 As was agreed at Full Council on 20th December the Clerk would seek formal clarification from WBC regarding the following issues:
- a) Access rights to the pavilion
 - b) What the current Class of Use of the pavilion was, and what potential future uses of the pavilion would be possible without needing to apply for planning permission

24/FC/10

Date of Next Meeting

- 10.1 The next meeting would be held on Wednesday, 7th February 2024

The meeting ended at 20:46

List of Actions

24/FC/3.2 23/FC/82.2	Clerk to discuss the rent with the Tennis Club	Clerk
24/FC/3.2 23/FC/86.2	Deputy Clerk to arrange for discounted rate for the hire of Spencers Wood Pavilion to be published on social media	Deputy Clerk
24/FC/3.2 23/FC/86.2	Clerk to invite Cllr Johnson to the Engagement Working Party	Clerk
24/FC/4.2	Clerk to send Cllr Johnson the draft plans for Millworth Lane Recreation Ground	Clerk
24/FC/5.1	Clerk to communicate to the community via the newsletter and social media that the bollards had been replaced and were constructed of recycled plastic This had been published in the January 2024 Newsletter	Clerk
24/FC/5.1	Facilities Manager to arrange for the recycle bins to be put closer to the path to restrict cars from using this route	Facilities Manager
24/FC/5.2	Clerk to report back on storage proposals at the School Green Centre once further information had been received	Clerk
24/FC/5.4	All references to the previous café provider to be removed from the SPC website	Clerk
24/FC/6.2	Clerk to inform the community of the successful asset and the problems with ASB at the Spencers Wood Pavilion	Clerk
24/FC/7.1	Facilities Manager to rectify situation relating to goal posts	Facilities Manager
24/FC/8.1	UoR be approached to ascertain whether they had any suitable, available land that could be utilised as a 3G pitch	Clerk
24/FC/8.2	Cllr Johnson to provide drone pictures of the development of High Copse	Cllr Johnson
24/FC/8.4	Facilities Manager to examine options for maintaining the roundabouts	Facilities Manager

Minutes of a meeting of
Planning & Highways Committee
Held on Wednesday 10th January 2024
At School Green Centre commencing at 19.30

Present: Cllrs Boyer, Fernandes, Grimes, Jahromi, James, Lias, Peer (Chair) & Tatla

Attending: B Winton (Clerk)
One member of the public

24/PC/1 Public Questions

1.1 There were no public questions.

24/PC/2 Apologies and declarations of Members' Interest

2.1 Apologies for absence were received from Cllrs Hoyle & Masseron and
S Herring (Deputy Clerk)

2.2 There were no declarations of members' interests.

24/PC/3 Minutes of the Previous Meeting

3.1 The minutes of the committee meeting of 6th December 2023 were
approved and signed as such by Cllr Peer

Proposed: Cllr Tatla
Seconded: Cllr Grimes
Approved: Unanimously

3.2 **Actions and Matters Arising**

23/PC/119.1 Clerk to draft a response to Planning Application 232653 –
Greentech Solar Farm

This had been done as agreed at the last meeting

23/PC/121
23/PC/111.2
23/PC/105.1

Clerk to contact BCllr Fishwick to ascertain the current situation relating to the unfinished footpath on Hyde End Lane

The Clerk had not followed up with BCllr Fishwick directly and referred to the update provided by BCllr Glover at Full Council on 20th December following an update from Alan Lewis, Highways Development Manager, Wokingham Borough Council

‘I met Taylor Wimpey last week on a range of issues. In terms of Hyde End Lane, they are content with the approach; but, because of the on-going liability for any trips/falls, they want to make a legal deed to dedicate that part of the land to WBC and relocate the fence – and they want these costs to form part of their contribution. I indicated that provisionally that would be reasonable, but SPC have indicated a maximum value; WBC has a very limited budget (from Safe Routes to School funds); so, these still need to fit with the collective allowances that are potentially available . . . I have verified the cost of the works and Volker Highways are ready to undertake the works, once the above is sorted.’

ACTION – Clerk to provide an update from BCllr Fishwick for the next meeting

23/PC/122.2

Clerk to draft a response for consideration by the working party on PA232833 Natural History Museum

The Clerk apologised but he had not followed this through as discussed. He had arranged an extension so that SPC could submit a formal response following this discussion. Members agreed the wording of a formal objection to the planning application which also set out their expectations for community engagement and outreach if the application was approved. Members were keen to see examples of how this would manifest itself for residents of the parish.

ACTION – Clerk to submit the formal response to WBC

The Clerk advised that shortly before the meeting Cllr Grimes had received an email from Dr Douglas Gurr, Director of the Natural History Museum offering to meet with the council and the University of Reading to discuss the application further. It was agreed that Cllr Grimes would respond with an invitation to attend a Full Council meeting.

ACTION – Cllr Grimes to respond to Dr Gurr, Director of Natural History Museum

23/PC/125.1 Clerk to ascertain who owned the land to the right of the Ryeish Green Pavilion

The Clerk advised that the path to the right (East) of the pavilion was within SPCs area however the flooding was caused by poor drainage on WBC land and the Facilities Manager was in discussion with WBC on the issue.

23/PC/125.2 Clerk to continue to work on arranging for the streetlamps to be turned off between 00:30 and 05:00

This was on the agenda

23/PC/126.1 Clerk to circulate a 'brief' for the consultant to members of the committee for comment relating to the SPCNP

This was on the agenda

23/PC/126.1 Clerk to appoint a consultant to carry out a review of the SPCNDP with a deadline of 31 March 2024

This was on the agenda

23/PC/127.3 Clerk to object to PA232490 – Land off Langley Common Road, Arborfield, Wokingham

This had been done

24/PC/4

Schedule of Deposited Plans

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

4.2 Planning application 233038 – 148 property development

This planning application applied to land to the north of Church Lane. The application had been made then subsequently withdrawn. WBC have advised that "Application 233038 was made invalid as the previous application for this site, 231569, determined that an Environmental Impact Assessment (EIA) should accompany any forthcoming planning application. This was not submitted. We cannot advise on timescales, this would be determined by the applicant".

It was agreed that the SDL Manager at WBC (Chris Howard) should be invited to attend a committee meeting to provide an update on overall progress of the SDL, the proposed roadworks at the junction of Basingstoke Road and Church Lane, DEPZ and other relevant matters.

ACTION – Clerk to invite Chris Howard to a future meeting

- 4.3 It was also agreed that the Clerk should contact ET planning to discuss potential issues, so they were ready and able to respond to any requests for input regarding specific planning applications.

ACTION – Clerk to contact ET Planning

24/PC/5

Appeals

- 5.1 The Clerk advised that there was one new Planning Inspectorate relating to land adjacent to 176 Hyde End Road (PA 231229 and PA 223646 referred). This subject had previously been discussed at this committee.

24/PC/6

Enforcement Notices

- 6.1 Closed Enforcement Notices

Of the Closed enforcement notices this month 3 had resulted in an application being submitted and one voluntary compliance. There was one deemed to have no breach. The remaining four were deemed to be “not expedient” three of which were in respect of Jardine Meadows. It was agreed that the Clerk would write to BCLRs regarding the number of enforcements being closed as “not expedient”. It was felt that these were unfair on other residents.

ACTION – Clerk to write to BCLRs regarding the number of “not expedient” enforcement notice decisions

- 6.2 Live Enforcement Notices

There was only one new case this month in respect of land at Stanbury House involving construction traffic and potential damage to TPO trees.

- 6.3 Members **NOTED** the contents of the report that had previously been circulated.

- 6.4 As part of the discussions it was requested that the Clerk table at Full Council a summary of key issues referred to WBC and the time taken for a decision or response to be received.

ACTION – Clerk to include this summary at Full Council at the earliest opportunity

24/PC/7

Highways, Street Lighting and Footpath Matters

- 7.1 Footpath matters

Cllr Masseron had advised that there were no updates for this meeting.

7.2 Update on Streetlamps

The Clerk advised that he has not been able to spend any time on this matter since the last meeting due to other priorities.

ACTION – Clerk to continue to work on arranging for the streetlamps to be turned off between 00:30 and 05:00

7.3 Renaming of the 'Service Road' on Basingstoke Road

A resident had complained regarding the renaming of their part of Basingstoke Road to include the words "(Service Road)". There had been no consultation which was against WBC's process for renaming streets. The Clerk had referred the resident to WBC and to his borough councillors.

The Clerk was advised by Phil Milburn, WBC, that they were now looking at renaming that part of Basingstoke Road, most likely with the street numbers.

24/PC/8

Renewal of Neighbourhood Plan

8.1 Shinfield Parish Neighbourhood Plan (SPNP)

The Clerk advised that he was still working on the draft specification for the consultant's review. This review would check that the current plan was fit for purpose, applied to all current legislation and would advise SPC whether the current plan required minor or major updates. He would expedite this piece of work and circulate as quickly as possible.

ACTION – Clerk to circulate a 'brief' for consultant to members of the committee for comment

ACTION – Clerk to appoint a consultant to carry out a review of the SPNP with a deadline of 31 March 2024

8.2 At a meeting regarding High Copse pavilion held on 5th January, Nigel Frankland from the University of Reading had raised the possible Neighbourhood Park currently envisaged for the area to the Northeast of Dobbies and Southwest of the community garden site and High Copse itself. Mr Frankland had stated that if the Neighbourhood Park was specifically included within a revised Neighbourhood Plan, then this may strengthen the case for the park to be funded from future developments. Members agreed that this should be included for consideration in the review of the plan

ACTION – Clerk to include Neighbourhood Park as a possible element for inclusion in the revised Neighbourhood Development Plan

- 9.1 Members **NOTED** the 'Article by Secretary of State for Levelling up' dated 19-12-23 that had been previously circulated
- 9.2 Members **NOTED** the 'National emergency area retrofit' letter from Felicity Clayton, National emergency area project sponsor dated 18-12-23 that had been previously circulated. This would provide 50% more emergency areas between J10 and J12 of the M4 starting in early 2024.
- 9.3 Members **NOTED** the WBC press release dated 14th December 2023 in respect of WBC's solar farm near Barkham
- 9.4 Swallowfield Parish Council Facebook post

"The Parish Council is working with Wokingham Borough Council, The Woodland Trust and The Newt Conservation Partnership on a project to enhance the biodiversity of Van Demans, an 11-acre site owned by the parish council.

Today two test pits were dug which will be monitored to establish whether the site is suitable for the creation of ponds. Ed Munday, Berkshire Project Officer for the Newt Conservation Partnership has written an article to explain their work. Click on this link to read about their work <https://www.westberkscountryside.org.uk/.../Upstream...>

In the New Year the Woodland Trust will be planting three oak trees and a mixture of small trees, consisting of crab apples, field maple, dog rose, hawthorn, rowan, wild service tree, hazel, broom and gorse in three areas. The council had planned to plant trees and scrub in six other areas, but this may not be possible due to the proximity of the site to the roman road, The Devil's Highway. We are now investigating how to increase the diversity of species on the site with other planting.

The long-term aim is to register the site as a Local Nature Reserve. We will update you as plans progress."

Members **NOTED** the Swallowfield Parish Council project. It was agreed that the Clerk should contact Nigel Frankland to discuss the possibility of similar developments, possibly along the Ridge.

ACTION – Clerk to contact Nigel Frankland, University of Reading regarding options for increasing biodiversity within the parish

9.5 Finchampstead plan for 256 homes approved

Cala Homes (Thames) has secured reserved matters planning approval for 256 new homes at Finchwood Park, Finchampstead. Cllr Lias expressed concerns that this would have a further impact on school places available to Shinfield residents. Members **NOTED** the planning approval

9.6 Richborough proposal for Spencers Wood

The Clerk advised that Richborough Ltd had released a statement on the 9th January stating that they had “entered into a promotion agreement with a landowner to bring forward a residential scheme in Spencers Wood, Reading, Berkshire. The 95-acre parcel of land has the potential to deliver up to 500 new homes, including affordable housing, a school, Suitable Alternative Natural Green Space and other community facilities.”.

The Clerk had been copied in to 6 different emails expressing concerns about this proposal. WBC had responded to each of the emails with the response that “We do not currently have an application on this site but if we were to receive one, we would carry out a consultation in line with our statement of community involvement”.

SPC have been objecting on principle to any planning applications within the DEPZ.

Members **NOTED** the proposal which was similar to a previous application a few years ago which had been rejected due to the DEPZ.

9.7 WBC Local Transport Plan 4

The Clerk advised that WBC had commenced a consultation on the latest version of their Local Transport Plan. He would circulate a copy to members this week and add it to the agenda for the next committee meeting which would still allow time for a response to be made to WBC.

ACTION – Clerk to circulate the Local Transport Plan 4 to members and add to agenda for the next meeting

9.8 Cllr Peer advised the committee of the discussions at the Traffic Working Party on 9th January. There has been considerable frustration at the lack of progress on the various issues raised by SPC in July 2023 and it was intended to ask Full Council for permission to go public on this issue.

24/PC/10

Date of the next meeting

10.1 The date of the next meeting will be Wednesday, 14th February 2024

The meeting ended at 21.05

List of Actions

23/PC/121	Clerk to provide an update from BCllr Fishwick on the unfinished footpath on Hyde End Lane for the next meeting	Clerk
23/PC/122.2	Clerk to submit the formal response on PA232833 Natural History Museum to WBC	Clerk
23/PC/122.2	Cllr Grimes to respond to Dr Gurr, Director of Natural History Museum and invite him to attend a Full Council Meeting	Cllr Grimes
24/PC/4.2	Clerk to invite Chris Howard to a future meeting	Clerk
24/PC/4.3	Clerk to contact ET Planning regarding potential future Issues	Clerk
24/PC/6.1	Clerk to write to BCllrs regarding the number of “not expedient” enforcement notice decisions	Clerk
24/PC/6.4	Clerk to include a summary of items where there was little or no response from WBC at Full Council at the earliest opportunity	Clerk
24/PC/7.2	Clerk to continue to work on arranging for the streetlamps to be turned off between 00:30 and 05:00	Clerk
24/PC/8.1	Clerk to circulate a ‘brief’ for a consultant for the review of Shinfield Parish Neighbourhood Plan (SPNP) to members of the committee for comment	Clerk
24/PC/8.1	Clerk to appoint a consultant to carry out a review of the SPNP with a deadline of 31 March 2024	Clerk
24/PC/8.2	Clerk to include Neighbourhood Park as a possible element for inclusion in the revised SPNP	Clerk
24/PC/9.4	Clerk to contact Nigel Frankland, University of Reading regarding options for increasing biodiversity within the parish	Clerk
24/PC/9.7	Clerk to circulate the Local Transport Plan 4 to members and add to agenda for the next meeting	Clerk

Minutes of a meeting of
Children and Young Adults Committee
Held on Wednesday 18th January 2024
At School Green Centre commencing at 19:30

Present: Cllrs Fernandes, Grimes, Matic & Montgomery (Chair)

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

24/CYA/1

Public Questions

- 1.1 There were no public questions

24/CYA/2

Apologies for Absence and Declarations of Interest

- 2.1 Apologies for absence were received from Cllrs Johnson and Tatla
- It was **NOTED** that three members have children of school age
- 2.2 There were no declarations of members' interests

24/CYA/3

Minutes of the previous meeting

- 3.1 The minutes of the meeting held on 15th November 2023 were approved and signed by the Chairman as a correct record

Proposed: Cllr Grimes
Seconded: Cllr Montgomery
Approved: Unanimously

- 3.2 Matters arising from the minutes

23/CYA/1.2 Clerk to arrange for Cllr Montgomery to sign an acceptance of office form

This had been done

24/CYA/4

Terms of Reference

- 4.1 The Terms of Reference for the Children and Young Adults Committee were approved subject to the following amendments:
- These will be residents of the Parish who are of at least secondary school age but under the age of 21
 - And would include University students who have links to the parish (either residents of the parish or studying at the University of Reading)

Proposed	Cllr Grimes
Seconded	Cllr Matic
Approved	Unanimously

ACTION – Clerk to add to the agenda of the next Full Council Meeting

24/CYA/5

Education

- 5.1 Members discussed the following:

Ofsted report – Oakbank School

The report had indicated that three out of the four measures required improvement. It was recognised that the staff had worked hard to start to improve the school and much of the report recognised those achievements but that they needed time to be established. However, the outcome was not helpful in retaining teaching staff and promoting the school to the community.

Shinfield Parish Council (SPC) recognised the benefits of a successful Oakbank school and were keen to help promote the school and assist in anyway possible. Members felt that it would be helpful to engage with the school trust to discuss the vision for the school and how SPC may assist, for example, utilising facilities in Shinfield Parish (e.g. using the cinema when installed as a lecture space), connecting with Wokingham Borough Council (WBC) and local businesses to develop a 'specialist' school, etc.

It was noted that Cllr Tatla had been invited to become a school governor.

ACTION - Clerk to invite Anthem Trust to a meeting with SPC

- 5.2 Education Working Party

AT the last meeting of the Education Working Party it was agreed that a further meeting would take place in January when the following items would be discussed:

- BCllr Bray and Rebecca Brookes to provide an update on secondary school allocations for 2024 and the projected impact on school transport
- BCllr Bray was due to report back on WBC's policy on post 16 education
- Oakbank Secondary School

ACTION - Clerk to arrange the meeting

24/CYA/6**Anti-Social Behaviour**

- 6.1 The Clerk reported that anti-social behaviour (ASB) was a continuing problem. Two weeks before Christmas a teenager was assaulted on the way to Youth Club and the police had been called. The newly installed shutters were vandalised the day after installation and the police were investigating. The ASB had resulted in the Youth Club Christmas party being cancelled.

24/CYA/7**Young Councillors**

- 7.1 Members decided that a good time to promote the Youth Council would be when either the cinema or Millworth Lane sports facility were completed. Promotion would include publication in the SPC Newsletter and contacting groups such as: Oakbank School, Activate Learning, Scouts, Guides, ACF cadet force, Duke of Edinburgh Award participants.

24/CYA/8**Youth Club**

- 8.1 The Clerk reported that the youth leaders were exploring options for operating an alternative model to the traditional youth club as this was not working well due to the ASB. The intention was to have a youth club based at the School Green Centre for a slightly younger age group than at present with fewer but more focused activities for older children. These would be designed to engage more effectively with that cohort and could be held at varying locations to suit the activity.

Members agreed in principle to this change of approach and that this was something that could be discussed with the Youth Council in the future.

To achieve the objectives of the Youth Service in Shinfield Parish, Cllr Grimes requested that an outline of the Youth Service should be drawn up to give guidance for future development.

ACTION – Clerk to draft objectives for the Youth Service in Shinfield Parish

24/CYA/9**Governors for Shinfield St Mary's Church of England Junior School**

- 9.1 Shinfield St Mary's Church of England Junior School had approached Shinfield Parish Council to ask for volunteer Foundation Governors at the school. Cllr Fernandes indicated that he would be prepared to undertake this role.

ACTION – The Clerk to advise Shinfield St Mary's Church of England Junior School accordingly

24/CYA/10**Date of Next Meeting**

- 10.1 The date of the next Children and Young Adults Committee meeting will be 14th March 2024

The meeting ended at 21:40

List of Actions

24/CYA/4.1	Clerk to add Terms of Reference to the agenda of the next Full Council Meeting	Clerk
24/CYA/5.1	Clerk to invite Anthem Trust to a meeting with SPC	Clerk
24/CYA/5.2	Clerk to arrange a meeting of the Education Working Party	Clerk
24/CYA/8.1	Clerk to draft objectives for the Youth Service in Shinfield Parish	Clerk
24/CYA/9.1	The Clerk to advise Shinfield St Mary's Church of England Junior School that Cllr Fernandes expressed an interest in joining the governing body	Clerk

Shinfield Parish Council – Children and Young Adults Committee

Terms of Reference

Purpose

- The Children and Young Adults (CYA) Committee is responsible for considering and reflecting the needs of children and young adults in the council's activities and planning. This will include:
 - Monitoring the education provision for those under the age of 18 - attempting to ensure that children who live in the parish have
 - Equality of access to education (including 6th form and post-school opportunities)
 - The quality of education is to a high standard
 - Opportunities to access after school activities
 - Youth related Anti-Social Behaviour (ASB) including
 - To offer children and young adults more positive things to do with their free time to reduce the likelihood of ASB occurring
 - Working with relevant agencies to achieve this
 - Providing a forum where the views of children and young adults could be considered
 - This includes the recruitment of "Young Councillors" (see below)
- Members of CYA Committee will
 - Seek to identify the needs of children and young adults including
 - Via young councillors
 - Visits and meetings with school groups, youth organisations etc.
 - Represent the needs of children and young adults in other committees and working parties
 - Receive requests from other committees and working parties for an input on matters that affect children or young adults

Membership

- The Committee should have at least four members with a quorum of three members.
- There should be a representative from at least three of the five wards
- The committee will elect the Chair and Vice-Chair at the first meeting of the committee and annually in their first meeting after the 1st May thereafter

Meetings

The committee will meet on the Thursday immediately following Planning & Highways Committee meetings in odd numbered months i.e. Jan, Mar, May etc.

Solar Farm Funds

When operational the Spencers Wood Solar Farm will provide an income to the council for community benefits. That income stream will be delegated to the committee for the furtherance of the purpose of the committee, and in particular to provide positive activities for children and young adults

Delegated powers

The committee has the following delegated powers:

- Delegation of work to the Clerk
- Budget setting (in conjunction with the Finance and General Purposes Committee) and the power to spend within its budget. Any expenditure in excess of the budget limit must be approved by the Finance and General Purposes Committee

The chair of the committee should report on its activities at full council meetings

Review

The Committee shall review these terms of reference annually at the first meeting after the annual meeting of the council.

Youth Councillor Working Party

- The Committee will be supported by a dedicated Young Councillor Working Party
- The Committee will appoint at least 4 and no more than 10 Young Councillors.
 - These will be residents of the Parish who are of at least secondary school age but under the age of 21, and would include:
 - Secondary School students
 - Members of youth organisations
 - University students who have links to the parish (either residents of the parish or studying at the University of Reading)
 - Young Councillors will be equal participants in all discussions and activities of the working party. They will be able to attend and address committee and Full Council meetings but will not have voting rights.
- Committee and Full Council may delegate authority for specific tasks to the working party
- The council will investigate formal programmes with British Youth Council and similar organisations to ensure that youth councillors maximise the benefits from their participation

Budgets

Introduction – Summary of projected financial position for next 5 years

The projected financial performance for the next 5-year period was considered and approved by Finance & General Purposes Committee on 13th December 2023. The projections are as follows.

Forecast Outturn for 2023/24	£73.1k	Favourable position vs budget
Budget for 2024/25	£0.0k	Budget is in balance subject to approval by Full Council
Projection for 2025/26	(£53.5k)	Projected deficit
Projection for 2026/27	(£16.2k)	Projected deficit
Projection for 2027/28	£14.3k	Projected surplus

Overall there is a strong financial performance for the current year and a balanced budget for 2024/25 on the basis of a 4.5% precept increase.

There are then deficits projected for 2025/26 and 2026/27 as Millworth Lane and then High Copse income streams are developed (the projections assume operating costs will be incurred more quickly than income achieved). The projections then show a return to surplus in 2027/28. These are based on current prices and projected activity in those years.

A significant factor to note is a proposed increase in sinking fund contributions from £30k in the current year rising to £37k for 2024/25 and then to £75k p.a. by 2027/28

It is recommended that the surplus for 2023/24 is held in reserve to cover the shortfall anticipated in 2025/26 and 2026/27.

Update on current year financial position

The current forecast of outturn for 2023/24 is as follows:

	2023/24 Budget £K	Forecast £k	Variance £k	Comment
Income	182.0	220.9	38.9	<i>Interest £15.5k Manor Ground Income £24.0k</i>
Expenditure	(781.6)	(747.3)	34.2	<i>Electricity (all sites) £37.9k</i>
Precept	599.6	599.6	0.0	
Net Position	0.0	73.1	73.1	

Provisional Budgets for 2024/25

The provisional budget includes all financial parameters set by F&GP at their meeting in September.

	2024/25 Budget £K	2023/24 Budget £k	Variance £k	Comment
Income	230.6	182.0	48.6	<i>Assumes slight fall back in interest rates but still up £8k SGC Room hire up £10k Café income down (£4.5k) Millworth Lane Income £14.2k Manor Ground £20k (after assuming loss of Dementia Group in 6mths (£4k))</i>
Expenditure	(872.7)	(781.6)	(91.1)	<i>Payroll (£66.0k) – pay awards, increments and additional staff Electricity £41.4k Millworth Lane Operational Expenditure (£23.3k) Sinking Fund contribution (£7k) Manor Ground (not budgeted for in 2023/24 budget (£11.3k) Additional Friday Fun Days and Art Exhibition (£11.5k) Return Grants Budget to £30k (£10.0K)</i>
Precept Required	642.1	599.6	0.0	

Band D Equivalent Properties

Wokingham Borough Council have advised that the additional Band D properties to be used in the calculation of precept is 189.6 (increasing from 2023/24 figure of 7,613.2 to 7,802.8 for 2024/25 – an increase of 2.49%).

Precept Calculation

The 2024/25 budget can be balanced by setting a Precept of £82.29 for a Band D equivalent property ($£82.29 \times 7,802.8 = £642.1k$). This is an increase of £3.54 (4.5%) from the current years £78.75.

The total precept of £642.1k (up £42.5k from £599.6k) represents a total increase of 7.1%. This is the combined impact of 2.49% more Band D properties and each property paying 4.5% more.

Provisional Budgets for 2025/26, 2026/27 & 2027/28

In addition to developing the budget requirement for 2024/25, projections have also been made for the three following years. These disregard inflation except where a decision has been made to make a volume change or above inflationary increase e.g. Council has decided to increase the allotment rates by above inflation each year to close the gap between income from allotment and their expenditure.

The current projected position is as follows:

	2025/26 Projection £K	2026/27 Projection £k	2027/28 Projection £k	Comment
Income	248.6	289.4	336.2	Assumes interest rates return to lower levels and diminishes CIL reserves Assumes SGC room hire grows by £5k p.a. Assumes café level returns to 2023/24 level Assumes Allotment rates increase by more than inflation Assumes Millworth Lane income streams established (Income £30.4k-£45.6k-£76.0k) Assumes High Copse Income comes online (£12.0k-£16.5k-£25.0k) Assumes cinema related NET income £1.8k-£6.7k-8.2k
Expenditure	(952.4)	(960.0)	(980.5)	Allows for staff progression increments within Payroll Payroll reduces due to phasing of temporary Sports Development Officer Assumes Sinking fund increases from £30k to £45k-£65k-£75k Allows for periodic large-scale replacement of furniture at SGC £10.6k-£0.0k-£10.6k Assumes increases to Youth Service funding £2.5k-£5.0k-£0.0k
Precept	650.4	654.5	658.6	Assumes Band D Equivalent increases by 100-50-50
Net Position	(53.5)	(16.2)	14.3	

Note small element of rounding in Net Position

The Clerk is happy to provide more information on any element of the above figures on request.

ITEM 6.1 - SUMMARY OF PROPOSED BUDGET RECOMMENDATIONS FOR 2024/25

	2023-24 BUD	2023-24 YTD	2023-24 FOO	VAR Vs 2023-24 BUD	2024-25 EST	VAR Vs 2023-24 BUD	2025-26 EST	VAR Vs 2023-24 BUD	2026-27 EST	VAR Vs 2023-24 BUD	2027-28 EST	VAR Vs 2023-24 BUD
	£	£	£		£		£		£		£	
<u>NET FINANCIAL POSITION</u>	0	44,924	73,177	73,177	0	0	(53,505)	(53,505)	(16,156)	(16,156)	14,262	14,262
<u>Precept</u>												
Precept	599,570	599,570	599,570	0	642,122	42,552	650,351	50,781	654,466	54,896	658,580	59,010
<u>Income by Cost Centre</u>												
Parish Council administration	19,570	19,869	35,000	15,430	27,700	8,130	16,300	(3,270)	11,000	(8,570)	10,600	(8,970)
CIL	0	0	0	0	0	0	0	0	0	0	0	0
School Green Centre	112,660	68,795	110,660	(2,000)	116,160	3,500	125,460	12,800	137,360	24,700	144,860	32,200
Ryeish Pavilion & sports pitch	0	0	0	0	0	0	0	0	0	0	0	0
Spencers Wood Pavilion	40,000	20,534	40,000	0	40,800	800	40,800	800	42,000	2,000	42,000	2,000
Street furniture & open spaces	2,000	3,818	3,500	1,500	2,000	0	2,000	0	14,500	12,500	14,500	12,500
Allotments	6,800	7,823	7,800	1,000	8,700	1,900	9,600	2,800	10,400	3,600	11,200	4,400
Millworth Recreation Grd	1,000	0	0	(1,000)	15,200	14,200	30,400	29,400	45,600	44,600	76,000	75,000
The Manor Ground	0	13,167	24,000	24,000	20,000	20,000	12,000	12,000	12,000	12,000	12,000	12,000
High Copse	0	0	0	0	0	0	12,000	12,000	16,500	16,500	25,000	25,000
	182,030	134,006	220,960	38,930	230,560	48,530	248,560	66,530	289,360	107,330	336,160	154,130
<u>Expenditure by Cost Centre</u>												
Parish Council administration	(213,650)	(128,541)	(220,627)	(6,977)	(256,951)	(43,301)	(262,292)	(48,642)	(263,164)	(49,514)	(265,075)	(51,425)
To Major Repairs Fund	(30,000)	0	(30,000)	0	(36,962)	(6,962)	(45,000)	(15,000)	(65,000)	(35,000)	(75,000)	(45,000)
School Green Centre	(250,500)	(104,706)	(182,333)	68,167	(197,362)	53,138	(209,511)	40,989	(198,886)	51,614	(209,511)	40,989
Ryeish Pavilion & sports pitch	(1,300)	(1,169)	(1,300)	0	(1,100)	200	(900)	400	(900)	400	(900)	400
Spencers Wood Pavilion	(39,200)	(24,093)	(35,850)	3,350	(35,600)	3,600	(35,600)	3,600	(35,600)	3,600	(35,600)	3,600
Playgrounds	(6,400)	(5,643)	(6,134)	266	(4,400)	2,000	(4,400)	2,000	(4,400)	2,000	(4,400)	2,000
Street furniture & open spaces	(74,300)	(35,197)	(78,440)	(4,140)	(75,212)	(912)	(73,212)	1,088	(73,212)	1,088	(73,212)	1,088
Allotments	(8,300)	(42,592)	(8,800)	(500)	(9,900)	(1,600)	(8,900)	(600)	(8,900)	(600)	(8,900)	(600)
Deardon Field	0	0	0	0	0	0	0	0	0	0	0	0
Youth Services	(15,100)	(6,048)	(12,935)	2,165	(15,533)	(433)	(18,033)	(2,933)	(23,033)	(7,933)	(23,033)	(7,933)
Facilities Management	(94,350)	(57,425)	(107,734)	(13,384)	(137,052)	(42,702)	(157,648)	(63,298)	(151,617)	(57,267)	(145,627)	(51,277)
Millworth Recreation Grd	(3,100)	(6,288)	(5,400)	(2,300)	(26,410)	(23,310)	(43,720)	(40,620)	(44,570)	(41,470)	(46,020)	(42,920)
Feasibility Costs for Recreati	0	0	0	0	0	0	0	0	0	0	0	0
The Manor Ground	0	(43,145)	(8,000)	(8,000)	(11,300)	(11,300)	(11,300)	(11,300)	(11,300)	(11,300)	(11,300)	(11,300)
High Copse	0	0	0	0	0	0	(17,000)	(17,000)	(14,500)	(14,500)	(17,000)	(17,000)
New Community Centre	0	(174,512)	0	0	0	0	0	0	0	0	0	0
Feasibility of New/Extended Co	0	0	0	0	0	0	0	0	0	0	0	0
Communications	(6,000)	(4,615)	(4,750)	1,250	(5,000)	1,000	(5,000)	1,000	(5,000)	1,000	(5,000)	1,000
Community development	(4,000)	(3,923)	(4,750)	(750)	(15,500)	(11,500)	(15,500)	(11,500)	(15,500)	(11,500)	(15,500)	(11,500)
Street Lighting	(8,700)	(3,929)	(7,200)	1,500	(7,200)	1,500	(7,200)	1,500	(7,200)	1,500	(7,200)	1,500
Planning Reviews	(6,700)	(33,516)	(7,200)	(500)	(7,200)	(500)	(7,200)	(500)	(7,200)	(500)	(7,200)	(500)
Community Grants	(20,000)	(13,310)	(25,900)	(5,900)	(30,000)	(10,000)	(30,000)	(10,000)	(30,000)	(10,000)	(30,000)	(10,000)
	(781,600)	(688,652)	(747,353)	34,247	(872,681)	(91,081)	(952,416)	(170,816)	(959,982)	(178,382)	(980,478)	(198,878)

PRECEPT CALCULATION

Item 6.2

	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24 FOO	2024-25 EST	2025-26 EST	2026-27 EST	2027-28 EST
Tax Base										
Previous year base	5,144.0	5,371.7	5,656.8	6,295.9	6,703.2	7,356.1	7,613.2	7,802.8	7,902.8	7,952.8
Increase on previous Year	227.7	285.1	639.1	407.3	652.9	257.1	189.6	100.0	50.0	50.0
Used for Precept Calculation	5,371.7	5,656.8	6,295.9	6,703.2	7,356.1	7,613.2	7,802.8	7,902.8	7,952.8	8,002.8
Band D Equivalent	£66.30	£72.92	£72.92	£72.92	£75.09	£78.75	£82.29	£82.29	£82.29	£82.29
Increase of							£3.54			
Precept / Budget Requirement	£356,144	£412,500	£459,100	£488,797	£552,370	£599,570	£642,122	£650,351	£654,466	£658,580
Increase due to Precept Rate							4.50%	0.00%	0.00%	0.00%
Increase due to increase in Number of Band D Equivalent properties							2.49%	1.28%	0.63%	0.63%
Total Increase							7.10%	1.28%	0.63%	0.63%

	Full Council	Planning & Highways	Facilities	Arts, Culture & Events	Staffing	Finance & General Purposes	Children & Young Adults	Recreation & Amenities
Number of Meetings	13	12	7	7	5	5	1	5

Number of Councillors Attending

January	9	8			3			7
February	7	6				5		9
March	11	8			3			7
April	7	8						3
May	11	7			4	5		7
June	10	6	3	6		5		
July	8	7	5	6	3			
August SM	10							
August	9	7	5	5				
September	7	8	5	5		6		
October	11	7	6	7	4			
November	13	5	5	6			3	
December	12	6	8	7		6		
	125	83	37	42	17	27	3	33

Duration (in Minutes)

January	143	110			90			120
February	135	143				95		113
March	153	108			90			130
April	146	125						90
May	164	119			90	80		109
June	131	134	71	75		90		
July	145	100	66	100	75			
August SM	55							
August	141	88	100	60				
September	146	124	119	90		105		
October	180	65	90	90	85			
November	151	80	118	75			120	
December	147	130	128	105		120		
	1,837	1,326	692	595	430	490	120	562

Total Commitment (in minutes)

January	1,287	880			270			840
February	945	858				475		1,017
March	1,683	864			270			910
April	1,022	1,000						270
May	1,804	833			360	400		763
June	1,310	804	213	450		450		
July	1,160	700	330	600	225			
August SM	550							
August	1,269	616	500	300				
September	1,022	992	595	450		630		
October	1,980	455	540	630	340			
November	1,963	400	590	450			360	
December	1,764	780	1,024	735		720		
	17,759	9,182	3,792	3,615	1,465	2,675	360	3,800

Total Time Committed to formal meetings by Councillors

or
or

42648.0 Minutes

710.8 Hours

29.6 Days

at 55 meetings

This does not include any working parties, representation on external committees, attendance at other council business, events or training.

No meeting scheduled

August SM = Special Meeting arranged for discussions on school buses

Recreation and Amenities Split into Facilities and Arts, Culture & Events from June 2023

Children and Young Adults established in November 2023

	Wed	Thu	Wed	Thu	Wed	Thu	Wed	Thu	Wed	Thu	
2024 Jan	3 FAC	4 ACE	10 P&H	11	17 STA	18 CYA	24 FULL	25	31		
Feb	7 FAC	8 ACE	14 P&H	15	21 FGP	22	28 FULL	29			
Mar	6 FAC	7 ACE	13 P&H	14 CYA	20 STA	21	27 FULL	28			Easter Sunday 31st March
Apr	3 FAC	4 ACE	10 P&H	11	17 FGP	18	24 FULL	25			
May	1 FAC	2 ACE	8 P&H	9 CYA	15 STA	16	22 FULL ANNUAL	23	29 PARISH	30	
June	5 FAC	6 ACE	12 P&H	13	19 FGP	20	26 FULL	27			
Jul	3 FAC	4 ACE	10 P&H	11 CYA	17 STA	18	24 FULL	25	31		
Aug	7 FAC	8 ACE	14 P&H	15	21 FGP	22	28 FULL	29			
Sep	4 FAC	5 ACE	11 P&H	12 CYA	18 STA	19	25 FULL	26			
Oct	2 FAC	3 ACE	9 P&H	10	16 FGP	17	23 FULL	24	30 FAC	31 ACE	
Nov	6 P&H	7 CYA	13 STA	14	20 FULL	21	27 FAC	28 ACE			
Dec	4 P&H	5	11 FGP	12	18 FULL	19	25	26			
2025 Jan	1	2	8 FAC	9 ACE	15 P&H	16 CYA	22 STA	23	29 FULL	30	
Feb	5 FAC	6 ACE	12 P&H	13	19 FGP	20	26 FULL	27			
Mar	5 FAC	6 ACE	12 P&H	13 CYA	19 STA	20	26 FULL	27			
Apr	2 FAC	3 ACE	9 P&H	10	16 FGP	17	23 FULL	24	30 PARISH		Easter Sunday 20th April
May	7 FAC	8 ACE	14 P&H	15 CYA	21 STA	22	28 FULL ANNUAL	29			

Governor Vacancies - Shinfield St Mary's Junior School

Shinfield St Mary's Junior School have sent in a request to see to see if anybody associated with the parish council (for example, staff, councillor or volunteer) would be interested in becoming a Foundation Governor at the Junior School.

They currently have 4 vacancies. This would be an excellent way of strengthening links with the Parish Council and would also provide a very rewarding volunteering opportunity for someone to gain transferrable skills to support their own professional development as well as helping our local children.

Shinfield St Mary's Junior School is a Church of England School, hence the role of the Foundation Governors is to preserve the school's vision and values in today's modern world, support and challenge the senior leadership team, and oversee how money is spent, but hopefully it is not too onerous. The Full Governing Body meets once a term; and governors can choose to sit on one of the 2 committees, Children and Learning Committee and Resources Committee, which meet twice a term, with meetings generally starting at 6pm for 1 - 1 ½ hours and papers a week in advance.

They would be very grateful if this request could be considered at the SPC Full Council meeting, if not beforehand?

If anyone is interested, please contact Sue Roberts, Clerk to the Governing Body or Philippa Chan, Headteacher to discuss the role, further details of the appointment process and the meeting dates scheduled for the remainder of the academic year.

Contact details:-

sroberts@shinfield-st-marys.wokingham.sch.uk

Telephone: 0797 147 6709

head@shinfield-st-marys.wokingham.sch.uk

Telephone: 0118 988 3663

Ref	Date Paid	Payee Name	Amount Paid (inc VAT) £	Description
1	14/12/2023	Cooleraid Limited	171.60	Annual Rental Cool Water Machine SGC Public Kitchen
2	14/12/2023	Horsemans Coaches	375.00	Coach for Community Theatre Trip
3	14/12/2023	PKF Littlejohn LLP	2,016.00	Annual External Audit Fee
4	14/12/2023	Access & Security Systems	1,454.40	Balancing Shutters SWP
5	14/12/2023	FS Manufacturing Ltd	481.00	Supply of Slats to Repair Benches
6	14/12/2023	MH Goals Ltd	3,040.80	New Goals - The Manor
7	14/12/2023	Larkstel Ltd	1,248.00	Strimming, Grass Cutting, Weed Control - The Manor
8	14/12/2023	Pink Frog Events	300.00	Disco / Xmas Party for Youth Club
9	14/12/2023	Adcock Refridgeration	420.00	Servicing Air Handling SGC
10	14/12/2023	Tree Solutions Arboricultural	1,176.00	Deardon Orchard Maintenance
11	14/12/2023	Royal Institute of Chartered S	539.00	Professional Subscription Facilities Manager (RICS)
12	14/12/2023	Thames Valley Signs (berkshire	18.00	New Plot Numbers Hartley Court Allotments
13	14/12/2023	Dyno Rod	594.00	Call Out to the Manor - Blocked Drain
14	14/12/2023	Window Flowers Limited	2,817.36	Second Half Year Maintenance of Planters SGC
15	14/12/2023	Kreatif Design Ltd	59.99	Web Hosting - SPC Website
16	14/12/2023	Absolute Brilliance Cleaning Limited	5,269.90	Cleaning SGC & Internal Windows - November
17	14/12/2023	Absolute Brilliance Cleaning Limited	228.00	Cleaning Manor - November
18	14/12/2023	Absolute Brilliance Cleaning Limited	1,784.80	Cleaning - SWP - November
19	14/12/2023	Arthur J Gallagher Insurance B	1,319.82	Van Insurance - Annual Premium
20	14/12/2023	Fcc Recycling (UK) Ltd	225.80	Disposal Green Waste 7/12/2023
21	14/12/2023	Air It Limited	378.17	Cloud Back Up November
22	14/12/2023	Air It Limited	51.59	Internet SWP - November
23	14/12/2023	Air It Limited	1,280.27	Managed IT Support - November
24	14/12/2023	Air It Limited	51.59	Internet SGC - November
25	14/12/2023	Air It Limited	1,191.01	Microsoft - November
26	14/12/2023	Select Environmental Services	278.04	SGC Waste - November
27	14/12/2023	Select Environmental Services	94.44	SWP Waste - November
28	14/12/2023	Select Environmental Services	1,928.78	Litter Bins - November
29	14/12/2023	Nigel Jeffries Landscaping Ltd	2,566.80	3 Christmas Trees
30	14/12/2023	Delta Air Conditioning	1,896.00	Annual Service Agreement Air Conditioning
31	14/12/2023	Chargemaster Limited	12.83	Charging Van - November
32	15/12/2023	FibreNest	37.00	Broadband December
33	18/12/2023	Alphabet (GB) Ltd	468.85	Van Rental - December
34	20/12/2023	Telefonika UK Ltd	154.43	Rental 4 Mobiles - December
35	27/12/2023	Employees	18,792.81	Net Pay December 2023
36	27/12/2023	British Gas Lite	869.34	Electricity SGC - South November
37	27/12/2023	British Gas Lite	802.16	Electricity SWP - November
38	27/12/2023	British Gas Lite	114.11	Electricity Millworth - November
39	27/12/2023	British Gas Lite	1,806.34	Electricity SGC - North November
40	27/12/2023	British Gas Lite	39.40	Electricity (Ext Meter) - November
41	02/01/2024	Wokingham Borough Council	44.79	Business Rates Feb - Mar 2023 (Millworth)
42	02/01/2024	Wokingham Borough Council	89.00	Business Rates Ryeish January
43	02/01/2024	Wokingham Borough Council	157.00	Business Rates (SWP) - January
44	02/01/2024	Wokingham Borough Council	209.16	Business Rates (Manor) January
45	02/01/2024	Wokingham Borough Council	1,004.00	Business Rates (SGC) January
46	03/01/2024	Nest Pension Contributions	2,129.01	Pension Contributions December (Ee's & Er's)
47	09/01/2024	Royal Electrics	480.00	Install Electric Feed to Shutter (SWP)
48	09/01/2024	The Wokingham Paper Company	450.00	Advert Expressions of Interest - Cafe
49	09/01/2024	Geosphere Ltd	432.00	Parish Online Mapping Software - 1 Yr Subscription
50	09/01/2024	Heppelthwaite - The Red Van Plumbing Company	102.00	Report on Urinals - South Bldg (SGC)
51	09/01/2024	Select Environmental Services	448.54	November
52	12/01/2024	A & E Fire & Security	256.80	Emergency Call Out Alarm - SGC
53	12/01/2024	Access & Security Systems	144.00	Call Out Shutters Café (SGC)
54	12/01/2024	Wokingham Borough Council	1,125.00	Admin Charge for Non Contested Elections May 2023
55	12/01/2024	Fcc Recycling (UK) Ltd	110.54	Disposal of Non Hazardous Waste 21/12/23

56	12/01/2024	Ramora Facilities Support	780.00	Cleaning Bus Shelters
57	12/01/2024	Spotless Oven Cleaning	72.00	Clean Oven SWP
58	12/01/2024	M & D Services	180.00	Re-erect Sheds Orchard Rise after storm damage
59	12/01/2024	Thames Valley Signs (berkshire	807.01	Block Frosting Café (SGC)
60	12/01/2024	Project Audio Visual	377.64	Brightsign Software for Screens (SGC)
61	12/01/2024	Kompan UK	705.60	Annual Play Equipment Inspection (23/24) 4 Sites
62	12/01/2024	Kreatif Design Ltd	59.99	Web Hosting - January
63	12/01/2024	Absolute Brilliance Cleaning Limited	1,784.80	Cleaning SWP - December
64	12/01/2024	Absolute Brilliance Cleaning Limited	328.08	Cleaning & Consumables Manor Pavilion - December
65	12/01/2024	Absolute Brilliance Cleaning Limited	5,091.70	Cleaning - SGC - December
66	12/01/2024	Select Environmental Services	2,410.98	December Litter Bins
67	12/01/2024	SmartestEnergy Ltd	186.02	Electricity The Manor - December 2023
68	12/01/2024	Air It Limited	192.00	Power adapter and case for lap top
69	12/01/2024	Air It Limited	299.61	Phones SGC - August
70	12/01/2024	Air It Limited	298.27	Phones SGC - November
71	12/01/2024	Air It Limited	34.16	Phones Pre School - November
		Sub Total	<u>77,143.13</u>	

Expenditure approved by Committes at an earlier date and payments signed off by Clerk
Expenditure Approved by Facilities Committee on 1st November (23/FC/72.2)

72	09/01/2024	Meta Fencing and Gates	4,753.22	Recreation Lane Allotment Improvements
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Expenditure approved by Finance & General Purposes Committee in December 2022 (22/FGP/444)

73	12/01/2024	W J Hatt Ltd	4,365.60	Interim Payment Troughs Hartley Court Allotments
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Expenditure Approved by Facilities Committee on 1st November (23/FC/77)

74	12/01/2024	BDS Surveyors	4,476.00	Ryeish Pavilion - Site Visit, Digital Survey & Preparation Plans/Cost Plans
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Expenditure Approved by Facilities Committee on 4th October (23/FC/47.1)

75	12/01/2024	BDS Surveyors	3,420.00	Millworth Lane Rec Grd Fees - Liaison re Tree Wks & Drawings Planning Drawings for Sports Ground
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Please Note Abbreviations

SGC	School Green Centre
SWP	Spencers Wood Pavilion
SPC	Shinfield Parish Council

Ref	Date Paid	Supplier	Reference	Amount Paid (inc VAT) £	Description
1	03/12/2023	Scale Lane Printers	B0404	12.86	Receipt Books for Reception
2	04/12/2023	Asda Stores	B0397	9.60	Tea Bags for Meetings / Office
3	04/12/2023	Manufacture of Plastic	B0405	129.55	Perspex Frames for Notices
4	04/12/2023	Screwfix Ltd	B0406	26.99	Fixtures for Frames
5	04/12/2023	SLCC Enterprises Ltd	B0407	375.00	Qualification Fee - Clerk
6	06/12/2023	Adobe	B0401	51.98	Monthly Subscription - December
7	07/12/2023	Amazon EU	B0400	20.00	Voucher for Christmas Art Competition
8	08/12/2023	Royal Mail	B0398	16.50	Tracked Postage - Allotment Notices
9	12/12/2023	Asda	B0399	6.50	Coffee for Meetings / Office
10	13/12/2023	Etsy	B0411	21.48	Consumables for Facilities
11	14/12/2023	Amazon EU	B0402	7.99	2024 Year Planner for Office
12	14/12/2023	Coop	B0408	2.50	Milk for Office
13	18/12/2023	Eventbrite	B0403	39.22	Course for Clerk
14	21/12/2023	Coop	B0409	2.65	Milk for Meetings / Office
15	21/12/2023	SP PWDirect	B0410	12.88	SP PWDirect - Consumables
16	22/12/2023	Text Magic	B0412	60.00	Payment for texts to Allotment Holders
				795.70	

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

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