

Minutes of a meeting of Full Council
Held on Wednesday, 28th February 2024
At School Green Centre commencing at 19:30

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

Attending: BCllr Glover, Gray, Johnson, Munro, Rance,
B Winton (Clerk)
16 members of the public

24/13 Public Questions

13.1 Questions from Oakbank parents

The council received a number of questions from parents of Oakbank School students regarding their concerns regarding Anthem Trusts management of the school and in particular the Trust's response to the recent Ofsted report that identified the school as Requires Improvement. They were also concerned about WBC's response to the situation. The frequent changes in senior leadership at the school and the exceptionally high number of teachers departing the school at the end of the term were also items of concern. The parents asked how committed Shinfield Parish Council were to helping Oakbank School succeed.

Cllr Grimes responded that SPC shared the concerns voiced by the parents. It was important that all Shinfield students had the same access to quality education as those in other parts of the borough and an Oakbank school providing a quality educational experience was a key part of that. SPC had been trying to get Cllr Tatla on the governing board of the school to help build effective links.

SPC would be writing to the regional director for the Department for Education and had also made their concerns known to WBC. SPC would help in any way it could but parents, WBC and the management of the school all had to be working towards the same goals.

The parents present recognised that there were capable and passionate staff at the school, but the school was struggling to attract quality staff in sufficient numbers to make a difference.

Cllr Grimes invited parents to put forward names for representatives to sit on the council's education working party.

Cllrs Clarke, James, Johnson, Hoyle, Lias, Peer and Tatla also spoke on this subject to share their specific concerns.


27/3/24

It was recognised that even if Oakbank were to become a Good school then it would not be able to cope with the number of students in the parish.

ACTION – Clerk to draft and circulate a letter to the Regional Director at DfE

24/14

Apologies and declarations of Members' Interest

- 14.1 Apologies had been received from
Cllrs Fernandes & Jahromi
BCllrs Munro & Glover
Deputy Clerk
- 14.2 There were no declarations of interest
- 14.3 There were no changes to members' declarations of pecuniary interests

24/15

Minutes of the Meeting held on 24th January 2024

- 15.1 The minutes of the Meeting held on 24th January 2024 were approved and signed by the Chairman as a correct record

Proposed: Cllr Montgomery
Seconded: Cllr Clarke
Approved: Unanimously

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

- 24/3.2** Clerk to follow up the issues raised by a member of the public with WBC
23/156.1

These are still ongoing, and the Clerk will update in due course.

- 24/3.2** Clerk to add to the meeting of Children and Young Adults Committee on 14th
23/158.3 March, information on the predicted numbers for inward migration, to be supplied by BCllr Gray

This item would be on the agenda for Children and Young Adults Committee on 12th March.

- 24/3.2** Clerk to arrange a visit to Oakbank School and report back to the appropriate
23/158.3 meeting of the Children and Young Adults Committee

This was discussed at a Teams meeting with Oakbank School on Thursday 22nd February and the school would look for an opportunity where the Clerk could visit to talk to their Youth Council.

ACTION – Clerk to follow up with Oakbank School

- 24/3.2** Clerk to circulate BCllr Conway's response on traffic improvements in the Parish to
23/158.3 all members

This has now been circulated and will also be covered at Item 5.3


27/3/24

- 24/3.2** Clerk to confirm arrangements with Grazeley Village Memorial Hall regarding the
23/158.3 offer of the capital grant

The Clerk has written to advise them that they need to confirm acceptance of the grant of £8,500 no later than 31st March or else it would lapse.

- 24/3.2** Clerk to monitor the information requested from St Mary's Church regarding their
23/158.3 offer of a capital grant

St Mary's have advised that they have awarded the contract to a local firm and subject to weather hope to have started on site before Easter. They would recognise SPC on a significant donors' board in the hall as well as in their newsletter and press releases. They would also welcome SPC at the ribbon cutting.

- 24/3.2** Clerk to set up a meeting of the Education Working Party and invite BCllr Bray and
23/159.2 relevant WBC officers

The meeting took place on Tuesday 27th February and was on the agenda at Item 5.4.

- 24/3.2** Clerk to set up a working party to explore the idea of community amenities further
23/161.2

A meeting is arranged for Tuesday 5th March at 4.00 p.m. to discuss options for the north of the parish

ACTION – Clerk to report back at the next meeting

- 24/3.2** Clerk to continue to follow up concerns relating to the Ryeish Green Pavilion site
23/161.4 with WBC and report back to Full Council when he had received satisfactory responses

This was on the agenda at Item 6.1

- 24/4.2** BCllr Rance to investigate the reason for the charges made to Parish Councils and
to obtain a list of charges from WBC

The Clerk had been provided with a breakdown for the charge levied by WBC as follows:

4 hours x £45 = £180
Supervision @ 15% = £27
Administration @ 10% = £18
Total = £225

- 24/5.3** Clerk to circulate the high court ruling to members once received from Cllr Hoyle

This had been done.

- 24/5.3** Clerk to set a date for the Traffic Working Party

This had been held on 20th February and was on the agenda at Item 5.3


27/3/24

- 24/5.6** Clerk to arrange a meeting of the Engagement Working Party

A meeting has been arranged for Monday 11th March at 4.30 p.m.

- 24/5.8** Clerk to circulate list of BALC courses to all members when advertised

This had been done and the Clerk will continue to circulate details of courses.

- 24/7.1** Clerk to work with WBC officers on the leases for the pitches at Ryeish Green and the Deardon Orchard

This was on the agenda at Item 6.1

- 24/7.2** Clerk to add Whiteknights School to the agenda of Facilities Committee for further consideration

This will be on the agenda for the 6th March meeting in addition to the meeting arranged for 5th March to discuss options for Shinfield North.

- 24/9.2** Clerk to send electronic invites to members for meetings to May 2025

This had been done.

The Clerk suggested that the schedule for June 2025 to May 2026 was added to the Annual Meeting agenda on 22 May 2024. This would then become a standing agenda item for the Full Council meeting (as is the case with the Risk Register) meaning that the meeting schedule will always be looking no less than 12 months ahead.

ACTION – Clerk to include meeting schedule for June 2025 to May 2026 for consideration at the Annual Full Council Meeting in May.

- 24/10.1** Clerk to inform St Mary's Junior School of Cllr Fernandes' offer to become a Foundation Governor of the School

This had been done.

- 24/10.2** Clerk to invite members of SOLVE to a meeting to discuss the view of the Parish Council

A meeting has been fixed for Tuesday 12th March at 7.00 p.m. and any councillors or Borough Councillors who would like to attend are welcome. This will be a private meeting.

- 24/10.3** Cllrs Grimes and Peer to attend a Planning Members briefing on the NHM on Monday, 29th January 2024

Cllrs Grimes and Peer had attended the meeting and reported the presentation was largely the same as that provided to the Planning & Highways Committee.

W. Grimes
27/3/24

24/16 Reports from Borough Councillors

- 16.1 Members **NOTED** the written reports from Borough Councillors
- 16.2 Closure of Community Flat at Frensham Green

Members discussed the closure of the community flat at Frensham Green which was required by WBC as housing stock. Members were disappointed at the proposal as the flat was a strong point for the community and concerned for the impact on those who currently used the flat.

It was noted that the activities that take place there (and staff) would be dispersed. There was a discussion on what would be moving where and the likely impacts of these changes. It was agreed that this strengthened the need for SPC to identify a viable option for a presence in the north of the parish.

BCllr Rance left the meeting and BCllr Glover joined the meeting

24/17 Reports from Committees and associated working Parties

17.1 Minutes of the Facilities Committee 7th February 2024

Cllr Clarke reported that there was a concern over the presentation of roundabouts within the parish. WBC did have a sponsorship scheme for roundabouts and the matter was referred back to Facilities Committee with a view to increasing awareness of that scheme.

Members **NOTED** the minutes of Facilities Committee

Sports Working Party

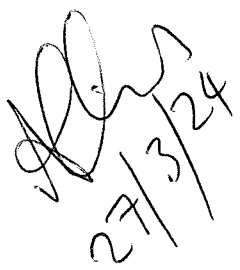
The construction of High Copse pavilion had started with a view to the building being completed by the end of the year.

The Facilities Manager was obtaining the necessary arboreal assessment prior to removing the tree and being able to proceed with the toilet block for the tennis club.

A revised plans was being developed for Millworth Lane reflecting feedback from WBC officers and others.

School Green Working Party

Additional drawings have been requested by WBC to support the application for the screens for the northern end of the School Green and these are currently being prepared.


27/3/24

Café Working Party

Cllr Peer advised that there had been 31 expressions of interest followed by six site visits and finally four tender submissions received by the deadline of 16th February 2024 at 1.00 p.m. The submissions were then opened and reviewed by a working party led by Cllr Peer with Cllrs Johnson & Tatla, the Clerk and Deputy Clerk in attendance.

Each was reviewed and assessed against the published criteria and weighting set out in the tender documentation. This had resulted in each of the members of the panel separately identifying two clear front runners and two which they did not feel should be consider for the contract.

The two front runners have been invited to give presentations and answer further questions. It was proposed to invite the remaining two parties to attend and deliver a formal presentation and question session on Monday 11th March [subsequent to the meeting the date was changed to the 15th March].

The presentation would ask them to set out their vision for how the café (and its associated activities including marketing) would look six months after it opened. They would be asked to provide some samples of items that would appear on their menus and answer questions regarding their presentation and tender documentation.

17.2 Minutes of the Arts, Culture and Events Committee 8th February 2024

Cllr Tatla reported on Arts4Wokingham attendance for the first part of the meeting.

Events Working Party

The Art Exhibition will now be February Half Term 2025. MoreArts have now confirmed that they would like to be involved in the exhibition as well.

17.3 Minutes of the Planning & Highways Committee 14th February 2024

Cllr Peer reported that the process of reviewing the Neighbourhood Development Plan was underway and would be tied in with the eventual publication of WBC's Local Plan Update.

There was a meeting to be held with SOLVE on 12th March.

It was noted that the retail unit on Beke Avenue was being marketed for £390,000.

Members **NOTED** the minutes of the Planning and Highways Committee meeting held on 14th February 2024

Traffic Working Party

The Clerk had circulated to members a copy of the letter to WBC regarding traffic matters and a meeting was scheduled for 29th February at 2.00 p.m.

Handwritten signature and date:
27/3/24

17.4 **Minutes of the Finance and General Purposes Committee 21st February 2024**

Cllr James advised that:

The forecast outturn for the current year had improved slightly to a favourable £83k. As had been discussed at the previous Full Council any surplus would be placed in reserve against the anticipated financial challenges for 2024/25 and 2025/26.

It was proposed to arrange a dedicated session for all members as part of the budget setting process for the 2025/26 budget to allow members to make a fully informed decision when approving that budget.

F&GP had reviewed the Annual Grants Process for 2024. Cllr Hoyle asked that Full Council be given an opportunity to review the arrangements.

Members **NOTED** the minutes of the Finance and General Purposes Committee meeting held on 21st February 2024

ACTION – Clerk to add Annual Grants Process to the agenda for the March Full Council meeting

17.5 **Engagement Working Party**

The Clerk advised that a meeting was now scheduled for 4.30 p.m. on Monday 11th March.

As this working party was created without having a parent committee the Clerk proposed that it should report into Finance & General Purposes as the best fit committee. Members agreed to that proposal.

17.6 **Chairman's Report**

Cllr Grimes reported that he and Cllr Peer had attended a presentation by the Natural History Museum at Shute End.

He had also attended a SOLVE meeting at Spencers Wood Village Hall.

17.7 **Reports from Outside Bodies**

There were no reports from outside bodies.

24/18

Land Issues

18.1 **Ryeish Green playing fields**

Full Council had approved in principle the concept of mutual leases for Ryeish Playing Fields and Deardon Fields. WBC have proposed draft Heads of Terms which were considered by F&GP on 21st February. F&GP had approved these and asked the Clerk to inform WBC accordingly.

Handwritten signature
27/3/24

18.2 Community Space in the north of the parish

The Clerk had arranged a meeting to Tuesday 5th March to consider options:

- Community Bus
- ECMWF (from Chis Howard – “the landowner (MoD) has confirmed that as no formal process has commenced about the use of the site (due to planning only just being granted) however the request from the Parish has been put on file”)
- Whiteknights
- St Barnabas for spot hire

18.3 Ryeish Green Pavilion

As previously reported, WBC have provided written confirmation that the building is in Class of Use E. The Facilities Manager was currently working to clarify the situation regarding access to and from the building.

18.4 Unfinished Footpath on Hyde End Lane

This work was still being planned but there was no definitive start date.

24/19

Shinfield Screening Facility

- 19.1 The previous proposal to fit the cinema equipment within the storage cupboards in Pound Green has proven unworkable. Other potential options have been considered and discussed including a site visit on 29th January and a follow-on visit with Stephen Law (Project Manager from Bidwells).

The recommended approach is now to site the facility within the Ryeish Green Room (rather than Pound Green room as originally considered). The seating would be against the wall adjoining the reception area and the screen wall mounted in front of the doors connecting to the Pound Green Room. The seating would comprise of retractable seating for approx. 60 seats with the other 20 being free standing chairs of a matching design. The depth of the seating when retracted would be 1.25m and a width of 6.34m.

The Clerk advised that, while there would be a loss of floor space in this room, he and Deputy Clerk felt that this would be manageable. The benefits of this proposed location were that the seating can be designed for the handrails to stay in place when the seating is retracted which is a significant operational enhancement that would not have been possible under the original plan.

A further discussion would be required to ensure that the reception area was more effectively integrated into the look and feel of the “cinema”.

The school holiday period (late July to end of August) has been identified as a potential window for this work. This meets the lead time for equipment ordering.

A draft agreement has been prepared on behalf of Shinfield Studios for the agreement between them and the council.

Chis
27/3/24

It was proposed that the new approach be approved, and Cllr Grimes be approved to sign the agreement on behalf of Shinfield Parish Council.

Proposed: Cllr Lias
Seconded: Cllr Masseron
Approved: 11 Members were in Favour, none against and there were 2 abstentions

24/20

Public Art

20.1 It was proposed that Shinfield Parish Council embark on the process of developing a piece of public art for the area to the north of the School Green Centre subject to the following conditions:

- The total cost of the project should not exceed £50,000
- The expectation was that the cost would be covered by developers' contributions (already identified as £8,000) and fundraising for the balance of £42,000
- Shinfield Parish Council were therefore only agreeing to underwrite any shortfall should it arise

There were voices both in favour and against the proposition.

There would need to be full and effective community engagement throughout the project and an effective fundraising effort (supported by Arts4Wokingham).

Proposed: Cllr Peer
Seconded: Cllr Tatla
Approved: 7 Members were in Favour, 4 against and there were 2 abstentions

ACTION – Clerk to progress the initiation of the public art project

24/21

Correspondence

21.1 There was no correspondence to report

24/22

Invoices for Payment

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

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

22.2 Payments outside the Clerk's financial delegation

There were no payments made outside the Clerk's financial delegation

24/23

Date of Next Meeting

23.1 The date of the next meeting was Wednesday, 27th March 2024

Meeting ended at 21.59

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27/3/24

List of Actions

24/3.2 23/158.3	Clerk to arrange a visit to Oakbank School and report back to the appropriate meeting of the Children and Young Adults Committee	Clerk
24/3.2 23/161.2	Clerk to set up a working party to explore the idea of community amenities further	Clerk
24/9.2	Clerk to include meeting schedule for June 2025 to May 2026 for consideration at the Annual Full Council Meeting in May.	Clerk
24/13.1	Clerk to draft and circulate a letter to the Regional Director at DfE	Clerk
24/17.4	Clerk to add Annual Grants Process to the agenda for the March Full Council meeting	Clerk
24/20.1	Clerk to progress the initiation of the public art project	Clerk

PL
27/3/24.