

Minutes approved on:	
-------------------------	--



Clerk: Mr M. Balbini
Shinfield Parish Hall
School Green
Shinfield
Reading
RG2 9EH
Tel: (0118) 988 8220
E-mail:
clerk@shinfieldparish.gov.uk
www.shinfieldparish.gov.uk

Draft

Minutes of a meeting of Shinfield Parish Council held on Monday 21 June 2021 at Spencers Wood Pavilion, commencing 19.30 hrs.

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

Attending: Mike Balbini (Clerk), Jo Skidmore (Committee Secretary), Kouy Young (Deputy Clerk) B/Cllrs Frewin and B Patman.

21/65 Public Questions

There were no public questions.

21/66 Apologies and declarations of members' interests

66.1 Apologies were received from Cllrs. Alexander, Boyer, Emmet, Narayanan, Jahromi, Lias and B/Cllrs Batth, Rance and Munro.

66.2 There were no declarations of interest.

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

21/67 67.1 Council Minutes 17 May 2021

The minutes of the Council meeting held on 17 May 2021 that had been circulated prior to the meeting were **APPROVED**.

Proposed: Cllr. James Seconded: Cllr. Montgomery Unanimously agreed

67.2 Matters Arising from Previous Meeting

128.0 Land Swop SPC and WBC

This matter was noted as ongoing. Cllr Grimes requested that B/Cllr Patman address the matter with Craig Hoggeth, WBC to expedite it. The Clerk undertook to forward details to B/Cllr Patman.

71. Clerk awaiting Millworth Lane lease for signature

The Clerk confirmed receipt of the lease which was later signed.

15.8.4.2 Consideration to be given to implementing a process for making an award to nominated community groups for their efforts during the pandemic.

The Clerk confirmed that this was ongoing and that an event would be scheduled for Winter 2021.

29.5 Clerk to share furniture ideas for new community centre with winning café tender for café furniture to obtain their feedback

The Clerk confirmed that the café operator had been appointed subject to contract and that approval for the chosen furniture had been received.

36.3 Cllr. Alexander to speak with Cllr Boyer about digital channels and marketing for SPC

This item was noted as ongoing.

36.4 Clerk, Cllr Boyer and Alexander to discuss work to date with Cratus and report back to next Council meeting

The Clerk confirmed that this was ongoing. Members queried whether Cratus was providing value for money and it was noted that once again several residents had not received the latest newsletter. To address the issues raised the Clerk and Cllr. James undertook to speak with Cratus, and the Clerk was instructed to reconvene the Communications Committee.

41.1.2 Clerk to add discussion on R&A's role in activities at the new Community Centre to the next F&GP agenda.

This item was noted as complete.

43.3 Clerk to invite representative from TVP to discuss crime in the parish

The Clerk noted that TVP was invited to send a representative to a Full Council meeting but had not attended for the last two meetings. The Police and Crime Commissioner had confirmed that he would be attending the R&A meeting on 30 September and that all Cllrs were invited.

43.6 Deputy Clerk to arrange professional photographs of Councillors. Councillors to provide Deputy Clerk with updates to their biographies

The Deputy Clerk thanked members for providing updated biographies and noted that a photographer would be booked shortly.

44.4 Cllr. James to circulate list of assets in the Parish to members

Cllr James confirmed that this remained in progress.

57.6.2 Cllr. Grimes to request a statement of planning intention from WBC's Chief Planning Officer.

It was noted that that Cllr. Peer and the Clerk would be receiving training from WBC on planning and that it was hoped that WBC's intentions for planning in the parish would become clearer as a result.

58.4.2 EOM to be arranged for approval of Section 2 – Accounting Statements 2020/21 referred from this meeting

This item was noted as complete.

59.3 Cllr. Grimes and Clerk to write to WBC to find out future policy on schools in the parish.

This item was noted as ongoing.

60.2.4 Cllr. Boyer to research most efficient method of flyer distribution to enable voting for as many residents as possible

See item 36.4 above

63.2 Clerk to obtain further information on plans for a Shinfield Festival
See item number 73.1.

67.3 Matters Arising

There were no matters arising.

21/68 Reports

68.1 Minutes of the R&A committee meeting 27 May 2021

68.1.1 Cllr. Clarke noted that the cost of rubbish collection in the parish was £16.5k per annum and suggested that SPC look to address the issue of litter more broadly. The Clerk confirmed that he had highlighted the issue on the SPC website as discussed at the Recreation and Amenities committee meeting. Cllr. Clarke suggested organising regular community litter picking events.

68.1.2 The minutes of the R&A committee meeting of 27 May were **NOTED**.

68.2 Minutes of the Planning & Highways committee meeting 3 June 2021

68.2.2 The minutes of the Planning and Highways committee meeting on 3 June were **NOTED**.

69.2.3 B/Cllr Frewin requested that members copy him in on correspondence to WBC where appropriate.

68.3 Minutes of the Development Board meeting 9 June 2021

68.3.1 Cllr. Grimes highlighted that he would be following up on potential co-funding of projects to address speeding issues.

68.3.2 The Development Board meeting minutes of 9 June 2021 were **NOTED**.

68.4 Working Parties Reports

68.4.1 Sports Strategy Working Party

Cllr. Clarke confirmed that the Sports Strategy working party would commence now that the Millworth Lane lease had been signed. Membership of the group would be discussed at the Recreation and Amenities meeting this coming Thursday.

68.4.2 Cllr Peer confirmed that the Neighbourhood Action Group had been offered use of the new community centre for a meeting from October onwards.

68.5 Chair's Report

68.5.1 The Chair highlighted the following points:

- At a meeting at the Thames Valley Science Park a discussion had taken place on names for designated areas, noting that the Shinfield Studio name was protected for the film studios.
- The enforcement issue at the one stop shop was continuing and B/Cllr. Rance was now involved.

68.6 Clerks Report

The Clerk noted his report circulated prior to the meeting and there were no questions from members. Highlights included:

- Land swap options had been put forward to WBC to make it equitable and a response was awaited.
- SPC's solicitor was working on the community centre café license.
- Staff had completed a tour of the new Community Centre and responded positively.
- Over 50 responses had been received suggesting facilities for the Spencers Wood recreation ground.

68.7 Borough Councillor Reports

68.7.1 B/Cllr Frewin highlighted the following:

- Grazeley speeding issues: WBC will be making an offer of a public meeting to discuss solutions with Grazeley residents though police remained reluctant to install a speed camera. Members were asked to encourage residents to attend the meeting.
- Mere oak: Residents were questioning behaviours. Mobile home parks need person as a proper person to represent it. Not currently in place
- Grazeley road sewers and flooding: Thames Water had responded to the issues raised and John Halsall, WBC had been helpful in resolving the matter. B/Cllr Frewin had written to Wayne Smith, WBC requesting that the sewage and water network to be upgraded before further development in the area.
- Oatlands Road Parking: New developments had been built with roads 3 meters in width meaning that residents needed to park on footpaths to allow traffic to pass. An informal agreement was in place with Thames Valley Police not to fine residents providing that they did not block the whole path. Recently WBC parking enforcement had ticketed residents. A request had been made to WBC to adopt a common sense approach to parking enforcement in the area.
- Oakbank school: B/Cllr Frewin was responding to complaints from residents regarding the absence process at the school which had appeared heavy handed.
- Parklands: There were increased tensions between residents and the developers due to issues that had arisen. The developers were currently withholding information required to resolve issues.
- Hyde End Road: Construction traffic was not using agreed routes and noise levels were high. The issue had been escalated but there were few options available to resolve it.

68.7.2 B/Cllr. Patman highlighted the following:

- Parklands: B/Cllr Patman noted that in addition to noise related issues significant damage was being caused to the SANG adjacent to the site.
- Basingstoke Road crossing: Concerns were voiced over the location and type of crossing being installed. It had been intended to provide a route from the SANG to Oakbank School, but it was felt that it had been installed in the wrong place.

- Planning: It was hoped that new rules would see a reduction of development in the area.

68.8 Questions to WBC via Borough Councillors

Cllr. Grimes asked B/Cllrs to request that road works were not carried out concurrently except in the case of emergencies. The B/Cllrs agreed to raise this as an issue but noted that there was limited opportunity to influence the matter.

68.9 Reports from Outside Bodies

68.9.1 Cllr. Brown report circulated prior to meeting of a meeting he attended at Brambles (Red Kite) noting the excellent service that they provide and the potential loss of jobs due to a regional merger of services. In the meantime, they were restarting services that had paused because of the pandemic.

68.9.2 It was noted that Brambles (Red Kite) had not yet confirmed how often they would require an allocation of space at the new Community Centre. Members were reminded that SPC had made a commitment to host them in an agreement with WBC.

Presentation from Thames Valley Police

In the absence of a representative from Thames Valley Police this item was deferred and all issues can be raised with the PCC at his meeting of the 30th September 2021.

21/69 Neighbourhood CIL proportion report from WBC

69.1 The Clerk confirmed that the CIL proportion report had not been received from WBC.

69.2 A request for co-funding had been received from WBC for repairs to Shinfield byway 34 outside Shinfield School at a cost of £10k.

69.3 It was **PROPOSED** that the request for co-funding the project be declined in support of the school and residents who had expressed concerns previously that tarmacking the byway would lead to an increase in traffic and safety concerns.

Proposed Cllr James

Seconded: Cllr. Clark

Unanimously Agreed

21/70 New Community Centre

70.1 Construction

Cllr. Grimes gave an overview of the community centre project Director's report circulated prior to the meeting highlighting the following points:

- AOC had confirmed an additional two-week delay with 20 September now the target date for handover. MEA had been tasked with understanding why the delays were occurring.
- A list of construction issues had been compiled and were being addressed.
- Mains services connections were in progress. Cllr. Grimes noted that SPC was awaiting finalisation from the consortium of the wayleave in relation to the BT connection from the Consortium.
- The valuation (No10) had been received and approved by MEA and AOC.
- Health and Safety incidents on site were low.

- The Consortium planning application had been reviewed and confirmed as matching the community centre site levels.
- Building Control, WBC, had approved a temporary escape route from the Community Centre building onto Beke Avenue whilst work was being carried out by the Consortium which would affect the actual escape route.
- Catering equipment would be provided by a preferred supplier identified through the procurement process.
- The Clerk confirmed that plans for moving into the community centre were ongoing and required a firm handover date to be fully effective. It was noted that they should focus on actions required during the eight weeks prior to the opening of the centre.

70.2 Communications

The Clerk confirmed that 149 responses had been received from residents who had been asked to select a name for the community centre. Voting would close on 25 June. Cllr Grimes confirmed that the name would need to be agreed by Council and by WBC.

21/71 Invoices for Payment

71.1 Members queried the three invoices received from Cratus.

71.2 It was **PROPOSED** that the invoices up to 13 June were approved for payment except for the three invoices from Cratus.

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

71.3 It was **PROPOSED** that the Clerk and Cllr. James be authorised to pay the invoices if satisfied with the outcome of a discussion with Cratus.

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

71.4 It was **RESOLVED** that the Barclay card statement detailing expenditure by SPC up to 14 June 2021 was **APPROVED**.

Proposed: Cllr. Montgomery Seconded: Cllr. O'Brien Unanimously Agreed

71.5 It was **PROPOSED** that the payment of Invoice No.10 for the New Community Centre £133,950.00 ex VAT was **APPROVED**.

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

71.4 Contract Register

The Contract Register, tracking the payments for LIFEbuild and the new Community Centre was **NOTED**.

21/72 Recommendations from Committees to the FC of 21 June 2021

72.1 Land Procurement Policy recommendation from the Development Board

72.1.1. Cllr. Grimes explained the purpose of the draft Land Procurement Policy which had been circulated prior to the meeting.

72.1.2 It was **AGREED** that the text in bold below should be added to the third paragraph of the section 'Decision Making'.

'Project Initiation, which does not involve external costs **exceeding £5,000 per project**, will be approved by the Development Board if the Project Initiation Document (PID) demonstrates that the project is aligned to parish policies, is affordable and achievable.'

72.1.3 It was **PROPOSED** that the Land Procurement Policy was **APPROVED** subject to the addition of the text above.

Proposed: Cllr. O'Brien Seconded: Cllr. James Unanimously Agreed

72.2 Annual Staff Pay Review from the Staffing Committee

72.2.1 It was **PROPOSED** that SPC align itself with the National Joint Council for local government services in respect of the annual staff pay review.

Proposed: Cllr. Montgomery Seconded: Cllr. O'Brien Unanimously Agreed

72.3 Recruitment of Front of House Staff from the Staffing Committee

The Clerk noted that the community centre would be open for 7 days a week. To offer flexibility it was suggested that three people be recruited to staff the building between the hours of 9am until 10pm (except for Sunday's). Subject to approval, recruitment would commence in July in readiness for opening of the community centre in September. The roles would include reception and administrative duties.

Members discussed the proposals considering arrangements in the old community centre but also noting the size of the new building and need to protect the asset. It was confirmed that the posts had been budgeted for.

It was **PROPOSED** that the recruitment of three front of house staff was **APPROVED**.

Proposed: Cllr. McDowell Seconded: Cllr. Brown Agreed by Majority

21/73 Correspondence

73.1 Shinfield Festival

Cater Express had contacted SPC with a proposal to organise a Shinfield Festival. It was **AGREED** that having reviewed the information received, the proposal be declined.

21/74 Date of Next Meeting: **19 July Spencers Wood Pavilion.**

The meeting ended at 9:45pm.

Action Items:

Minute Ref	Details	Action By:
128	Clerk to contact B/Cllr Patman to request his help to expedite the land swap with WBC.	Clerk
15.8.4.2	Consideration to be given to implementing a process for making an award to nominated community groups for their efforts during the pandemic.	Deputy Clerk/ L Hope
36.3	Cllr. Alexander to speak with Cllr Boyer about digital channels and marketing for SPC	Cllr Alexander
36.4	Clerk and Cllr Grimes to speak with Cratus regarding concerns raised on value for money and Clerk to reconvene Communications committee.	Clerk/Cllr Grimes
43.6	Deputy Clerk to arrange professional photographs of Councillors	Deputy Clerk/All
44.4	Cllr. James to circulate list of assets in the Parish to members	Cllr. James
57.6.2	Clerk and Cllr. Peer to receive planning training from WBC which may address the issue of planning intentions in the parish.	Clerk/Cllr Peer
59.3	Cllr. Grimes and Clerk to write to WBC to find out future policy on schools in the parish.	Clerk/Cllr. Grimes
72.1.2	Clerk to add text to Land Procurement Policy as agreed relating to £5k spending limit.	Clerk