

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 25th September 2024 at the School Green Centre commencing at 19:30



Bruce Winton
Chief Executive and Clerk to the Parish Council
20th September 2024

Members: Cllrs Boyer, Clarke, Fernandes, Grimes, Hoyle, Jahromi, James, Johnson, Jones, Lias, Masseron, Matic, Montgomery, Peer and Tatla

Agenda

1. Public Questions

- 1.1 To **RECEIVE** and **CONSIDER** any questions from the public

2. Apologies and declarations of members' interests

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

3. Minutes of Full Council Meeting held on 28th August 2024

- 3.1 To **APPROVE** the minutes of the Full Council meeting held on 28th August 2024* 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 Wokingham Borough Council via the Borough Councillors

5. Reports from Committees and associated Working Parties

- 5.1 To **RECEIVE** and **NOTE** the draft minutes of the Facilities Committee held on 4th September 2024* and an update from the Chair of the Committee including updates from:
 - Sports Working Party
 - School Green Working Party
- 5.2 To **RECEIVE** and **NOTE** the draft minutes of the Arts, Culture and Events Committee held on 5th September 2024* and an update from the Chair of the Committee

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

*** indicates papers to follow*

- 5.3 To **RECEIVE** and **NOTE** the draft minutes of the Children and Young Adults Committee held on 10th September 2024* and an update from the Chair of the Committee including updates from:
 - Events Working Party
- 5.4 To **RECEIVE** and **NOTE** the minutes of the Planning and Highways Committee held 22nd August 2024*, the draft minutes of the meeting held on 11th September 2024* and an update from the Chair of the Committee including updates from:
 - Traffic Working Party
- 5.5 To **RECEIVE** and **NOTE** the draft minutes of the Staffing Committee dated 19th September 2024* and an update from the Chair of the Committee
- 5.6 To **RECEIVE** and **CONSIDER** a verbal update from the Corporate Governance Working Party including **APPROVAL** of the draft Terms of Reference* for the Committees
- 5.7 To **RECEIVE** a verbal report from the Chair of the Council
- 5.8 To **RECEIVE** reports from outside bodies

6. School Green Centre

- 6.1 To **RECEIVE** and **CONSIDER** a verbal update from the Clerk on the installation of the screening facility in the Ryeish Green room at the School Green Centre
- 6.2 To **RECEIVE** an **UPDATE** on the lease between Shinfield Parish Council and Crumbs Café

7. Local Plan Update (LPU)

- 7.1 To **RECEIVE** and **NOTE** the Wokingham Borough Council LPU

8. VE80 celebrations

- 8.1 To **RECEIVE** and **CONSIDER** proposals for VE80 commemorations* in the parish in 2025

9. Education Matters

- 9.1 To **RECEIVE** and **CONSIDER** a verbal update from the Chair of the Council

10. Joint meeting with the University of Reading and Shinfield Parish Council

- 10.1 To **RECEIVE** and **NOTE** an update from the meeting held on 14th September

11. Anti-Social Behaviour

- 11.1 To **RECEIVE** and **CONSIDER** a verbal report from Cllr Johnson on the amount of theft from the Co-op and drug related incidents

12. Correspondence

- 12.1 To **RECEIVE** and **CONSIDER** any correspondence received

13. Invoices for Payment

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

14. Date of Next Meeting

- 14.1 The date of the next Full Council Meeting will be held on 23rd October 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, 28th August 2024
At School Green Centre commencing at 19:30

Present: Cllrs Grimes (Chair), Jahromi, James, Johnson, Jones, Lias, Masseron, Matic, Montgomery, Peer and Tatla

Attending: BCllr Glover
B Winton (Clerk)
1 member of the public

24/85 Public Questions

85.1 There were no public questions.

24/86 Planning Application 241861/2 – proposed Spencers Wood Primary School

86.1 Cllr Matic declared an interest in this item. It was agreed that he could remain present for the discussion but would not vote on the matter.

Cllr Lias updated Full Council on the discussions at Planning & Highways meeting on 22nd August. The committee recommended that the council formally object to both planning applications on the grounds that the proposed school, if built, would be inadequate for the long-term needs of the parish. Other concerns including traffic impacts would also need to be addressed.

If Wokingham Borough Council address the list of concerns that the council had regarding the proposed new school, then Shinfield Parish Council would welcome a new primary school.

Members **APPROVED** the draft response prepared by the Planning and Highways Committee.

Proposed: Cllr Tatla
Seconded: Cllr Jahromi
Approved: 10 Members voted in favour of the proposal (Cllr Matic abstained)

ACTION – Clerk to submit the response to Planning Applications 241861 & 241862

ACTION – Clerk to include an article in the parish newsletter setting out the reasons for the council's objections to the planning applications for a new school in Spencers Wood

24/87

Education Matters

- 87.1 Cllr Grimes advised members of a meeting held with Yuan Yang MP for Earley and Woodley on 22nd August (Cllr Montgomery, BCllrs Bell and Gray and the Clerk were also present). The discussions covered all aspects of education within the parish.
- 87.2 Cllr Grimes advised that in respect of school buses from September 2024, SPC had taken matters as far as they could with WBC. He also advised that WBC had put forward a proposal that SPC manage the school bus provision in the parish from 2025 onwards.

After discussion it was agreed that SPC should meet with WBC to discuss this proposal in more detail and ascertain what would be required to make this happen, the financial implications (including what funding would follow from WBC) and what benefits would be available to Shinfield students (e.g. opening up the service to 6th form students). The matter would be the responsibility of the Children and Young Adults Committee.

Members **APPROVED** a proposal for SPC to **discuss** the management of school bus provision within the parish with WBC.

Proposed: Cllr Grimes
Seconded: Cllr Johnson
Approved: Unanimous

ACTION – Clerk to arrange a meeting with WBC to discuss their proposal for SPC to manage the school bus provision

24/88

Apologies and declarations of Members' Interest

- 88.1 Apologies had been received from:
Cllrs Boyer, Clarke, Hoyle
BCllrs Bell, Gray
S Herring (Deputy Clerk)
- 88.2 There were no declarations of interest
- 88.3 There were no changes to members' declarations of pecuniary interests

24/89

Minutes of the Meetings held on 24th July 2024

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

Proposed: Cllr Montgomery
Seconded: Cllr Masseron
Approved: Unanimous

89.2 The following matters arising were discussed:

- 24/63.1 Chairman to contact Reading Borough Council regarding joint working with SPC
24/26.2 and the residents of North Shinfield

Cllr Grimes advised that this was in progress.

ACTION - Chairman to contact Reading Borough Council regarding joint working with SPC and the residents of North Shinfield

- 24/41.7 Cllr Fernandes to contact Oakbank School regarding ideas for the Natural History Museum

To be carried forward to the next meeting.

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

- 24/77.2 BCllrs to raise the profile of the path from Lailey Path to Shinfield Infant School with the relevant departments at WBC

The issued appeared to be that there was a short piece of wall that needed to be removed to facilitate the footpath, but this required listed building consent (however members did not feel that the listing related to the wall in question).

ACTION – Clerk to arrange a meeting on site to discuss the issue of Lailey Path (and BCllr Glover would also make a similar request)

Cllr Johnson would also provide drone footage of the area taken at the start of the school day

ACTION – Cllr Johnson to arrange drone footage of the Lailey Path area

- 24/77.2 BCllr Gray to apply for a signalised crossing on Hyde End Road near Lailey Path

BCllr Gray had asked a question on Lailey Path at WBC Full Council meeting, and this was tied in with the previous point.

- 24/77.2 Clerk to draft a letter to WBC expressing the concerns of SPC regarding the safety of children and parents crossing the road

That letter has not been sent as yet but there have been a number of representations direct to WBC officers regarding the need for the path and the urgency in installing it. These concerns would be conveyed in person at the meeting onsite.

- 24/77.2 Clerk to arrange for photographs to be taken at the beginning of the school year if this has not been resolved

This would be kept as an option.

- 24/77.2 Clerk to request more information from BCLlr Munro regarding the work on safety and speed limits in Spencer Wood

The Deputy Clerk had contacted BCLlr Munro. His response was that this was in relation to all the issues raised by WBC in a document that had been circulated 6-8 months ago, for example, the problems with traffic at the crossroads of Lambs Lane/Beech Hill Road.

- 24/78.8 Clerk to contact HALC and organise an in-house training session on 'Communicating with your Council'

The Deputy Clerk had obtained the contact details for the trainer from HALC but had not yet contacted him.

ACTION – Deputy Clerk to contact the trainer for an in-house training session on 'Communicating with your Council'

- 24/81.2 Clerk to add to the agenda of the Planning and Highways Committee meeting an item to discuss the Wokingham Borough School Places Strategy 2024/25

This would be on the agenda at the September meeting.

ACTION - Clerk to add to the agenda of the Planning and Highways Committee meeting an item to discuss the Wokingham Borough School Places Strategy 2024/25

- 24/82.2 Clerk to investigate designs for a lapel badge to recognise those in the parish turning 100

The Clerk advised that there had recently been a press release from Wokingham seeking nominations for "everyday heroes" for their Mayor's Awards with recipients receiving a lapel badge. He suggested that having a wider scheme for recognising significant contributions to the parish may be more appropriate and would bring forward a proposal at a future meeting.

ACTION - Clerk to develop a proposal for recognising significant contributions to the parish and bring to a future meeting.

- 24/82.3 Clerk to send a notification to all SPC councillors about the joint meeting with the UoR on 14th September 2024 at 14:00

This had been done.

24/90 Reports from Borough Councillors

- 90.1 Members **NOTED** the written reports from BCLlrs

- 90.2 The following matters were raised:

The Local Plan Update would be discussed by WBC at their Full Council meeting on 19th September.

There were concerns regarding the planning application to extend the operating hours at Heron Industrial Estate

24/91

Reports from Committees and associated working Parties

91.1 Facilities Committee

A meeting of the Facilities Committee had not been held in August. The screens at the north end of the School Green had now been installed.

91.2 Arts, Culture and Events Committee

A meeting of the Arts, Culture and Events Committee had not been held in August. Work was progressing well with the installation of the cinema in the Ryeish Green Room and the official launch event would take place on 4th October 2024.

91.3 Children and Young Adults Committee

A meeting of the Children and Young Adults Committee had not been held in August.

91.4 Minutes of the Planning and Highways Committee held on 22nd August 2024

The planning applications in respect of a new Spencers Wood Primary School had been discussed earlier in the meeting. Members **NOTED** the minutes of the Planning and Highways Committee.

91.5 Minutes of the Finance and General Purposes Committee held on 21st August 2024

Cllr James advised that a priority for the committee was to ensure the long-term financial stability of the council. This would be especially the case once the large income streams arising from CIL came to end.

A detailed analysis of historic S106 income was being developed with the intention to seek a formal discussion with senior WBC Finance officers on the matter.

Members **NOTED** the minutes of the Finance and General Purposes Committee

- 91.6 The committee had held a standalone meeting on 27th August to consider annual grant applications. Members reviewed and agreed the list of recommended Annual Grants. Members also agreed with the proposals to develop a plan for council provided defibrillators across the parish including one unit at High Copse.

Members voted to **APPROVE** the recommendations regarding grant applications.

Proposed: Cllr Montgomery
Seconded: Cllr Peer
Approved: Unanimous

ACTION – Clerk to advise applicants of the outcome of the process

ACTION – Clerk to develop a plan for extending defibrillator coverage within the parish and report to Finance & General Purposes Committee

91.7 **Corporate Governance Working Party**

The Clerk reported that the Working Party had met on 20th August 2024 to complete the proposed Terms of Reference for committees. The process had been aimed at producing a consistent and clearer set of documents.

These had been presented to the Finance and General Purposes Committee on 21st August 2024. It was intended to take on board comments from F&GP members and submit the final versions to Full Council in September for approval. Following that each individual committee will need to formally adopt.

Attention would then move on to the updating of the Standing Orders and Financial Regulations with a timetable of completing all core elements by April 2025.

ACTION – Clerk to include Terms of Reference on the agenda for the September Full Council meeting

91.8 **Chairman's Report**

Cllr Grimes advised that he had nothing to add to the items already discussed earlier in the agenda.

91.9 **Reports from Outside Bodies**

Cllr Lias advised that he was having difficulty establishing contact with the Grazeley Village Memorial Hall committee secretary.

ACTION – Clerk to contact the Chairman of Grazeley Village Memorial Hall

24/92 School Green Centre

92.1 Screening Facility

Work had commenced on the Screening Facility in the Ryeish Green room on Tuesday 16th July. The floor had been removed, the heating system drained, and strengthening work on the floor was taking place. The seating was scheduled to be installed from 2nd September. The Site Manager had confirmed that there had been no hidden surprises and work was progressing to schedule.

24/93 Joint meeting with the University of Reading and Shinfield Parish Council

93.1 Meeting arranged for 14th September at 14:00 at the School Green Centre

There was a discussion on questions to be raised with the University of Reading at the meeting and members were invited to send in any additional thoughts to the Clerk so that the list could be collated in readiness for the meeting.

24/94 Correspondence

94.1 There was no correspondence

24/95 Invoices for Payment

95.1 Payments made within the Clerk's financial delegation

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

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

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

95.3 Payments outside the Clerk's financial delegation

There were no payments outside of the Clerk's financial delegation to be approved

24/96 Date of Next Meeting

96.1 The date of the next meeting was Wednesday, 25th September 2024

Meeting ended at 21.20

List of Actions

24/86.1	Clerk to submit the response to Planning Applications 241861 & 241862	Clerk
24/86.1	Clerk to include an article in the parish newsletter setting out the reasons for the council's objections to the planning applications for a new school in Spencers Wood	Clerk
24/87.2	Clerk to arrange a meeting with WBC to discuss their proposal for SPC to manage the school bus provision	Clerk
24/89.2 26.2	Chairman to contact Reading Borough Council regarding joint working with SPC and the residents of North Shinfield	Cllr Grimes
41.7	Cllr Fernandes to contact Oakbank School regarding ideas for the Natural History Museum	Cllr Fernandes
77.2	Clerk to arrange a meeting on site to discuss the issue of Lailey Path (and BCllr Glover would also make a similar request)	Clerk
77.2	Cllr Johnson to arrange drone footage of the Lailey Path area	Cllr Johnson
78.8	Deputy Clerk to contact the trainer for an in-house training session on 'Communicating with your Council'	Deputy Clerk
81.2	Clerk to add to the agenda of the Planning and Highways Committee meeting an item to discuss the Wokingham Borough School Places Strategy 2024/25	Clerk
82.2	Clerk to develop a proposal for recognising significant contributions to the parish and bring to a future meeting	Clerk
24/91.6	Clerk to advise applicants of the outcome of the process	Clerk
24/91.6	Clerk to develop a plan for extending defibrillator coverage within the parish and report to Finance & General Purposes Committee	Clerk
24/91.7	Clerk to include Terms of Reference on the agenda for the September Full Council meeting	Clerk
24/91.9	Clerk to contact the Chairman of Grazeley Village Memorial Hall	Clerk

Borough Councillor Reports

Councillor Bell

Key issues brought by Residents

- 1. ASB including:**
 - theft from the Coop
 - Continued legal driving of E-scooters/Ebikes/Motorcross bikes dangerously in an around pedestrianised areas.
 - Doorstep parcel theft
 - Dangerous parking
 - Illegal home occupancy
 - Verbal abuse and threatening behaviour towards local residents
 - Littering
 - Drug related dealing and behaviour
- 2. Cost & issues related of living in new housing developments**
 - SANG charges
 - Estate management fees and their administration
 - Value for money from Management Companies
 - Development Transfer processes between developer and management company
 - Road and amenity adoption by WBC
 - Health & Safety risks including Culverts and Balancing Ponds
- 3. Home adaptations**
- 4. Planning permission contraventions and construction disputes**
- 5. Bins/Waste**
 - Lack of collections for flats and Housing Association own properties
 - Adequate Bin allocation for flats and HA properties
 - Uncollected additional general waste
- 6. Parking outside row of shops on School Green**
- 7. Request for speed reduction extension on Church Lane**
- 8. Flytipping of human waste near Whiteknights school**
- 9. Immigration support**
- 10. Concerns regarding the proposed Local Plan**, in particular the proposed Loddon Garden Village development.
- 11. Concern of care and maintenance of St Mary's detached graveyard**

Councillor Edmonds

Councillor Gray

This month has been busy with the local plan full council meeting, I have had meetings with the Overview and Scrutiny Management Committee and have been elected as Chair of Children's Services Overview and Scrutiny Committee.

After a lot of deliberation I voted with Sarah against the Local Plan on Thursday's full council (my speech below). I felt that schools was a big issue to highlight. Now that the plan has gone through, I would be keen to work with the BC and SPC to make sure our needs are represented in areas where we might be able to tweak the delivery of infrastructure to suit the needs of our residents. I think now we need to treat it as an opportunity that we need to make the best of. In particular I want to look at how and when S106 agreements are entered and to avoid issues with SANG charges etc. but some of these will come further down the planning road.

I want to speak today on this issue to highlight why this local plan will be damaging for the residents of Shinfield and set our community back further over the next 15 years.

My ward of Shinfield has seen a lot of new development in recent years and many families have benefited from the housing becoming a part of the thriving community of Shinfield. But sadly, while existing development continues, infrastructure is struggling to keep pace and residents are seeing the strains in the system, particularly with roads, education and healthcare. There are not enough primary school places and secondary and sixth form places are not provided for in line with demand in the area. The balance of suitable infrastructure and housing has not been achieved with the current developments in Shinfield and further development in nearby Loddon Garden Village will only exacerbate this.

The plans for a new secondary school in Loddon Garden Village are welcome, but with delivery not proposed until 2037, there is a long period where the pressure on school places will get worse before it gets better with Shinfield residents pushed further to the back of the queue for secondary school places and 6th form places of which there is currently no provision in the local area. The delays in provision of Bohunt 6th form give further cause for scepticism about the reliability and timeliness of the delivery of a 6th form in LGV- which does not have a clear delivery date for the 6th form in the plan, an area which is of real concern to residents.

Shinfield has been described as a 'victim of its geography' when attempting to deal with the challenge of school places and school transport. This local plan solidifies that position by imposing more development in the area before existing infrastructure is adequate.

I am acutely aware of the need for new and affordable housing to meet the needs of our growing communities, but this needs to be distributed across the borough to strengthen existing communities rather than weaken them. It is for this reason that I cannot vote for this local plan.

Casework

- A couple of ongoing ASB cases.
- Ongoing meetings with developers, Reading University and residents surrounding SANG charges on the Shinfield Gardens and Longacre development- some progress is being made, we are looking at ways to reduce/scrap SANG charges in Phase 2 and future developments and ideally present the case for these to be scrapped in Phase 1.
- Ongoing work with trying to reduce graffiti in the area.

Councillor Glover

The Swan Public House

Again, the last weekend in August, trouble was reported anonymously, on Facebook. The Licensee denied the charge and had more support than not. I have not had any communication from the anonymous complainant.

Woodcock Lane

No action because of higher-priority issues, but I would like to get something done to make those muddy byways safer for walkers, cyclists and horseriders.

Highways Improvements

Lailey Path path

A meeting has been arranged for 19 September at the Infants School. Cllr Fishwick still wants to see the implementation of the plan that involves moving the school gate, but there is a proposal about a back entrance.

Phone app for reporting problems

No action because of higher-priority issues.

Heron Industrial Estate

Not heard any more. No planning application has been submitted

Speeding and vehicle noise on Basingstoke Road and A33

Talked to PCSO Stuart Cunningham about these issues:

1. Speed detection on Basingstoke Road. The police need a minimum straight line of sight, and somewhere to park the speed detection van. They will look into this, but meanwhile, please could we start using the SPC speed monitors again?
2. It's difficult to prosecute for vehicle noise, as it's difficult for the public to provide evidence of the sound. There is no device for detecting specific sounds.
3. TVP would support speed cameras on the 40mph bit of the A33, but ultimately its down to Highways and Council working together.
4. Car meets. Probably participants are filling up with petrol at Budgens service station, which is not a crime, before going on to the meet. Just a police car parked there would quieten them down as they exit.

Operation Chromium. The police do gather intelligence from social media about when and where car meets are going to occur. They could police Budgens on these occasions. Just a police car parked there would quieten things down.

5. We also talked about shoplifting at the Co-op in Shinfield. He told me that the Police do care about shoplifting, they treat it as a crime regardless of the value of the goods stolen (the £200 limit applies to sentencing, not whether arresting and prosecuting), but that they need evidence, which is generally gathered by shop owners having sufficient CCTV cameras, and they need it to be reported, which is generally down to shop management (NB CCTV does not last more than about a month, so thefts need to be reported promptly). 'we are doing our best to work with shops to encourage reporting, indeed we want to work with them to support them as best we can, as with all of these things, the best results are achieved when we work together.'

He also told me about a recent incident in which you turned up at the Co-op just after a shop-lifting 'raid', you gave chase and arrested the culprits, who were also charged with other thefts.

Hayes Drive maintenance

Resident reported via the website but has heard nothing. I will follow it up but feel that block paving is residents' responsibility. Maybe I'll be proved wrong.

Wheelie bin rollout

Judging by my inbox, this has not gone badly overall, but – apart from litter-picking bags not being taken at the same time as wheelie bin emptying, which they should be – there is one area of concern in the parish: Clements Close. Here, Veolia operatives no longer want to go all the way to the property itself: they insist on collecting 'from the nearest roadside', which can be some meters away.

Some residents resent, or feel they are not capable of, moving their bins or bags to the roadside themselves; others merely resent Veolia leaving them in a heap after emptying them. WBC officers visited Clements Close with me and talked to residents. (Some residents were made aware of how to apply for 'assisted collection'.)

The main cause of discontent is the treatment of bins and bags by the operatives, especially when residents are forced to leave them at the same place as others. I feel this is in the process of being resolved but not there yet.

Bungalow at Oakbank School

Rhian Hayes has responded:

It is an ex-caretakers property (3 / 4 bedroom bungalow), very close to Ryeish Green which we are aware of. We are in the process of investigating the potential uses of this property– the lease is not straight forward as there are issues around the land ownership which need resolving (including re-negotiating on the boundaries and the lease currently sits with the school). The cost of refurbishing the property has been assessed and is expected to be very high. Essentially it will take time to unpick the legal issues and to work through the business case give the costs.

I think you are going to have to leave this with us for a little longer and we will keep you updated on progress

Benham Drive ditch clearance

The Drainage team is still waiting for a date from the contractor.

New items

Property ownership/selling

I've had two enquiries, one about Partshare Leases in Larchside (meeting the resident next week) and the other about selling property in Croft Gardens (solicitor wants to know whether planning conditions have been met and whether the S106 money has been paid).

Spring Gardens

Borough Councillors have been invited to a Focus Group on 1 November. I have accepted.
Dissertation about effect of TVSP on the local area
Passed on to Andrew Grimes.

Broadband improvements

Residents have expressed concerns about the placement of the white cabinets too near the pavement, specifically the one on the corner of Halfacre Close and Askew Drive.

School buses

The E2 was being consistently late, and its start time has been changed to 15 minutes earlier. There are also possibly worries about the E1 being late, because the target time doesn't leave children long enough to get from the bus to their classroom. A new timetable for the F2 is starting on 23 September, because it was arriving too late, as well. I've also had complaints about the unprofessionalism of school bus drivers.

Query about Deer Leap Playpark

Cllr Clarke asked me about the open space, which is a disgrace and not fit for purpose. I started to investigate but what with the Lib Dem Party Conference and the Local Plan I have not got very far yet.

Councillor Srinivasan

Councillor Munro

Minutes of a meeting of
The Facilities Committee
held on Wednesday 4th September 2024
at School Green Centre commencing at 19:30

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

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

24/FC/80 Public Questions

80.1 There were no public questions

24/FC/81 Apologies and declarations of Members' Interest

81.1 There were no apologies for absence

81.2 There were no declarations of Members' interests

24/FC/82 Minutes of the Previous Meeting

82.1 The minutes of the Facilities Committee meeting held on 3rd July 2024 were approved as a correct record and signed as such by Cllr Clarke

Proposed: Cllr Jahromi
Seconded: Cllr Peer
Approved: Unanimously

82.2 The following matters arising from the meeting held on 5th June were discussed:

24/FC/70.2 Clerk to arrange a site visit to High Copse Pavilion

This had been done

Cllr Johnson to take some drone pictures of the Pavilion and pitches

This had been done

24/FC/70.2 Clerk to send plans to Chris Howard, WBC of Millworth Sports Park

This had been done and was on the agenda

24/FC/70.4 Clerk to write to Sport England and Football Foundation to clarify the situation regarding football pitches at Millworth Lane

This was on the agenda.

24/FC/71.1 Clerk to arrange installation of the screens on School Green

The screens were now installed.

24/FC/71.2 Clerk to chase AOC regarding the hatch in the café kitchen

The Clerk has chased AOC for the necessary input on the design of the hatch. They had been advised that AOC had been concentrating on other projects including the installation of the cinema.

ACTION – Clerk to chase AOC regarding the hatch in the café kitchen

Clerk to arrange a quarterly meeting with Crumbs Café

The Clerk advised that he was looking to arrange the first formal quarterly meeting with Crumbs for the end of September.

ACTION – Clerk to arrange meeting with Crumbs and the Catering Working Party

24/FC/72.2 Clerk to obtain quotes for the work to be carried out at Spencers Wood Pavilion and report back to the committee

This was on the agenda.

24/FC/74.1 Clerk to promote the Manor Ground once the completion date for High Copse was available

This would be done.

24/FC/75.1 Clerk to continue to investigate microgeneration

This was on the agenda

24/FC/76.2 Clerk to obtain views of allotment holders as to the kind of accessibility needs required

This will be done in the coming months including discussing at the allotments AGM in October.

Clerk to continue to monitor the allotment plot size and make recommendations at the appropriate time

This would be an ongoing process.

- 24/FC/77.1** Clerk and Councillors to seek views from residents on what they felt would be beneficial to enhance the parish

The process had begun with discussion at the Frensham Green event on 1st August but more work was required to fully engage with residents and in particular those in the north of the parish.

- 24/FC/77.2** Clerk to continue to develop opportunities for volunteering

This would be an ongoing process.

- 24/FC/77.4** Members to report any playparks without a bin to Cllr Masseron

Nothing further had been reported to date.

- 24/FC/77.5** Clerk to obtain more quotes for resurfacing the Spencers Wood Recreation Ground play area

The Grounds Maintenance Officer had not been able to progress this before they left the Council. The Clerk suggested that this be left to the new Facilities Manager to take up when they were eventually appointed.

ACTION – Facilities Manager to obtain more quotes for resurfacing the Spencers Wood Recreation Ground play area once they were in post.

Clerk to send Cllr Johnson a copy of the condition report received on the Spencers Wood Ground play area

This had been done.

- 24/FC/78.1** Clerk to communicate the decision of the Committee to Water-Wize

This had been done.

24/FC/83

Sports Provision

- 83.1** Toilets for Millworth Lane

Everything had been ordered and the final delivery date was expected to be in October 2024.

- 83.2** Sports Working Party

High Copse

A site visit had been arranged for Thursday 5th September. Cllrs Clarke, James, Johnson and Masseron had already viewed the site. Cllr Masseron suggested that rugby be kept on the agenda, however, it was recognised that junior rugby did not require line markings.

A joint meeting between SPC and UoR had been arranged for Saturday, 14th September where the following could be discussed:-

- Security where the cycle path runs in front of the building
- Graffiti – an anti-graffiti substance had been applied to the building
- Weeds on the pitches
- UoR plans to put in allotments – it was noted that SPC did not wish to manage any more allotments
- Ask the UoR to cut back the grass in the field at the top of the Ridge
- Clarification of the proposed Community Garden
- Request that the land next to the football pitches is grassed as currently the only area for children to play is Deardon Field

Millworth Sport Park

The initial planning application has now been submitted but before it goes live Wokingham Borough Council have requested some additional information part of which will be provided by the Building Surveyor and part by the Clerk (including details of public consultation on the subject). Cllr Clarke and the Deputy Clerk had met with Tony Grover; it was noted that additional trees would need to be planted to meet the requirements of biodiversity net gain.

ACTION – Clerk to ensure that the additional information required for the planning application for Millworth Lane is submitted

83.3 Hyde End Lane Football Pitches

Cllr Clarke reported that the pitches were now looking good. It was unclear when the pitches would be available for use how the booking process would work. This would need to be checked with Andy Glencross, WBC.

**ACTION – Clerk to check booking process with WBC
Clerk to check when the pitches would be available for use**

83.4 Millworth Sports Park – Football Grants

The Clerk had not yet been able to action this item

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

83.5 High Copse – use of sports facilities

The Clerk had received interest from two other cricket clubs, other than Shinfield Cricket Club and suggested that a Working Party be set up to establish the future use of the ground, this could involve a tendering process.

Once a Facilities Manager had been appointed this could proceed further.

24/FC/84**School Green Centre and School Green****84.1 School Green Cinema Facility**

The schedule has been particularly challenging for the contractors, and they have had to work around each other more than they would normally do but despite that the work to date had progressed in accordance with the plan. There had been a slight delay with the delivery of the seating due to production issues with the contractor but this had been delivered on Wednesday 4th September. The project remains to be materially completed on Monday 9th September.

There will remain some additional work required to the front of the cupboard doors but this can be done in between bookings after the 9th of September. Once materially complete there will be training for council staff and some test screenings to establish everything works as required.

The Clerk would check to see if the use of gaming or showing Sky Sport was covered by the licence. The minimum fee for showing films was £91.00 per film.

ACTION – Clerk to check the requirements for gaming and Sky Sports

84.2 Meeting Audio and Video

This was still being developed.

84.3 General matters – School Green and School Green Centre

Cllr Johnson would take drone pictures where Lailey Path crosses onto Hyde End Road, when the children return to school. The Clerk reported that the BCLrs were working with WBC officers to progress this problem.

ACTION – Cllr Johnson to take drone pictures where Lailey Path crosses onto Hyde End Road

24/FC/85**Spencers Wood Pavilion****85.1 Upgrade to Spencers Wood Pavilion**

The detailed plans were still being compiled by the Deputy Clerk.

ACTION – Clerk to obtain quotes for the work to be carried out and report back to the Committee

24/FC/86**Manor Ground****86.1**

There were no material issues to report regarding the Manor Ground. The Dementia care group had reiterated their desire to relocate to High Copse as soon as possible to enable them to increase their numbers and the Manor Ground Pavilion would be marketed for occasional hire once they had vacated.

24/FC/87

Microgeneration

- 87.1 The Clerk had begun the process of contacting consultants who may be in a position to assist with the scoping of potential work.

ACTION – Clerk to continue to investigate microgeneration

24/FC/88

Allotments

- 88.1 Allotment fees – October 2025-2026

The Clerk presented proposals for either a 10% or 15% increase in the rates which reflect the decision taken in September 2023 for above inflation increases each year to close the gap between income and direct allotment expenses each year (not including staff costs).

Allotment holders are required to receive one years notice of any rate increases so the prices being proposed would come into effect from October 2025.

It was **AGREED** that the allotment rates for 2025-2026 would increase by 15% from 2024-2025 rates.

Proposed: Cllr James
Seconded: Cllr Peer
Approved: 5 for, 1 against, 1 abstention

ACTION – Clerk to advise the Allotments Administrator of the prices set for 2025-2026 to enable the allotment holders to be informed of the increase at the required time

- 88.2 Allotments Inspection Process

The Clerk advised that the new inspection process was continuing to have a positive effect. With each allotment reviewed each month there had been a marked reduction in the number of plots being identified as requiring work to be carried out. For those that had been identified, the point in the process was approaching where notice could be served to terminate the agreements, or comply with the previous correspondence they had received on the matter.

Members thanked the Allotments Officer and Allotments Inspection Officer for the work they had done.

- 88.3 Proposal to introduce Performance Deposits for new Allotment Holders from 1st October 2025

Due to the increased costs of returning allotment plots to an acceptable state, the Clerk set out a proposal to introduce a performance deposit for new tenants who take on an allotment from October 2025 onwards. This would not apply to existing allotment holders or those who take up a plot by

30th September 2025. Those currently on the waiting list would be informed that this process would commence if they were offered a plot from 1st October 2025 onwards. This was to encourage tenants to continuously work their plots and to redeem them if they no longer required them; if the plot was returned in a satisfactory condition the deposit would be refunded.

Members **AGREED** to introduce a performance deposit equivalent to double the annual allotment fee, applicable to the year of assignment, to all plots taken up from 1st October 2025. This would be in addition to the annual fee.

Proposed: Cllr Johnson
Seconded: Cllr Peer
Approved: Unanimously

ACTION – Allotments Administrator to inform all on the waiting lists for allotments of the introduction of a performance deposit

24/FC/89

Parish Wide Items

89.1 Waste Bins

Cllr Masseron reported that this was a huge issue in the parish. Some bins were under used, some overused and abused. It was essential that she had access to a map. Now that WBC had introduced the fortnightly waste collection the disposal of household waste was appearing in the outdoor parish bins and adding to the problem.

ACTION

- Clerk to:-

- Investigate whether Cllrs Johnson and Masseron could have access to 'Parish Online' where all the bins were documented
- Investigate the scope of the litter pickers
- Progress moving of bin from Fullbrook Avenue to Hyde End Road
- Discuss the issue with other Clerks in the Borough to see if the new WBC waste collection timetable was having a larger impact on the of use outdoor bins
- Publish the 'Adopt a Street' scheme to raise awareness among residents

- Cllrs to take photographs of any misused or overflowing bins to WBC

89.2 Use of drugs and theft

Cllr Johnson expressed concerns over the continuous theft at the Co-op and drug dealing particularly between the garage and Kwik Fit.

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

24/FC/90

Correspondence

90.1 Longacre Play Park

A member of the public had approached the council to request that SPC take on the maintenance of the Longacre Playground when completed, rather than WBC.

After considering the potential costs it was **AGREED** to decline this request.

Proposed: Cllr Peer
Seconded: Cllr Jahromi
Approved: Unanimously

ACTION – Clerk to inform the resident accordingly

24/FC/91

Date of Next Meeting

91.1 The next meeting would be held on Wednesday, 2nd October 2024

The meeting ended at 21:41

List of Actions

24/FC/82

24/FC/71.2	Clerk to chase AOC regarding the hatch in the café kitchen	Clerk
24/FC/71.2	Clerk to arrange meeting with Crumbs and the Catering Working Party	Clerk
24/FC/77.5	Facilities Manager to obtain more quotes for resurfacing the Spencers Wood Recreation Ground play area once they were in post.	Facilities Manager

24/FC/83.2	Clerk to ensure that the additional information required for the planning application for Millworth Lane is submitted	Clerk
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24/FC/83.3	Clerk to check booking process with WBC for the pitches on Hyde End Lane	Clerk
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24/FC/83.3	Clerk to check when the pitches on Hyde End Lane would be available for use	Clerk
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24/FC/83.4	Clerk to write to Sport England and Football Foundation to clarify the situation regarding football pitches at Millworth Lane	Clerk
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24/FC/84.1	Clerk to check the requirements for gaming and Sky Sports in the Shinfield Cinema	Clerk
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24/FC/84.3	Cllr Johnson to take drone pictures where Lailey Path crosses onto Hyde End Road	Cllr Johnson
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24/FC/85.1	Clerk to obtain quotes for the work to be carried out at Spencers Wood Pavilion and report back to the Committee	Clerk
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24/FC/87.1	Clerk to continue to investigate microgeneration	Clerk
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24/FC/88.1	Clerk to advise the Allotments Administrator of the prices set for 2025-2026 to enable the allotment holders to be informed of the increase at the required time	Clerk
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24/FC/88.3	Allotments Administrator to inform all on the waiting lists for allotments of the introduction of a performance deposit	Clerk
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24/FC/89.1	Clerk to investigate whether Cllrs Johnson and Masseron could have access to 'Parish Online' where all the bins were documented	Clerk
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24/FC/89.1	Clerk to investigate the scope of the litter pickers	Clerk
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24/FC/89.1	Clerk to progress moving of bin from Fullbrook Avenue to Hyde End Road	Clerk
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24/FC/89.1	Clerk to discuss the issue with other Clerks in the Borough to see if the new WBC waste collection timetable was having a larger impact on the use of outdoor bins	Clerk
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24/FC/89.1	Clerk to publish the 'Adopt a Street' scheme to raise awareness among residents	Clerk
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24/FC/89.1	Cllrs to take photographs of any misused or overflowing bins to WBC	All Cllrs
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24/FC/89.2	Clerk to add to the agenda 'use of drugs and theft' of the Full Council meeting	Clerk
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24/FC/90.1	Clerk to inform the resident of the decision of the committee regarding the management of the Longacre play park	Clerk
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**Minutes of a meeting of
the Arts, Culture and Events Committee
Held on Thursday 5th September 2024
at School Green Centre commencing at 19.00**

Present: Cllrs Jahromi, James, Jones, Matic, Montgomery and Peer

Attending: B Winton (Clerk)

24/FC/60

Public Questions

60.1 There were no public questions

60.2 Discussion with Arts4Wokingham

Charlotte Haitham Taylor and Robin Cops attended for a discussion on how Shinfield Parish Council (SPC) and Arts4Wokingham (A4W) could collaborate on the development of public art on the area to the north of School Green Centre.

A4W can provide advise and support to help SPC deliver public art, but they are not in a position to lead on the project. Support could include:

- Sample Terms of Reference for the project
- Decision Making Framework

There would need to be a legal agreement between SPC and A4W and the latter could provide a draft form for this.

The desire was for a piece of art that looked to the future rather than focussed on the history of the parish. The design brief would however be quite broad to encourage a range of proposals.

SPC had agreed to underwrite the project, but the intention was to explore other sources of funding. The overall budget would need to provide an element for A4W and clarity on what the chosen artist would receive for the commission. This would also stipulate who was paying for installation, responsible for future maintenance and other elements.

It was felt that there would need to be a separate meeting on grant applications.

The Clerk was asked to ascertain the time frame for work on the plaza. Provision should be made within the design for the plaza for the future installation of artwork.

ACTION – Clerk to ascertain the time frame for work on the plaza

There was discussion on a target date for delivery and then work backward from that to create an overall project timetable. Provisionally the committee felt that Spring/Summer 2026 was the most likely timescale.

ACTION – Clerk to create a draft Gantt Chart for the project

A4W suggested that a combination of invitations to tender to specific artists as well as a general advertisement for the commission would work best. The judging criteria were important and again A4W had templates that could be adapted as required.

It was agreed that there would be a Working Party set up to take matters forward.

ACTION – Clerk to arrange the first meeting of the public art working party

24/ACE/61

Apologies and declarations of Members' Interest

- 61.1 There were no apologies for this meeting
- 61.2 There were no declarations of members' interests

24/ACE/62

Minutes of the previous meeting

- 62.1 The minutes of the committee meeting of 4th July 2024 were approved as a correct record and signed as such by Cllr Matic.

Proposed: Cllr Jahromi
Seconded: Cllr Montgomery
Approved: Unanimously

62.2 Actions and Matters Arising

- 51.2 Clerk to arrange a tour of Shinfield Studios for Film Selection panel

This had been done and took place on 5th September.

- 25.1 (e) Clerk to submit premises licence application

The Clerk confirmed that this had been received.

- 25.1 (g) Clerk to submit additional information to Film Bank
- This had been done.
- 54.1 Clerk to Follow up actions from the Art Exhibition Meeting on 11th July
- This was on the agenda.
- 54.2 Clerk to ensure that the Deputy Clerk was briefed on the arrangements for the event at Frensham Green on 1st August
- This had been done.
- 54.3 Clerk to arrange the creation of a Microsoft Form to capture information from residents at the event at Frensham Green
- This was not done, and details were captured more informally.
- 54.5 Clerk to pursue options for Christmas lighting at the School Green Centre
- This was on the agenda.
- 55.1 Clerk to continue preparation of the Operating Plan for the cinema
- This was on the agenda
- 55.1 Clerk to investigate adding a camera in the Ryeish Green Room to the building network
- The Clerk advised that he was awaiting a quote for this additional camera in addition to some additional work he was looking to have carried out on the CCTV system.
- 55.2 Clerk and Cllr Matic to follow up with the members of the film selection panel
- This was on the agenda.

- 55.3 Clerk and Cllr Matic to follow up with University of Reading and Activate Learning regarding their possible involvement

This was on the agenda.

- 57.1 Clerk to arrange a meeting with Arts4Wokingham with a view to reporting back at the September meeting

This had been done.

- 57.2 Clerk to include discussion of the Balcony Art project in the discussions with Arts4Wokingham

This had been done.

- 58.2 Clerk to meet with the University of Reading to discuss the collaborative art project and report back to committee.

The Clerk had met with the University of Reading to confirm our interests provided it could work for the council. The University would come back when they had firmed up their proposals.

24/ACE/63

Developing Arts & Culture in the parish

63.1 **Art Exhibition**

There had been a meeting on 11th July and matters were progressing. We were currently obtaining a final quote for the necessary art hangings and panels.

Expressions of interest were still being received and the total now stood at 40.

Cllr Montgomery suggested contacting Picture Framers and similar with a flyer for the art exhibition. One suggestion was for other Clerks to share details in their respective newsletters.

ACTION – Clerk to continue to develop and promote the art exhibition

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

63.2 **Possible Events for Shinfield North**

Cllr Montgomery reported on the event at Frensham Green on 1st August for which 93 children had signed up to attend.

Cllr Montgomery advised that he was now the only signatory for the Shinfield North Community Group bank account which had a balance of approximately £1,100. It was agreed the Cllr James should become second signatory.

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

63.3 **Spencers Wood Carnival**

The Clerk set out his proposals for SPC's involvement at the Spencers Wood Carnival. This would use the cinema as a hook to get people to engage with councillors and officers at the event and would tie in with the gala launch of the cinema on Friday 4th October.

This would then allow conversations about future plans for the parish.

63.4 **Christmas Activities**

The Clerk had held some initial discussions but had not yet pursued these. It was suggested that there was a discussion regarding providing a Christmas tree for Grazeley.

ACTION – Clerk to pursue options for Christmas lighting at the School Green Centre

ACTION – Clerk to investigate options for providing a community Christmas tree in Grazeley

24/ACE/64

School Green Centre Cinema

64.1 **Operating plan**

The Clerk advised that there has been no movement on the operating plan as he was awaiting completion of the installation work for the cinema and the subsequent handover training. That will then inform and allow completion of the remainder of the operating plan.

ACTION – Clerk to continue preparation of the Operating Plan for the cinema

64.2 **Film Selection process**

Cllr Matic provided an update on the Film Selection panel meeting that had been held earlier in the day and followed up by a trip to Shinfield Studios. The group would meet the last Thursday of each month at School Green Centre to plan future film selections. The Clerk would provide contact details for members of the group to Cllrs Matic and Jahromi. The Clerk advised that any members of the group can browse film titles on the Filmbank Media website which includes whether they are currently available for screening.

ACTION – Clerk to provide contact details to Cllrs Matic and Jahromi

ACTION – Clerk to arrange a room booking for the film selection panel

64.3 There was no update from University of Reading and Activate Learning regarding their participation due to the holiday period.

ACTION – Clerk and Cllr Matic to follow up with University of Reading and Activate Learning regarding their possible involvement

24/ACE/65

Community Services

65.1 **Update on Mobile Catering**

The new catering vehicle was operating at Spencers Wood Recreation Ground car park and no problems reported.

24/ACE/66

Public Art

66.1 **Arts4Wokingham**

This had been discussed earlier in the meeting.

66.2 **Balcony Art Project**

This had been discussed earlier in the meeting.

24/ACE/67

VE Day Event

67.1 The then Facilities Committee had decided not to be involved with the D-Day 80th anniversary commemoration but to wait and mark the 80th anniversary of the Second World War instead in May 2025.

Members agreed the provisional booking of the Pipe Band and asked that the item be added to the agenda for the next Full Council meeting to ensure that there was full support for the event.

ACTION – Clerk to add VE Day 80th Anniversary commemoration to the Full Council agenda

24/ACE/68

Correspondence

68.1 There was no correspondence to discuss.

24/ACE/69

Date of Next Meeting

69.1 The next meeting of the Arts, Culture and Events Committee meeting will be held on Thursday, 3rd October 2024 at 19:30

The meeting ended at 21.10

DRAFT

List of Actions

60.2	Clerk to ascertain the time frame for work on the plaza	Clerk
60.2	Clerk to create a draft Gantt Chart for the project	Clerk
60.2	Clerk to arrange the first meeting of the public art working party	Clerk
63.1	Clerk to continue to develop and promote the art exhibition	Clerk
63.1	Clerk to ask other parish councils to promote the art exhibition in their newsletters	Clerk
63.2	Cllr Montgomery to arrange for Cllr James to be second signatory on the Shinfield North Community Fund account	Cllr Montgomery
63.4	Clerk to pursue options for Christmas lighting at the School Green Centre	Clerk
63.4	Clerk to investigate options for providing a community Christmas tree in Grazeley	Clerk
64.1	Clerk to continue preparation of the Operating Plan for the cinema	Clerk
64.2	Clerk to provide contact details of film selection panel to Cllrs Matic and Jahromi	Clerk
64.2	Clerk to arrange a room booking for the film selection panel	Clerk
64.3	Clerk and Cllr Matic to follow up with University of Reading and Activate Learning regarding their possible involvement	Cllr Matic Clerk
67.1	Clerk to add VE Day 80 th Anniversary commemoration to the Full Council agenda	Clerk

Minutes of a meeting of
Children and Young Adults Committee
Held on Tuesday 10th September 2024
At School Green Centre commencing at 19:30

Present: Cllrs Fernandes, Grimes, Johnson, Matic, and Montgomery (Chair)

Attending: S Herring (Deputy Clerk)

24/CYA/41 Public Questions

41.1 There were no public questions

24/CYA/42 Apologies for Absence and Declarations of Interest

42.1 Apologies for absence were received from Cllr Tatla and B Winton (Clerk)

42.2 There were no declarations of members' interests

It was **NOTED** that Councillors Fernandes, Johnson and Matic had children of school age

24/CYA/43 Minutes of the previous meeting

43.1 The minutes of the meeting held on 9th July 2024 were approved and signed by the Chairman as a correct record

Proposed: Cllr Grimes
Seconded: Cllr Matic
Approved: Unanimously

43.2 Matters arising from the minutes

24/CYA/35.1 Cllr Grimes to write to the local MP and invite her to the next parents meeting to be held at the SGC

This had been done.

24/CYA/35.1 Cllr Grimes to contact Reading Buses regarding school transport

The situation had evolved since the last meeting. A meeting had been arranged with Wokingham Borough Council (WBC) on 19th September to discuss whether Shinfield Parish Council (SPC) could manage the school bus transport within the parish.

24/CYA/35.2 Clerk to arrange the next meeting of the Education Working Party

A meeting would be arranged after 19th September.

ACTION – Clerk to arrange the next meeting of the Education Working Party

24/CYA/35.2 Clerk to invite a representative of Oakbank School to the Education Working Party

This will be done once a date has been set.

ACTION - Clerk to invite a representative of Oakbank School to the Education Working Party

24/CYA/36.1 Members to investigate ideas of places on SPC land where a shelter for teenagers could be placed

The Clerk had suggested that Millworth Lane would be a useful site. The newly built playground on Longacre appeared to have a shelter included in the build.

24/CYA/37.2 Clerk to contact the Army Cadet Force (ACF) to see if they would be interested in participating in an event in 2025

The Clerk will contact them when organising the Remembrance Service event.

ACTION - Clerk to contact the Army Cadet Force (ACF) to see if they would be interested in participating in an event in 2025

24/CYA/37.2 Youth Council to be added to the agenda in September

This was on the agenda

24/CYA/37.3 Cllr Fernandes to review the website and advise of ways to sign post Youth Activities

This was on the agenda

24/CYA/37.3 Increase signage around the Parish with QR codes to direct Youths to local groups

This had not yet been done.

ACTION – Clerk to arrange for increased signage around the Parish with QR codes to direct Youths to local groups

- 24/CYA/38.1 Clerk to arrange for the display screen to be re-sited in the café area
- It had been hoped to use an available spare screen but this could not be accommodated anywhere in the café.
- Various options were discussed for promoting activities, for example:-
- Fitting new blinds in the cafe
 - A portable advertising screen

ACTION – Clerk to prepare options and quotes for the next meeting

- 24/CYA/38.1 Clerk to arrange for the ‘user-friendly’ agendas to be displayed
- Due to time constraints this had not been done.

ACTION - Clerk to arrange for the ‘user-friendly’ agendas to be displayed

- 24/CYA/39.1 Cllr Montgomery to contact the ‘governors’ and report on the result of their proposal to become an academy school
- It was reported that the ‘governors’ were meeting on 19th September regarding the proposal to become an academy school. It was felt that they should be contacted prior to the meeting to request that SPC continues to be represented on the new trust.

ACTION – Cllr Grimes to write to the governors prior to the meeting to request that SPC be represented on the new trust

- 24/CYA/39.1 Cllr Montgomery to write to Shinfield St Mary’s C.E. (VA) School (Junior School) to ask how their governance would continue if they became an academy school
- As above.

24/CYA/44

Education

44.1 Oakbank School

Following a meeting with Yuan Yang, MP for Earley and Woodley constituency, she had agreed to discuss the concerns of SPC with the Department for Education (DfE). SPC were keen to have high quality secondary education within the parish and were eager to see progress.

Cllr Grimes was happy to write to the Regional Director of Education at the DfE relating to the disadvantages faced by SPC students, setting out the scenarios for Primary, Secondary and Post-16 Education.

ACTION –

- Clerk to follow up with Yuan Yang, MP for any update

44.2 **Spencers Wood Primary School – Planning Application 241861/2**

WBC had responded to SPC stating that they had no intention of selling the land to the north of the site or not expanding the school at a later date. Members felt that this should be stated on the application before SPC withdrew their objection.

ACTION – Clerk to request WBC to state on the planning application that they had no intention of selling the land to the north of the site or not expanding the school in the future

44.2 **Education Working Party**

This will be arranged following the meeting with WBC on home to school transport on 19th September. SPC would require information on the budget available prior to further consideration and discussions with Reading Buses.

ACTION – Clerk to arrange a meeting of the Education Working Party

24/CYA/45

Anti-Social Behaviour

45.1 **Party at the Spencers Wood Pavilion**

The Deputy Clerk reported that some youths had disrupted a party at the Spencers Wood Pavilion causing distress to the hirers, however, the hirers had not reported this to the police at the time.

45.2 **Theft and drug related incidents**

Members expressed considerable concern over the amount of theft from the local Co-op. The thieves were never challenged and blatantly walked out with goods. This was not setting a good example, especially for children and there was a general feeling of anger and frustration among residents.

Reporting a crime took too long to process discouraging reports being made.

ACTION –

- **Cllr Johnson to speak to the Chief Inspector at the Lower Earley Police Station**
- **Cllr Johnson to write to the Co-op to ask how they were dealing with the situation**
- **Clerk to draft a letter for Cllr Grimes to send to the Police and Crime Commissioner, Chief Inspector, Chief Constable, Borough Commander, Press and Yuan Yang, MP requesting that more resource was needed, specifically a visible police presence in the community**

24/CYA/46**Youth Club & Youth Services****64.1 Youth Event**

Nothing further to report at the current time.

46.2 Young Councillors Working Party

Schools had only just returned after the summer break so this will be progressed at an appropriate time.

46.3 Shelter for Teenagers

This was discussed under 43.2.

46.4 SPC Website

Cllr Fernandes reported he was reviewing the website and looking at ways to signpost Youth Activities.

24/CYA/47**Correspondence****47.1 Proposal to work in partnership with Earley Town Council for Youth Events in Shinfield north**

The Community Engagement Officer at Wokingham Borough Council has suggested working in partnership with Earley Town Council for Youth Events in Shinfield North. Members felt that it would be useful to engage and include activities in each other's publicity material.

ACTION – Clerk to liaise with Earley Town Council on promoting Youth Events being held in both areas

47.2 It was **NOTED that on the 1st May 2009 SPC had responded to a planning application that included the comment that “We also express concern at the lack of secondary school places and call for S106 amenity provision to provide or enhance local leisure amenities.”**

It was noted that this was probably at the time that Ryeish Green School was closing.

24/CYA/48**Date of Next Meeting****48.1 The date of the next Children and Young Adults Committee meeting will be 12th November 2024**

The meeting ended at 21:12

List of Actions

24/CYA/43

24/CYA/35.2	Clerk to arrange the next meeting of the Education Working Party	Clerk
24/CYA/35.2	Clerk to invite a representative of Oakbank School to the Education Working Party	Clerk
24/CYA/37.2	Clerk to contact the Army Cadet Force (ACF) to see if they would be interested in participating in an event in 2025	Clerk
24/CYA/37.3	Clerk to arrange for increased signage around the Parish with QR codes to direct Youths to local groups	Clerk
24/CYA/38.1	Clerk to prepare options and quotes for displaying activities in the café area for the next meeting	Clerk
24/CYA/38.1	Clerk to arrange for the 'user-friendly' agenda to be displayed	Clerk
24/CYA/39.1	Cllr Grimes to write to the governors prior to the meeting to request that SPC be represented on the new trust	Clerk

24/CYA/44.1	Clerk to follow up with Yuan Yang, MP for an update from the DfE on secondary education in the parish	Clerk
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24/CYA/44.2	Clerk to request WBC to state on planning application 241861/2 that they had no intention of selling the land to the north of the site or not expanding the school in the future	Clerk
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24/CYA/44.2	Clerk to arrange a meeting of the Education Working Party	Clerk
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24/CYA/45.2	Cllr Johnson to speak to the Chief Inspector at the Lower Earley Police Station regarding theft at the Co-op	Cllr Johnson
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24/CYA/45.2	Cllr Johnson to write to the Co-op to ask how they were dealing with the situation	Cllr Johnson
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24/CYA/45.2	Clerk to draft a letter for Cllr Grimes to send to the Police and Crime Commissioner, Chief Inspector, Chief Constable, Borough Commander, Press and Yuan Yang, MP requesting that more resource was needed, specifically a visible police presence in the community	Clerk
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24/CYA/47.1	Clerk to liaise with Earley Town Council on promoting Youth Events being held in both areas	Clerk
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Minutes of a meeting of
Planning & Highways Committee
Held on Wednesday 22nd August 2024
At School Green Centre commencing at 19.30

Present: Cllrs Grimes, James, Lias, Masseron and Peer (Chair)

Attending: B Winton (Clerk)
S Herring (Deputy Clerk)
BCllr Bell
2 Members of the public

24/PC/77 Public Questions

77.1 There were no public questions.

BCllr Bell and the two members of the public present were invited to participate in the meeting

24/PC/78 Apologies and declarations of Members' Interest

78.1 Apologies had been received from Cllrs Boyer, Hoyle and Jahromi

78.2 There were no declarations of members' interests

24/PC/79 Minutes of the Previous Meeting

79.1 The minutes of the committee meeting of 10th July 2024 were approved and signed as such by Cllr Peer

Proposed: Cllr Grimes
Seconded: Cllr Lias
Approved: Unanimously

79.2 Actions and Matters Arising

Matters arising from the meeting held on 10th July 2024 would be on the agenda for the September meeting

ACTION – Clerk to add matters arising to the agenda for the meeting on 11th September 2024

Draft minutes

A handwritten signature in black ink, followed by the date '11/09/24' written in the same style.

24/PC/80

Planning Application 241861/2

80.1 Proposed Spencers Wood Primary School

The following issues were discussed:-

- The planning application had not addressed the option of the second field resulting in no option to expand the school. The second field could not be used for housing as the land was in the Designated Emergency Planning Zone (DEPZ).
- The proposed school was not large enough to accommodate children who live in Three Mile Cross, Spencers Wood, Swallowfield and Riesley especially as Farley Hill School had closed.
- Shinfield Parish were the lowest in achieving a first place preference primary school in Wokingham Borough.
- Wokingham Borough Council did not appear to be committed to the school. The application was rushed in order to fulfil the planning obligations and a decision on whether to proceed would not be made until 2025. This school was urgently needed now.
- Aldergrove had not had any communication from WBC regarding this being a satellite school. This was the most oversubscribed school in Berkshire.
- The proposed school should be a separate school, so it had its own catchment area.
- The proposed school was needed as Aldergrove was not in an ideal position for pupils attending from Spencers Wood and Three Mile Cross.
- A detailed traffic management plan needed to be included.
- Matters relating to the structure of the building were discussed including the internal layout.

Members **AGREED** that Shinfield Parish Council should object to the Planning Application as it stood. They recognised that a school was needed but the application did not fulfil the needs of the Parish.

ACTION – Cllr Grimes to draft a response to the planning application that would be circulated to members at the Full Council meeting on 28th August 2024

The Chair thanked Cllrs Boyer, Hoyle and Lias for their detailed work

24/PC/81

Correspondence

81.1 Request to comment on the NPPF consultations from ET Planning

This would be discussed at the next meeting in September.

ACTION – Clerk to add to the agenda of the Planning and Highways Committee meeting to be held on 11th September 2024

24/PC/82

Date of the next meeting

82.1 The date of the next meeting will be Wednesday, 11th September 2024

The meeting ended at 21:06



List of Actions

- | | | |
|-------------------|--|-------------|
| 24/PC/79 | Clerk to add matters arising to the agenda from the meeting held on 10 th July to the agenda of the meeting on 11 th September 2024 | Clerk |
| 24/PC/80.1 | Cllr Grimes to draft a response to the planning application that would be circulated to members at the Full Council meeting on 28 th August 2024 | Cllr Grimes |
| 24/PC/81.1 | Clerk to add the request to comment on the NPPF consultation from ET Planning to the agenda of the Planning and Highways Committee meeting to be held on 11 th September 2024 | Clerk |


3
11/09/23

Minutes of a meeting of
Planning & Highways Committee
Held on Wednesday 11th September 2024
At School Green Centre commencing at 19.30

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

Attending: S Herring (Deputy Clerk)
1 member of the public
Cllr Clarke was present for the Bellway Homes presentation only
4 representatives from Bellway Homes present during the presentation only

Prior to the meeting, Bellway Homes gave a presentation on their proposed planning application for phase 2 of the additional housing on land north of the Arborfield Road

24/PC/83 Public Questions

83.1 There were no public questions

24/PC/84 Apologies and declarations of Members' Interest

84.1 Apologies had been received from Cllr Jahromi and B Winton (Clerk)

ACTION - Clerk to ask Cllr Fernandes if he still wished to be on the Planning and Highways Committee

84.2 There were no declarations of members' interests

24/PC/85 Minutes of the Previous Meeting

85.1 The minutes of the committee meeting of 22nd August 2024 were approved and signed as such by Cllr Peer

Proposed: Cllr Grimes
Seconded: Cllr Lias
Approved: Unanimously

85.2 **Actions and Matters Arising from the meeting held on 10th July 2024**

24/PC/69.2

24/PC/60.2 Clerk to circulate the link to the Environmental Impact Assessment Regulations to Members
This had been done.

24/PC/60.2 Clerk to write to Wokingham Borough Council (WBC) Democratic Services to express the concerns of the council that their democratic right to comment was removed due to the short period of time available for comments

This had been done.

24/PC/60.2 Clerk to draft a letter to Marcia Head, WBC for comment by the committee, relating to the extension of the consultation period to 22nd July

This had been done.

24/PC/63.2 Clerk to ask WBC when Woodcock Lane ceased being a bridle way and to request that motor vehicles are restricted

This had been done.

24/PC/64.1 Clerk to produce the next draft of the Shinfield Parish Neighbourhood Plan for the meeting in September

This was on the agenda.

24/PC/70.2 Bellway Homes to be invited to the Planning and Highways Meeting on 14th August and published in the SPC newsletter should they accept

Bellway Homes gave a presentation prior to the meeting.

24/PC/73.4 Clerk to write to WBC and request that the path from Lailey Path to Shinfield Infants School is given priority

This had been done. Although WBC were willing to instal the footpath, it was reported that due to a 'listed wall' this would take time to resolve.

ACTION – Clerk to follow up with BCllr Glover and WBC

24/PC/74.1 Clerk to reorganise the next meeting of the Shinfield Parish Neighbourhood Plan Working Party

This was on the agenda.

85.3 **Actions and Matters Arising from the meeting held on 22nd August 2024**

24/PC/79 Clerk to add matters arising from the meeting held on 10th July to the agenda of the meeting on 11th September 2024.

This had been done.

24/PC/80.1 Cllr Grimes to draft a response to the planning application that would be circulated to members at the Full Council meeting on 28th August 2024

This had been done

24/PC/81.1 Clerk to add the request to comment on the NPPF consultation from ET Planning to the agenda of the Planning and Highways Committee meeting to be held on 11th September 2024.

This was discussed under correspondence.

24/PC/86

Schedule of Deposited Plans

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

86.2 Planning Application 232833 – Natural History Museum

It was reported that the planning application had been approved.

86.3 Planning Application 241679 - 23 Woodside Way

The Chair brought to the attention concerns regarding the site. Only if there was sound evidence that the building was used as a separate dwelling could an objection be submitted.

86.4 Planning Application 223455 - Land to the north of the A4 New Bath Road Twyford

Councillors noted this planning application in Twyford and would be studying the Local Plan Update (LPU) to see if this had been included. The following comment on the planning portal was highlighted:-

“Thank you for letting me know that David Wilson (aka Barratt) have determined to take their proposal forward to a Planning Inquiry under the aegis of the Secretary of State, after failing twice to secure approval from WBC. You imply that the comments/representations made to WBC with regard to their earlier submissions will be taken into account by the Inquiry, but I fear I have little faith in the likelihood that this will be of any consequence. In my humble opinion, based on past experience, the clearly stated housing policy of the new government combined with the weight of the Barratt name will lead to only one - regrettable- conclusion”

ACTION – Clerk to circulate the Local Plan Update to members of the committee

24/PC/87

Appeals

- 87.1 The Deputy Clerk advised that there were no changes to the list provided last month and no new appeals.

Members **NOTED** the report.

24/PC/88

Enforcement Notices

- 88.1 Closed Enforcement Notices

Three items had been deemed “No Breach”, two others had resulted in voluntary compliance, and one was listed as ‘Other’.

Members **NOTED** the report

- 88.2 Live Enforcement Notices

There was one new case

- 6 Marlow Place – Breach of Condition 2

Five have appeared as ‘investigation ongoing’ but were not previously reported

- Thurley Business Units, Pump Lane, Grazeley – erection of building in addition to 220983
- 52 Oatlands Road – Build not in accordance with approved plans
- 6 Skylark Way – Beauty business operating from premises without PP
- Land rear of Stanbury House -building waste dumped on SANG site

Members **NOTED** the report

ACTION – Clerk to check with WBC the situation with Carneys Yard that was still showing as ‘Awaiting Compliance’.

24/PC/89

Highways, Street Lighting and Footpath Matters

- 89.1 Footpath matters

Cllr Masseron gave a verbal report:-

- The cycle way adjacent to Footpath 4 was almost complete with a ‘horse gate’ installed to prevent vehicle access.
- New cycleway has been built half way down from the Ridge towards High Copse by the University of Reading including new gates.
- Footpath 7 has been tarmacked. Entrance/Exit is currently blocked but being dealt with.
- Footpath 39 towards Lower Earley has been lit.
- Shinfield Volunteer Group have cleared ‘Hellend’ footpath and trimmed Footpath 18. Brambles have been cut back on Pearman’s Copse.
- Footpath 28 – Hollow Lane to Leyland Gardens has been cut back

Members **NOTED** Cllr Masseron’s report and would like to thank the Shinfield Volunteers Group for all the work they had contributed.

89.2 Traffic Working Party

The Traffic Working Party were due to meet on Tuesday, 17th September.

Cllr James would discuss Church Lane traffic at this meeting.

89.3 Village Gates

Nothing further to report at the current time.

24/PC/90

Renewal of Neighbourhood Plan

90.1 Shinfield Parish Neighbourhood Plan (SPNP)

The SPNP Working Party and produced an initial draft for consideration. The Clerk had circulated this to all members of the committee on 9th September.

It was suggested that importance is placed on the

- green spaces separating the communities; these should be retained and reinforced
- Local Active Travel Plan
- Education in the parish
- Reference to the National Planning Policy Framework (NPPF)

Concern was expressed about the governance of the process in the event of the LPU being rejected; how would Shinfield Parish get WBC to adopt the plan; consideration to seeking advice from a planning barrister may be a way forward.

Members **AGREED** that the plan should be completed and approved as this should form part of the Borough's Local Plan Update.

ACTION –

- Members to monitor the LPU and Government Policy
- Clerk to arrange the next meeting of the SPNP Working Party
- Clerk to add to the agenda of the next meeting

24/PC/91

Correspondence

91.1 Arborfield and Newland Parish Council

The Clerk had received an invitation to attend a meeting regarding the WBC Local Plan update.

Cllr Grimes, Peer and the Clerk would be attending.

91.2 Bloor Homes – development on land east and west of Hyde End Road

Cllrs Grimes, Peer and the Clerk, had met with Bloor Homes. This development would be along similar lines to the proposed Bellway site.

To consider further once the planning application was available.

91.3 Misuse of Footpath on Skylark Way

There had been reports of vehicles driving through from Skylark Way to Parker Close through the footpath. This had previously been reported to WBC but nothing further had been communicated. This was a safety issue due to many pedestrians using the footpath from Church Lane to the School Green.

Members **NOTED** the reports

91.4 NPPF consultation from ET Planning

Nothing had been received to date.

91.5 Local Plan Update (LPU)

Cllr Lias was concerned that the coming LPU was likely to be open to many challenges, but the principal amongst them would be the conflicts around the sustainability of Hall Farm and the failure to consider alternative or additional sites. The implications for Shinfield Parish would be discussed once Members had read through the report.

91.6 Marrons

A request had been received to attend the meeting in November to provide a short presentation on how their proposals had evolved since the consultation in the summer, and to open questions from Councillors.

ACTION – Clerk to invite Marrons to the meeting on 6th November

24/PC/92

Date of the next meeting

92.1 The date of the next meeting will be Wednesday, 9th October 2024

The meeting ended at 21:42

List of Actions

24/PC/84	Clerk to ask Cllr Fernandes if he still wished to be on the Planning and Highways Committee	Clerk
24/PC/73.4	Clerk to follow up with BCllr Glover and WBC regarding the installation of a footpath on Hyde End Road from Lailey Path to the Shinfield Infant School	Clerk
24/PC/86.4	Clerk to circulated the Local Plan Update to members of the committee	Clerk
24/PC/88.2	Clerk to check with WBC the situation with Carneys Yard that was still showing as 'Awaiting Compliance'	Clerk
24/PC/90.1	Members to monitor the LPU and Government Policy	All Cllrs
24/PC/90.1	Clerk to arrange the next meeting of the Shinfield Parish Neighbourhood Plan (SPNP)	Clerk
24/PC/90.1	Clerk to add SPNP to the agenda of the next meeting	Clerk
24/PC/91.6	Clerk to invite Marrons to the meeting on 6 th November	Clerk

Minutes of a meeting of
Staffing Committee
Held on Thursday 19th September 2024
At School Green Centre commencing at 19.30

Present: Cllrs James (Chair), Masseron & Peer

Attending: B Winton (Clerk)

24/SC/40 Apologies and declarations of Members' Interests

40.1 There were apologies from Cllrs Montgomery and Tatla.

40.2 There were no declarations of members' interests.

24/SC/41 Minutes of Previous Meetings

41.1 The minutes of the committee meetings on 1st and 17th July 2024 were approved as a correct record and signed as such by the Chairman.

Proposed: Cllr Masseron

Seconded: Cllr Peer

Approved: Unanimously

24/SC/42 Actions and Matters Arising

There were the following matters arising:

32.2 Clerk to provide a revised version of the minutes of the meeting on 1st July for signature at the next meeting.

This had been done.

35.2 Clerk to add the restructuring proposals to the Full Council agenda for their July meeting.

This had been done and the restructuring approved by Full Council.

- 36.3 Clerk to investigate potential suitable training providers for an Engagement Workshop.
and
Cllr Peer to advise the Clerk of the details of a potential suitable training provider.

Cllr Peer had provided the contact details to the Deputy Clerk but neither the Clerk nor Deputy Clerk had been able to make time to follow this item up.

Cllr Peer also asked the Clerk to contact another provider that she had supplied details for.

ACTION – Clerk or Deputy Clerk to contact both training providers

24/SC/43

Staffing Update

Staffing Matters Update

- 43.1 The Clerk provided a verbal report on staffing matters not otherwise covered on the agenda. Members **NOTED** to the report.

The Clerk recommended the permanent appointment of the Grounds Maintenance Officer.

Proposed: Cllr Peer
Seconded: Cllr Masseron
Approved: Unanimously

ACTION – Clerk to confirm the appointment of the Grounds Maintenance Officer

- 43.2 The Clerk outlined a sensitive staffing matter and members approved the action taken to date and those proposed.

- 43.3 The Clerk advised that 5 candidates provided by Reed had been seen by the Clerk and Deputy Clerk on Teams meetings. Three were being called forward for a final interview with Cllr James and the Clerk. The provisional date for interviews was Monday 30th September 2024.

ACTION – Clerk to circulate the CVs for candidates and also role description for the Facilities Management team

24/SC/44 Training & Development

44.1 Training since last meeting

- Youth Engagement Summit – 18/7/24 – Clerk
- Communicating with your Council – 23/7/24 – Cllrs Montgomery & Peer
- Budgeting for Councillors – 12/9/24 – Cllrs Masseron & Peer

44.2 Future Training

- Making Effective Planning Applications – 19/11/24 – Cllr Peer

44.3 Clerk Qualifications

Deputy Clerk is nearing completion of three (out of five) modules for CiLCA.

Clerk had attended the last Study Days of the year for his Community Governance course. Final submissions for this year's modules are due by the end of October. Subjects for next year will include, Standing Orders, Community-led Planning and Finance.

44.4 Future succession planning

There was a discussion that, once the new structure (including the Front of House Supervisor and the Facilities Manager) was in place, attention should turn to succession planning. One option to be explored would be apprenticeships both for Grounds Maintenance and also for office-based roles.

24/SC/45 Staff Security Matters

- 45.1 The Clerk advised that there had been no recent incidents at the School Green Centre or elsewhere in the parish directly involving staff. Similarly there were no reports of anti-social behaviour affecting staff.

24/SC/46 Date of Next meeting

- 46.1 The date of the next meeting was the Wednesday 13th November 2024

The Meeting ended at 20.30

Shinfield Parish Council

Arts, Culture & Events Committee

Terms of Reference

Status

- This is a standing committee of Shinfield Parish Council

Purpose

- The Arts, Culture & Events (ACE) Committee is responsible for
 - The promotion of arts & culture within the parish
 - Developing relationships with Wokingham Borough Council and other appropriate groups and organisations (including arts societies and history clubs) with regards to arts and culture activities
 - Developing a parish wide events programme which the council will
 - Deliver directly or
 - Work with partners or
 - Support other organisations accordingly

Membership

- The Committee shall have at least four members
- The quorum for the committee is three members
- The committee will elect a Chair and one Vice-Chair annually at the first meeting of the committee held after the Annual Council Meeting in May each year
 - The Clerk shall invite nominations while issuing the papers for this meeting but nominations for Chair and Vice-Chair may also be made at the meeting itself
- The Clerk shall attend these meetings as clerk to the committee and produce minutes
 - The Clerk sets the agenda for the meeting in discussion with the Chair of the Committee

Meetings

- The committee will normally meet monthly and will meet at least TEN times per annum
- Meetings will normally be held on the first Thursday after the first Wednesday of each month
 - *If the first Wednesday of the month is the 1st of the month, then ACE will meet on Thursday 2nd*
 - *If the first Wednesday of the month is the 7th of the month, then ACE will meet on Thursday 8th*

Aims and Objectives

- Ensuring the effective planning, promotion and delivery of community events, activities and competitions
- Developing and delivering a range of in-house events for the benefit of the entire community or specific sub-sections of the community
- Supporting other community-based events as deemed appropriate by the committee or Full Council

Delegated powers

- The committee has the following delegated powers:
 - Delegation of work to the Clerk
 - Delegation of work to a Sub-Committee
 - To set the following (within the terms of the planning assumptions advised by Finance & General Purposes Committee)
 - Charges for exhibitions, community events and cinema screenings as created or managed by the council
 - Budget setting (in conjunction with the Finance and General Purposes Committee) including
 - Fees & Charges Income for the committee's area of responsibility
 - Expenditure requirements for the committee's area of responsibility
 - The Committee has the power to spend within its budget
 - Budget may be reassigned against individual line items
 - Any proposal to exceed the total expenditure budget limit must be approved by the Finance and General Purposes Committee prior to that expenditure being committed or incurred
 - Where income is projected to be greater than budget target then this should be "surrendered" to Finance and General Purposes Committee to be used most effectively across the council

Reporting on the activities of the Committee

- The following reporting shall take place
 - The DRAFT minutes of each meeting of the committee will be tabled at the next Full Council meeting
 - The Chair and Clerk shall provide additional information on the committee's activities as requested by members

Training Recommendations

- There are currently no **recommended** training courses for members of this committee

Review

- The Committee shall review these terms of reference annually at the first meeting after the annual meeting of the council
- If necessary additional reviews of these terms of reference may take place at any other time of the year
- Any amendments to these Terms of Reference are subject to ratification by Full Council

Shinfield Parish Council
Children and Young Adults Committee
Terms of Reference

Status

- This is a standing committee of Shinfield Parish Council

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.

Membership

- The Committee shall have at least four members
- The quorum for the committee is three members
- The committee will elect a Chair and one Vice-Chair annually at the first meeting of the committee held after the Annual Council Meeting in May each year
 - The Clerk shall invite nominations while issuing the papers for this meeting but nominations for Chair and Vice-Chair may also be made at the meeting itself
- The Clerk shall attend these meetings as clerk to the committee and produce minutes
 - The Clerk sets the agenda for the meeting in discussion with the Chair of the Committee

Meetings

- The committee will normally meet every other month and will meet at least FIVE times per annum
- Meetings will normally be held on the first Tuesday AFTER the first Wednesday in odd numbered months i.e. Jan, Mar, May etc.
 - *If the first Wednesday of the month is the 1st of the month, then CYA will meet on Tuesday 7th*
 - *If the first Wednesday of the month is the 7th of the month, then CYA will meet on Tuesday 13th*

Aims and Objectives

- 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 16-18 educational opportunities)
 - The quality of education is to a high standard
 - Opportunities to access after school activities
 - These would involve liaising with WBC and local schools as appropriate
- Monitoring occurrences of youth related Anti-Social Behaviour (ASB) and promoting measures to tackle this including working with/supporting relevant agencies to help achieve this
- Establish and develop a Youth Councillor Sub-Committee
- Ensuring that CYA works with Full Council and other committees to ensure that children and young adults' issues are fully considered in council activities.

Delegated powers

- The committee has the following delegated powers:
 - Delegation of work to the Clerk
 - Delegation of work to a Sub-Committee
 - To set the following (within the terms of the planning assumptions advised by Finance & General Purposes Committee)
 - Charges for relevant activities organised for Children and Young Adults
 - Managing income streams delegated to the committee e.g. Community funding from Spencers Wood Solar Farm when this comes online
 - Budget setting (in conjunction with the Finance and General Purposes Committee) including
 - Fees & Charges Income for the committee's area of responsibility
 - Expenditure requirements for the committee's area of responsibility
 - The Committee has the power to spend within its budget
 - Budget may be reassigned against individual line items
 - Any proposal to exceed the total expenditure budget limit must be approved by the Finance and General Purposes Committee prior to that expenditure being committed or incurred
 - Where income is projected to be greater than budget target then this should be "surrendered" to Finance and General Purposes Committee to be used most effectively across the council

Reporting on the activities of the Committee

- The following reporting shall take place
 - The DRAFT minutes of each meeting of the committee will be tabled at the next Full Council meeting
 - The Chair and the Clerk shall provide additional information on the committee's activities as requested by members

Training Recommendations

- There are currently no **recommended** training courses for members of this committee

Review

- The Committee shall review these terms of reference annually at the first meeting after the annual meeting of the council
- If necessary additional reviews of these terms of reference may take place at any other time of the year
- Any amendments to these Terms of Reference are subject to ratification by Full Council

Shinfield Parish Council

Corporate Governance Working Party

Terms of Reference

Status

- This is a sub-committee of Shinfield Parish Council

Parent Committee

- This sub-committee reports into the Finance & General Purposes (F&GP) Committee

Purpose

- The Corporate Governance Working Party (CGWP) is responsible for reviewing and making recommendations regarding the Council's corporate governance.

Membership

- Minimum membership
 - The Committee shall comprise of
 - Vice-Chair responsible for Corporate Governance as determined each year at the Annual Council Meeting
 - Up to two other members of the council
 - The Clerk
 - The Deputy Clerk
 - The Finance Manager
 - For Financial Regulations
 - The Media & Communications Officer
 - For Transparency of data matters
- Quorum
 - The quorum for the committee is three members of the Working Party
- The Chair of the committee shall be the Vice-Chair of the Council with designated responsibility for Corporate Governance
 - The Clerk will provide the verbal updates to Finance & General Purposes Committee and Full Council

Meetings

- The Working Party will set its own schedule of meeting in order to achieve the outcomes set out below and considering the need to make recommendations to Full Council via the F&GP committee

Aims and Objectives

- Reviewing the Council's Standing Orders to ensure that they
 - Are in accordance with the Model Stading Orders 2018 (England) – Updated April 2022 by National Association of Local Councils (NALC)
 - Are fit for purpose and consistent across Full Council, committees and sub-committees
 - Support the council's overall desire to encourage and promote community engagement in the council's activities

- Reviewing the Council's Terms of Reference
 - To ensure a clear and consistent understanding, for each council Committee and Sub-Committee, of the
 - Purpose
 - Membership
 - Meeting Schedule
 - Aims and Objectives
 - Delegated Powers and reporting Arrangements
- Reviewing the Council's Financial Regulations
 - To ensure that the council's financial policies and arrangements are in accordance with the Joint Panel on Accountability and Governance Practitioner's Guide March 2024
 - To ensure compliance with all current legislation
- Reviewing the Council's transparency of data
 - To ensure that all information that should be available to the public is made available on the website and other sources as appropriate
 - To ensure that the information when available on the website is quickly and easily located by any member of the public
- Reviewing the Council's social media policy
- Reviewing the Council's Code of Conduct

Delegated powers

- The committee has the following delegated powers:
 - To make recommendations to F&GP prior to Full Council
 - Delegation of work to the Clerk, Responsible Finance Officer (where someone other than the Clerk), Deputy Clerk, Finance Manager and Media & Communications Officer
 - To co-opt others to the working party as required
- The Working Party does not have any specific budget delegated to it

Reporting on the activities of the Committee

- The following reporting shall take place
 - The DRAFT minutes of each meeting of F&GP committee will include reports from this Working Party and these minutes will be tabled at the next Full Council meeting
 - The Chair of the Working Party and the Clerk shall provide additional information on the committee's activities as requested by members

Review

- All Sub-Committees shall review their Terms of Reference at their first meeting held after the Annual Council Meeting.

Shinfield Parish Council Facilities Committee Terms of Reference

Status

- This is a standing committee of Shinfield Parish Council

Purpose

- The Facilities Committee is responsible for
 - Leisure and recreation facilities owned by the parish council
 - Developing relationships with local sports clubs and leisure groups
 - Developing relationships with Wokingham Borough Council on sports and leisure

Membership

- The Committee shall have at least four members
- The quorum for the committee is three members
- The committee will elect a Chair and one Vice-Chair annually at the first meeting of the committee held after the Annual Council Meeting in May each year
 - The Clerk shall invite nominations while issuing the papers for this meeting but nominations for Chair and Vice-Chair may also be made at the meeting itself
- The Deputy Clerk shall attend these meetings as clerk to the committee and produce minutes
 - The Deputy Clerk sets the agenda for the meeting in discussion with the Chair of the Committee and the Clerk to the council
- The Facilities Manager shall also attend the meetings to report on matters within their responsibility and provide guidance as appropriate to the committee

Meetings

- The committee will normally meet monthly and will meet at least TEN times per annum.
- Meetings will normally be held on the first Wednesday of each month

Aims and Objectives

- Ensuring the effective management, operation, security and repair of
 - Council buildings (including those leased to the council from the University of Reading)
 - Council land, playgrounds, public waste bins, bus shelters, open spaces and similar
 - Council operated Allotment sites
 - Council operated sports and leisure facilities
- Management of allocated Section 106 or Community Infrastructure Levy funds allocated to leisure and play facilities

Delegated powers

- The committee has the following delegated powers:
 - Delegation of work to the Clerk
 - Delegation of work to a Sub-Committee
 - To set the following (within the terms of the planning assumptions advised by Finance & General Purposes Committee)
 - Room Hire rates
 - Pitch and Court hire rates
 - Allotment charges
 - Budget setting (in conjunction with the Finance and General Purposes Committee) including
 - Fees & Charges Income for the committee's area of responsibility
 - Expenditure requirements for the committee's area of responsibility
 - The Committee has the power to spend within its budget
 - Budget may be reassigned against individual line items
 - Any proposal to exceed the total expenditure budget limit must be approved by the Finance and General Purposes Committee prior to that expenditure being committed or incurred
 - Where income is projected to be greater than budget target then this should be "surrendered" to Finance and General Purposes Committee to be used most effectively across the council

Reporting on the activities of the Committee

- The following reporting shall take place
 - The DRAFT minutes of each meeting of the committee will be tabled at the next Full Council meeting
 - The Chair, Deputy Clerk and Facilities Manager shall provide additional information on the committee's activities as requested by members

Training Recommendations

- There are currently no **recommended** training courses for members of this committee

Review

- The Committee shall review these terms of reference annually at the first meeting after the annual meeting of the council
- Additional reviews of these terms of reference may take place at any other time of the year
- Any amendments to these Terms of Reference are subject to ratification by Full Council

Shinfield Parish Council

Finance & General Purposes Committee

Terms of Reference

Status

- This is a standing committee of Shinfield Parish Council

Purpose

- The Finance & General Purposes (F&GP) Committee is responsible for
 - Management and control of
 - Council finances
 - Council Corporate Governance
 - Making recommendations to Full Council on such matters
 - Any matters not falling within the Purpose of any other council committee
 - Unless the matter is reserved for Full Council

Membership

- The Committee shall comprise of
 - Chair of the Council
 - Vice-Chair(s) of the Council as determined each year at the Annual Council Meeting
 - The chairs of all other council standing committees which are
 - Facilities
 - Arts, Culture & Events
 - Children & Young Adults
 - Planning & Highways
 - If the Chair of any of these standing committees is unable to attend then the Vice-Chair of the relevant committee may attend in their place
 - Up to two other members
 - Ideally appointees should have experience in one or more of the following areas
 - Financial management,
 - Accountancy
 - Other relevant skills as identified by the committee
 - Appropriate training agreed by the Council
- The quorum for the committee is three members.
- The Chair of the committee shall be the Vice-Chair of the Council with designated responsibility for Finance & Staffing
- The Committee shall elect a Vice-Chair annually at the first meeting of the committee held after the Annual Council Meeting in May each year
- The Clerk shall attend these meetings as clerk to the committee and produce minutes
- The Finance Manager shall also attend meetings of this committee

Meetings

- The committee will normally meet at least FIVE times per annum
- Meetings will normally be held on the third Wednesday of each even numbered month (February, April, June, August, October & December)

Aims and Objectives

- Making Budget recommendations to Full Council including
 - Making budget planning assumptions and identifying required outputs
 - Preparation of the Annual Operating Plan and 5 Year business model for the council
 - Precept setting
- Ensuring effective in year management of financial resources including
 - Ensuring Management of cash flow including receipts and payments
 - Reviewing income and expenditure against budget
 - Management of fidelity, confirming bank balances and reserves
 - Management of deposits
- Ensuring effective management of year end audit including
 - Preparation of annual accounts
 - Management of audit and audit services
- Management of the council's policy and procedures including
 - Review of Standing Orders
 - Review of financial policy and financial regulations
 - Review of Terms of Reference for standing committees and sub-committees
 - Review of procurement policy and management
 - Review of Member's Code of Conduct
- Effective management of risks to the council
 - Production and Management of Council Risk Register
 - Reviewing Risk Register at each meeting
 - Recommending the Risk Register at each Annual Council Meeting
- Allocation and monitoring of the council's annual grants budget and grant application process for the benefit of the community
- Administration of CIL monies for reporting to Council and external bodies as required; and in liaison with the council's standing committees, to make recommendations to Full Council for the use of CIL receipts

Delegated powers

- The committee has the following delegated powers:
 - Delegation of work to the Clerk
 - Delegation of work to the Responsible Finance Officer (where someone other than the Clerk)
 - Delegation of work to a Sub-Committee
 - The power to spend within its budget
 - Any proposed expenditure in excess of the budget limit for this committee must be approved by Full Council prior to the expenditure being incurred

Reporting on the activities of the Committee

- The following reporting shall take place
 - The DRAFT minutes of each meeting of the committee will be tabled at the next Full Council meeting
 - The Chair, Clerk and Finance Manager shall provide additional information on the committee's activities as requested by members

Training Recommendations

- It is **recommended** that each member of this committee attends training as arranged through Hampshire Association of Local Councils on
 - “Local Council Finance for Councillors”
 - “Budgeting for Councillors”
- Alternative courses covering the same syllabus would also be suitable training for members of the committee

Review

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

Shinfield Parish Council Planning & Highways Committee Terms of Reference

Status

- This is a standing committee of Shinfield Parish Council

Purpose

- The Planning & Highways (P&H) Committee is responsible for
 - Responding on behalf of the council as a statutory consultee of the Local Planning Authority (LPA) and the Local Highway Authority (LHA)
 - Developing relationships with other local statutory bodies in relation to planning and highways matters
 - Developing and maintaining the Neighbourhood Development Plan

Membership

- The Committee shall have at least four members
- The quorum for the committee is three members
- The committee will elect a Chair and one Vice-Chair annually at the first meeting of the committee held after the Annual Council Meeting in May each year
- The Clerk shall attend these meetings as clerk to the committee and produce minutes

Meetings

- The committee will normally meet monthly and will meet at least TEN times per annum
- Meetings will normally be held on the second Wednesday of each month

Aims and Objectives

- Ensuring submission, to the LPA, of considered comments on a schedule of planning applications in or affecting the parish, including
 - Section 106 (S106) and
 - Community Infrastructure Levy (CIL) allocations
- Submission, to the LPA, of considered comment on planning issues, planning policy and planning consultation documents
- Submission, to the LHA regarding traffic and highways issues including
 - Oversight of the Traffic Working Party
- Notification, to the LHA, of highway concerns and highway requirements in or affecting the parish
- Working with Wokingham Borough Council (WBC) regarding
 - Footpath issues
 - Monitoring bye ways and bridleways
 - Local Active Travel plans
- Management of street light installations, maintenance and repairs
- Overseeing the Council's Neighbourhood Development Plan

Delegated powers

- The committee has the following delegated powers:
 - Delegation of work to the Clerk
 - Delegation of work to a Sub-Committee
 - Budget setting (within the terms of the planning assumptions advised by Finance & General Purposes Committee)
 - The Committee has the power to spend within its budget
 - Budget may be reassigned against individual line items
 - Any proposal to exceed the total expenditure budget limit must be approved by the Finance and General Purposes Committee prior to that expenditure being committed or incurred
 - Where income is projected to be greater than budget target then this should be “surrendered” to Finance and General Purposes Committee to be used most effectively across the council

Reporting on the activities of the Committee

- The following reporting shall take place
 - The DRAFT minutes of each meeting of the committee will be tabled at the next Full Council meeting
 - The Chair and Clerk shall provide additional information on the committee’s activities as requested by members

Training Recommendations

- It is **recommended** that each member of this committee attends training as arranged through Hampshire Association of Local Councils on
 - “Introduction to Local Planning”
 - “Local Council Plans and Local Policy for Councils”
- Alternative courses covering the same syllabus would also be suitable training for members of the committee

Review

- The Committee shall review these terms of reference annually at the first meeting after the annual meeting of the council
- If necessary additional reviews of these terms of reference may take place at any other time of the year
- Any amendments to these Terms of Reference are subject to ratification by Full Council

Shinfield Parish Council Staffing Committee Terms of Reference

Status

- This is a standing committee of Shinfield Parish Council

Purpose

- The Staffing Committee is responsible for
 - Making decisions regarding staffing structure, policy and procedures (unless reserved for Full Council – see below)
 - Line Management of the Clerk (through the Chair of the Committee)

Membership

- The Committee shall have at least four and no more than five members
- The Committee shall comprise of
 - Vice-Chair(s) of the Council as determined each year at the Annual Council Meeting
 - Three other members of the Council as appointed at the Annual Council Meeting
 - Ideally appointees should have experience in one or more of the following areas
 - Employment law and best practice,
 - Management of staff and/or
 - Appropriate training agreed by the Council
 - The Chair of the Council shall not be a member of the committee
- Quorum
 - The quorum for the committee is three members.
- The Chair of the committee shall be the Vice-Chair of the Council with designated responsibility for Finance & Staffing
- The Committee shall elect a Vice-Chair annually at the first meeting of the committee held after the Annual Council Meeting in May each year
- The Clerk shall attend these meetings as clerk to the committee and produce minutes

Meetings

- The committee will meet at least FIVE times per annum
- Meetings will normally be held on the third Wednesday of each odd numbered month (January, March, May, July, September & November)

Aims and Objectives

- Ensuring that the council's staffing arrangements are adequate and robust to cope with current and anticipated workloads and make recommendations to Full Council for any variation to the structure
- Review and approving the individual job descriptions, hours and grades
- Ensuring that all legal arrangements are in place for each member of staff
- Ensuring that the appraisal system is applied fairly and consistently
- Managing the Clerk's performance including setting objectives and performance targets agreed with the Clerk for the reporting year
 - The Chair of Staffing Committee to conduct a formal Annual Review

- Overseeing the processes for staff recruitment and ensure implementation of an effective induction process for all new staff
- Overseeing the Council's policies for training and development of staff and members and make recommendations to the Council
- Overseeing the Council's policies in relation to Health and Safety matters
- Monitoring the Council employment policies and processes as listed in the Council's Employee Handbook and give guidance and make recommendations to Council
- Overseeing staff disciplinary issues in conjunction with the Clerk
- Ensuring that staff are aware of grievance policies and procedures
 - Where grievances are not, or cannot be, addressed by the Clerk, the committee shall act as the body to receive and resolve such grievances

Delegated powers

- The committee has the following delegated powers:
 - Delegation of work to the Clerk
 - Delegation of work to a Sub-Committee
 - The Committee has the power to spend within its budget
 - Budget may be reassigned against individual line items
 - Any proposal to exceed the total expenditure budget limit must be approved by the Finance and General Purposes Committee prior to that expenditure being committed or incurred

Reserved for Full Council

- The following items are reserved for Full Council
 - The appointment and dismissal of The Clerk, The Deputy Clerk, Facilities Manager and Responsible Finance Officer (if this role is not assigned to the Clerk)
 - Approval of new staffing structures

Reporting on the activities of the Committee

- The following reporting shall take place
 - The DRAFT minutes of each meeting of the committee will be tabled at the next Full Council meeting
 - The Chair and Clerk shall provide additional information on the committee's activities as requested by members

Training Recommendations

- It is **recommended** that each member of this committee attends training as arranged through Hampshire Association of Local Councils on
 - "Managing Employees in Local Councils"
 - "Appraisals"
- Alternative courses covering the same syllabus would also be suitable training for members of the committee

Review

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

Proposal for Shinfield Parish Council to mark VE 80th Anniversary

Introduction

In 2023 the then Recreation & Amenities Committee considered whether to mark the 80th anniversary of the D-Day landings and the decision was made that it would be more preferable to make VE Day which was the start of the conclusion of World War II.

This document sets out a potential way of marking the anniversary which falls on Thursday 8th May 2025.

Proposals

It is suggested that a series of events could be arranged on the day working with partner organisations to help spread the workload and more importantly encourage as wide a participation as possible:

Tea Dance

To be held during the day involving local retirement homes and possibly some children from local schools

Schools Event

To be held on School Green at approximately 4.00 p.m. to give children an opportunity to mark the event.

Act of Remembrance

To be held at the War Memorial on School Green to remember the fallen of World War II and other conflicts (provisional timing 9.00 p.m.)

Procession to the Ridge

Those attending the Act of Remembrance to be invited to process to the Ridge (approximately 1.2km away) for the final element

National Beacon Lighting

This will be a nation-wide activity taking place at 9.30 p.m. A suggested programme would be:

- Short speech by Chairman of SPC and any other invited dignitaries
- Lighting of the beacon
- Lone Piper
- Fireworks (invite the Scouts to organise?)

Attendees invited to retire to High Copse pavilion for refreshments (pavilion to also act as a base for car parking)

Costs involved

Potential cost elements would include:

- | | |
|--|--------|
| ➤ Purchase of a gas-powered beacon (which could be reused for future events) | £700 |
| ➤ Fireworks (estimate) | £1,500 |
| ➤ Band cost (if booked) | £500 |

The current year budget has £10,000 set aside for events which could be used to purchase the beacon.

Use of the Ridge

The University of Reading have indicated that they would be prepared in principle to give permission for the use of the Ridge subject to a more formal application.

Summary

The elements set out above are intended only as a starter for discussions

Ref	Date Paid	Payee Name	Amount Paid (inc VAT) £	Description
001	15/08/2024	Chargemaster Limited	7.85	Fee for Fuel Card August
002	16/08/2024	Alphabet (GB) Ltd	468.85	Van Hire August 2024
003	20/08/2024	Telefonika UK Ltd	266.82	Mobile Phones August (6)
004	23/08/2024	Employee	1,961.41	Final Salary August
005	27/08/2024	British Gas Lite	42.81	Electricity July - Millworth Pavilion
006	27/08/2024	British Gas Lite	32.09	Electricity July - School Green Outside
007	27/08/2024	British Gas Lite	385.94	Electricity July - SWP
008	27/08/2024	British Gas Lite	595.84	Electricity July - New Building SGC
009	27/08/2024	British Gas Lite	470.58	Electricity July - SGC South Building
010	27/08/2024	Everflow Utilities	631.56	Sept - Oct 1 mth
011	29/08/2024	Planning Portal	1,337.50	Planning Application Millworth Sport Ground
012	30/08/2024	Employees	15,917.15	August Payroll
013	30/08/2024	CCLA Public Sector Dep Fund	30,000.00	Investment 2024 for Future Repairs
014	02/09/2024	Hirer	100.00	Refund Deposit
015	02/09/2024	Wokingham Borough Council	1,223.00	Business Rates September School Green Centre
016	02/09/2024	Wokingham Borough Council	216.00	Business Rates September The Manor
017	02/09/2024	Wokingham Borough Council	157.00	Business Rates September Spencers Wood Pavilion
018	02/09/2024	Wokingham Borough Council	89.00	Business Rates September Ryeish Pavilion
019	02/09/2024	Wokingham Borough Council	42.00	Business Rates September Millworth Pavilion
020	02/09/2024	British Gas Lite	127.32	July/Aug
021	03/09/2024	Lloyds Bank plc	10.87	Account Fee and Charges July
022	06/09/2024	Reading Scottish Pipe Band	150.00	Deposit for 8th May VE Event
023	06/09/2024	Hirer	190.12	Refund Deposit
024	10/09/2024	Fcc Recycling (UK) Ltd	388.83	General & Green Waste Disposal - RE3 (3 visits)
025	10/09/2024	A1 Locksmiths (Berkshire) Ltd	21.00	Keys Cut - School Green Centre
026	10/09/2024	Eton Environmental Group	1,990.63	Clear Asbestos - Millworth Lane Allotment.
027	10/09/2024	Imagin Products Ltd	29.88	ID Badges X 2 Staff
028	10/09/2024	Royal Electrics	1,776.00	Sockets and Trunking Reception at School Green Centre
029	10/09/2024	Select Environmental Services	4,339.76	Weekly Bins (43) - July & August
030	10/09/2024	Select Environmental Services	9.83	Feminine Hygiene Bins - SWP July
031	10/09/2024	Select Environmental Services	366.81	Commercial Waste - School Green Centre July
032	10/09/2024	Select Environmental Services	83.58	Commercial Waste - Millworth July
033	10/09/2024	Select Environmental Services	84.69	Commercial Waste - Manor July
034	10/09/2024	Select Environmental Services	74.30	Commercial Waste - SWP July
035	10/09/2024	SSE Energy Solutions	465.44	Electricity Street Lighting - July
036	10/09/2024	Larkstel Ltd	1,968.00	Grounds Maintenance - Outfield (4 cuts) / Openspace August
037	10/09/2024	Benjamin James Roofing Limited	2,034.00	Repairs to Roof and Guttering at Ryeish Pavilion
038	10/09/2024	John Wenman Ecological Consult	2,062.80	Preliminary Eco Appraisal - Millworth Lane Sports Ground
039	10/09/2024	Reed Specialist Recruitment	4,581.20	Agency Staff - Facilities Grds Staff - August
040	10/09/2024	A & E Fire & Security	463.10	6 mthly Fire Safety & Equipment Checks / Servicing August 2024 SGC
041	11/09/2024	A & E Fire & Security	463.10	6 mthly Fire Safety & Equipment Checks / Servicing August 2024 SWP
042	10/09/2024	Shareplan Leaflet Distribution	1,258.44	Prepayment to secure delivery 8,098 leaflets.
043	10/09/2024	Kreatif Design Ltd	119.98	Web Hosting August & September
044	10/09/2024	Air It Limited	36.82	Phones - Pre School August
045	10/09/2024	Air It Limited	315.11	Phones School Green Centre - August
046	10/09/2024	Air It Limited	200.24	Datto Cloud Back Up September
047	10/09/2024	Air It Limited	1,316.92	Microsoft 365 Licences September
048	10/09/2024	Air It Limited	1,355.74	Managed IT Support - September
049	10/09/2024	Air It Limited	53.03	Internet - SGC - September
050	10/09/2024	Air It Limited	53.03	Internet - SWP September
051	10/09/2024	Lister Wilder	102.97	Weed Killer & Oil for Mower
052	10/09/2024	Reading Borough Council	1,176.00	Theatre Trip Frensham Green (2023)
053	10/09/2024	The Wokingham Paper Company Ltd	350.00	Credit Note for Error
054	10/09/2024	Berkshire Association of Local Councils	144.00	Late Cancellation Charge
055	10/09/2024	Absolute Brilliance Cleaning Limited	5,314.56	Cleaning - School Green Centre - August
056	10/09/2024	Absolute Brilliance Cleaning Limited	1,784.80	Cleaning Spencers Wood Pavilion - August
057	10/09/2024	Absolute Brilliance Cleaning Limited	436.46	Cleaning - the Manor - August
058	11/09/2024	Josh Chamberlain Arborist	380.00	Plum Tree - Grind Stump on Allotment site
059	11/09/2024	Hirer	100.00	Refund Deposit
060	12/09/2024	IRIS Software Limited	48.00	Licence for Payroll System August
061	12/09/2024	Nest Pension Contributions	1,712.04	Pensions Contributions (Er's & Ee's) August
Total Payments			91,884.80	

Ref	Date Paid	Supplier	Amount Paid (inc VAT) £	Transaction Detail
001	01/08/2024	Coop Stores	2.65	Bottles Water for Frensham Grn Event
002	06/08/2024	Adobe	51.98	Adobe Software Licence (1 mth)
003	08/08/2024	Amazon EU	19.99	Protective Hat - Groundsman
004	08/08/2024	Amazon EU	16.99	Hand Sanitiser 5 litre
005	12/08/2024	Text Magic	60.00	Text Magic - top up communication via texts
006	16/08/2024	Post Office	3.05	Signed For Post
007	16/08/2024	Royal Mail	6.10	Recorded Postage
008	20/08/2024	Canva	99.99	Software for Design - Annual Subscription
009	23/08/2024	Amazon EU	9.99	Activities Youth Club
010	25/08/2024	Rinkit Ltd	29.98	12 X Mugs for SPC Visitors
Total of Payments			300.72	

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

Annual Insurance Premium for 2024/2025 - Hiscox Insurance - £17,098

In 2022 the Council agreed to a three-year contract with Hiscox Insurance for all risks cover. The annual premium is due on 1st October 2024. The invoice to be paid is £17,098 including insurance tax.