

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

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

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

1 members of the public

24/124 Public Questions

124.1 There were no public questions.

24/125 Apologies and declarations of Members' Interest

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

125.2 There were no declarations of interest

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

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

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

Proposed: Cllr Clarke
Seconded: Cllr Boyer
Approved: Unanimously


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126.2 The following matters arising were discussed:

24/111.1 Antisocial Behaviour

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

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

ACTION –

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

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

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

ACTION –

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

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

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

ACTION –

Clerk to send letter to the Chief Constable and Crime Commissioner

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

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

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


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24/87.3

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

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

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

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

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

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

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

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

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

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

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

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

This was discussed under minute 24/128.1 – Facilities Committee



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

This was discussed under minute 24/128.1 – Facilities Committee

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

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

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

This had been done.

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

This had been done.

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

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

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

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

24/127 **Reports from Borough Councillors**

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

- 127.2 The following matters were raised:

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

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

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

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


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24/128

Reports from Committees and associated Working Parties

128.1

Facilities Committee

The following points were discussed:-

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

ACTION –

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

Proposed: Cllr Lias
Seconded: Cllr Hoyle
Agreed: Unanimously

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

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

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


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Sports Working Party

There was nothing further to report.

School Green Working Party

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

ACTION – All Members to report potholes on the WBC website

128.2 **Arts, Culture and Events Committee**

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

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

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

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

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

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

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

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

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

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



Traffic Working Party

There was nothing further to report

128.5 **Minutes of the Staffing Committee**

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

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

128.6 **Corporate Governance Working Party**

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

128.7 **Chairman's Report**

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

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

128.8 **Reports from Outside Bodies**

BALC

Cllrs Peer and Grimes had attended the BALC AGM.

Training

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

AWE Local Liaison Committee

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

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

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

18/12/2024
[Signature]

24/129 School Green Centre

129.1 Lease between Shinfield Parish Council and Crumbs Café

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

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

24/130 Wokingham Borough Council – Community Governance

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

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

21:16 *BCllr Glover joined the meeting*

24/131 Public Art

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

Proposed: Cllr Matic
Seconded: Cllr Peer
Agreed: Unanimously

ACTION – Clerk to sign the agreement with Arts4Wokingham

24/132 Lailey Path

24/132.1 Partial funding (up to a maximum of £20,000) had been agreed by the Planning Highways Committee. The outline plan for the path had been submitted to SPC and the Clerk would circulate this to members.

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

24/133 Education Matters

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

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18/12/2024

24/134

Joint meeting with the University of Reading and Shinfield Parish Council

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

ACTION –

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

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

24/135

Consultation on Remote Attendance and Proxy Voting

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

Question 2 - 8 for 2 against 1 abstention

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

Question 3 - 10 for 2 against

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

Question 5 - less than 10%

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

Question 10 - 1 for 10 against

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

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

24/136

Councillor Photographs

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

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

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

Handwritten signature and date:
18/12/2024

24/137

Correspondence

137.1

Communication from a resident in Shinfield North

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

24/138

Invoices for Payment

138.1

Payments made within the Clerk's financial delegation

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

138.2

Payments made on Barclaycard within the Clerk's financial delegation

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

138.3

Payments outside the Clerk's financial delegation

There were no payments outside the Clerk's delegation.

24/139

Date of Next Meeting

139.1

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

Meeting ended at 22:02

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18/12/2024

List of Actions

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

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Item 3.1 - Full Council Minutes - 20-11-24

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


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