

Minutes of a meeting of the Parish Council held on Monday 8 September 2014 in the John Heggadon meeting room at Shinfield Parish Hall, commencing 19.30 hrs.

Present: Cllrs A Atkins, J Greenway, A Grimes, C Hughes, P Hughes, S Madigan, I Montgomery, C Moore, D Peer, R Pike.

Attending: S Roberts (Clerk), K Hughes (Assistant Clerk), Mr Simon Gale.

In the absence of the Chair, the meeting was chaired by Cllr Montgomery.

14/46 **Public questions**

There were none

14/47 **Co-option of new member**

47.1 Following an opportunity to ask questions, Cllr Montgomery proposed and members resolved to co-opt Mr Simon Gale onto the council, to fill the vacancy in the Spencers Wood and Three Mile Cross ward.

14/48 **Apologies and declarations of members' interests**

48.1 Apologies were received and accepted from Cllrs Clarke and Gough and B/Cllr Haitham-Taylor.

48.2 There were no declarations of members' interest.

48.3 There were no changes to the declaration of members' interests. The Clerk asked all members to complete a new pecuniary interest form.

14/49 **Minutes**

49.1 It was proposed and RESOLVED that the minutes of the council meeting held on 07 July 2014 were a correct record of the meeting and these were signed by Cllr Montgomery.

49.2 Matters arising

49.2.1 Shinfield Rise air pollution monitoring

Cllr Peer reported that Mrs Maureen Erdwin, resident of Three Mile Cross, had spoken to her regarding the traffic and air pollution monitoring issues in Shinfield Rise. The Clerk reported that she had liaised with both Reading Borough Council and Wokingham Borough Council on the matter.

49.2.1 Ransom strip around the Royal British Legion site and running of the proposed new community centre

Cllr Pike enquired regarding the Ransom Strip and the running of the proposed new community centre. Cllr Grimes reported that the matter would be covered in the closed session of the meeting.

49.2.2 MereOak park cutting

Cllr Madigan enquired regarding the MereOak park cutting. The Clerk reported that she will follow up with Cllr Clarke on his return from holiday.

49.2.3 Borrowing letter distribution

Cllr P Hughes enquired regarding the abracadabra distribution of the borrowing letter. Members discussed distribution and requested the issue be added to the agenda for the next Communications and Policies committee.

14/50

Reports

50.1

Chairman's report

- Cllr Montgomery reported that Cllr Czajka had resigned as she had moved out of the parish.
- He reported that work on the bank signatories was work in progress
- He reported on the parish council stall at the Spencers Wood Carnival, and asked for volunteers to cover the stall between midday and 17:00 hrs.
- Cllr Montgomery reported on a planned community afternoon at Shinfield Park, organised by the local PCSOs on Wednesday 10 September. Members discussed a potential naming of the grass area at Shinfield Park. Cllr Pike agreed to raise this at the next NAG meeting.
- Cllr Montgomery reported on a grant received by the Shinfield North Community Flat which was reported in the recent parish council newsletter.

50.2

Committee reports:

Recreation and Amenities Committee

- Cllr Clarke reported on a meeting of the Recreation and Amenities Committee held on 21 July 2014. He reported that the extended grass-crete has been installed at Spencers Wood Recreation Ground and new fencing has been installed at the Deardon Way Public Open Space.

It was proposed and RESOLVED that the minutes of 21 July 2014 meeting be adopted.

50.3

Communications and Policies Committee

- Cllr Madigan reported on a meeting of the Communication and Policies Committee held on 31 July 2014. She reported that a list of policies and review dates was formulated. She reported on the recently published newsletter and thanked all the contributors for their input.

It was proposed and RESOLVED that the minutes of 31 July 2014 meeting be adopted.

50.4

Finance and Staffing

- Cllr Montgomery reported on a meeting of the Finance and Staffing Committee held on 24 July 2014. He reported that the process of changing the Lloyds Bank signatories is still ongoing.
- Cllr Peer reported on the staffing subcommittee meeting on 27 August 2014 when she was elected chair and highlighted the new employment advice service offered by the Berkshire Association of Local Councils (BALC). Following a discussion and a proposal from Cllr Peer, it was **RESOLVED** that a sum of up to £500 be spent on consultancy from BALC to review the council's staffing structure and ensure that the council's employment policies were up-to-date. It was proposed and RESOLVED that the minutes of the 24 July 2014 meeting be adopted.

50.5

Planning and Highways

- Cllr Hughes reported on two meetings of the Planning and Highways Committee held on 28 July 2014 and 21 August 2014. He reported that Mr Mendiz and Mrs Erdwin had attended the July meeting to speak about the Shinfield Road traffic lights and that Mr Mendiz had been invited to attend the

next meeting of the Wokingham+ Traffic Forum, scheduled for 2 October 2014.

- He reported on an application reviewed in the August meeting for 9 houses off Croft Road and a further application for land to the west of Beech Hill Road.
- He reported that the car parking surveys have been distributed to developments across the parish and that to date, around 175 responses have been received.

It was proposed and **RESOLVED** that the minutes of the 28 July 2014 meeting and the minutes of the 21 August meeting be adopted.

50.6 Reports from Outside Bodies
Shinfield North Community Group

Cllr Montgomery reported on a music event organised by the Shinfield North Community Group on 22 August 2014 which was well attended.

Campaign to Protection of Rural England (CPRE)

Cllr Atkins reported on his attendance at a recent CPRE meeting.

50.7 Clerk's Report

- The Clerk requested approval of the council's insurance renewal, and highlighted the timescale for reviewing the policy, which runs until October 2015. Cllr Madigan requested that insurance be added to the April 2015 agenda to give the committee the opportunity to review the policy prior to renewal.
- The Clerk conveyed to members a summary of the IT and Telephony issues in the office, as detailed in a report circulated to members, and requested short term funding for a company to review the situation and identify solutions. Members discussed the issues and the council's IT and telephony needs. It was proposed and **RESOLVED** that an amount of £300 be provided to support the immediate appointment on a trial basis of an IT support provider, and that a working group be established, consisting of Cllrs Gale, Madigan and Moore, to review the requirements and identify clear needs. Members noted that the council would be exposed to ad-hoc IT bills in the short term, whilst a longer term solution is sought.
- The Clerk reported on phase two of the office reorganization, and thanked the staff for their assistance with the process.
- The Clerk reported on a request received from the volunteer group to rename footpath 11 after Jacqui Barnes, the previous Clerk. Following discussion, the Clerk was asked to speak to Jacqui on the matter.

14/51 **Committee vice-chairs**

- The Clerk reported on the issue of vice-chairs for committees. Members requested that this be added to the Terms of Reference, for adoption in the next civic year.

14/52 **Invoices for payment**

- 52.1 A list of payments for August and September 2014 was tabled and considered.
- 52.2 Members queried invoice 185 and discussed the need for an IT solution.
- 52.3 Members discussed invoice 215 and requested that the Clerk investigate recharging the cost of the brickwork repair.
- 52.4 It was proposed and **RESOLVED** that invoices 162 – 174 for July salaries totaling £8727.69, invoices 194 – 206 for August salaries totaling £6,495.92 and invoices 175 – 193 and 207 – 242 for August and September expenditure, totaling £18,260.90 (a grant total of £33,484.51) be approved and paid.

Please see appendix 1.

14/53

World War 1 Memorial Trail

- 53.1 The Assistant Clerk reported on the launch of the Wokingham Heritage Trail. Cllr Montgomery agreed to represent the council at the official launch on 14 September.
- 53.2 The Assistant Clerk tabled a selection of First World War Centenary samples received. Following discussion, members **RESOLVED** not to purchase items.

14/54

Attendance at forthcoming conferences

- 54.1 Members discussed conferences attendance. Cllr Madigan reported that the staffing subcommittee had recommended that a maximum of two people attend any conference, unless there is a legitimate reason for a large attendance. Members noted that the staffing subcommittee should lead on identifying conference and training needs for members, as well as managing a budget for this.
- 54.2 Members approved 4 attendees for the 'Making Localism Work' conference in Bristol on 18 September. The Clerk confirmed that a reduced rate had been agreed.
- 54.3 Members noted that Cllrs S Gale, J Greenway and C Hughes are scheduled to attend new councillor training in Calcot on 23 September.
- 54.4 Members noted that Cllr P Hughes will attend the Locality Convention in Cardiff on 17 & 18 November 2014.

14/55

Correspondence

- 55.1 The Clerk reported receipt of a letter from James Roth, thanking the parish council for financial assistance in training girls from Shinfield Rangers as F. A. Referees.
- 55.2 The Clerk reported on an open evening at the Shinfield Players Theatre on Thursday 18 September from 18:00 till 19:30 hrs.
- 55.3 The Clerk reported receipt of a consultation on flood risk management (previously circulated to members).

14/56

Date of next meeting

The date of the next meeting was confirmed as Monday 13 October at 19:30hrs

The meeting was closed to the public at 21:45hrs

14/57

Royal British Legion site – CLOSED SESSION

Cllr Grimes reported on the latest developments in the purchase of the Royal British Legion site.

The meeting closed at 22:00hrs

LIST OF ACTIONS

<i>Ref</i>	<i>Action</i>	<i>By Whom</i>
49.2.3	Add newsletter distribution to the next C&P agenda	Clerk / Assistant Clerk
50.7	Add insurance to Spring F&S agenda for review	Clerk / Assistant Clerk
50.7	Forward suggestion of footpath name change to Wokingham Borough Council for consideration	Clerk
51	Add committee vice-chairs to Terms of Reference for committees, for adoption in 2015/16 civic year	Clerk

52.3	Investigate recharging of brick work repairs	Clerk
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Appendix 1:
Invoices August and September 2014

Shinfield Parish Council		Invoices for Approval of Payment - August and September 2014			
Invoice	payee	purchase	£ net	£ vat	£ total
162-174	Salaries	Jul-14	8,727.69		8,727.69
194-206	Salaries	Aug-14	6,495.92		6,495.92
187	WBC	Business rates - August	440.00		440.00
	HMRC	Month 2 PAYE	959.45		959.45
	HMRC	Month 1 PAYE	977.32		977.32
-	Lloyds Bank	Bank charges	48.68		48.68
178	J Barnes	Mileage and telephone allowance	65.10		65.10
183	Spencers Wood Village Hall	Waste bin collection contribution	151.66		151.66
184	Wessex Tree Service Ltd	Various tree works	690.00		690.00
185	Rhema Tech Logic	IT services	204.99		204.99
186	GLS Educational Supplies	stationery and cleaning sundries	22.50	4.50	27.00
182	Carrera UK Ltd	Website admin	80.00	16.00	96.00
191	Second Shinfield Brownies	Grant	500.00		500.00
179	A King	Mileage - July	12.15		12.15
177	K Taylor	Mileage - July	32.85		32.85
181	imagin	new badges for staff and councillors	23.10	4.62	27.72
180	quadron	bins and litter clearance sw rec ground	324.17	64.83	389.00
190	cash	petty cash	250.00		250.00
192	Ox Assoc Local Councils	Briefing seminar on Openness of Local Govt	70.00	14.00	84.00
193	SSEE Contracting	street lighting rechargeable repairs	427.44	85.49	512.93
188	Lloyds Bank	Service Charges	54.37		54.37
189	BT Payment Services Ltd	Phone and broadband	1,208.27	241.65	1,449.92
207	Wokingham Town Council	Memorial trail banners	152.00	30.40	182.40
208	Abracadabra	Autumn newsletter distribution	456.50	91.30	547.80
209	Nat Assoc of Local Councils	Conference fees - two delegates	240.00	48.00	288.00
210	Rialtas Business Solutions	Alpha software management	109.00	21.80	130.80
211	Claire Connell	Internal Audit fees	250.00		250.00
212	Wokingham Borough Council	Refuse collection	181.00	36.20	217.20
213	N T Smith	Gardening services	220.00		220.00
214	T A J Edmonds	Repair work - SPH	77.20		77.20
215	Property Protection	Repair of brickwork at SWP	325.00		325.00
216	Peter Hughes	Disbursements on purchase	149.14		149.14
217	SLCC	Practioners guide	23.00		23.00
218	Nigel Jeffries Landscapes	Grounds maintenance	932.00	186.40	1,118.40
219	GLS Educational Supplies	stationery and cleaning sundries	58.85	11.77	70.62
220	A King	Mileage - August	18.90		18.90
221	Biffa Waste Services Ltd	Waste collection	192.70	38.54	231.24
222	Southern Electric	Electricity supply	599.14	29.70	628.84
223	S Roberts	Mileage - August	9.00		9.00
224	K Taylor	Mileage - August	32.18		32.18
225	K Hughes	Book keeping course	199.00		199.00
226	BALC	Good councillor training - 2 places	80.00	16.00	96.00
227	Carrera UK Ltd	Website admin	80.00	16.00	96.00
228	quadron	bins and litter clearance sw rec ground	324.17	64.83	389.00
229	Thames Water Utilities Ltd	Water supply - Clares Green Rd allotments	181.56		181.56
230	CAB	Grant	1,860.00		1,860.00
231	Readibus	Grant	1,900.00		1,900.00
232	K Hughes	Disbursement on purchase - stamps	106.00		106.00

233	Gillian Steedman Business account	Newsletter artwork and layout	200.00		200.00
234	C&A Tickner Ltd	Envelope supplies NHDP car park survey	184.70	36.94	221.64
235	Grabloader Ltd	Rubbish clearance Arborfield Rd Allotments	300.00	60.00	360.00
236	SSE Contracting	Lighting column repair - Grazeley Road	251.78	50.36	302.14
237	PHS Group plc	Bin clearance	107.60	21.52	129.12
238	Ricoh Capital Ltd	Copier hire	77.51	15.50	93.01
239	Thames water utilities Ltd	Water supply - ML, AR, SPH, SWP, CGR	356.60		356.60
240	British Gas	Electricity supply - SWP June - September 14	109.29	5.46	114.74
241	Petty cash July	See below	128.86		128.86
242	Petty cash August	See below	34.37		34.37

32,272.71 1,022.03 33,484.51

Petty cash - JULY		
11.07	Window cleaning	24.00
21.07	Milk bill	6.32
21.07	Software	18.61
24.07	Milk and postage	7.20
24.07	Fluorecent lighting tubes SWP	34.06
26.07	Keyboard and mouse for JHR desktop pc	34.57
28.07	Milk and postage	4.10
		128.86

Petty cash - AUGUST		
2.08	Pettycash book	6.89
18.08	Window cleaning	22.00
22.08	postage	2.48
28.08	Parking at Shute End	3.00
		34.37