

Minutes of a meeting of the Parish Council held on Monday 13 October 2014 in the John Heggadon meeting room at Shinfield Parish Hall, commencing 19.30 hrs.

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

Attending: S Roberts (Clerk), K Hughes (Assistant Clerk), B/Cllrs C Haitham-Taylor, B Patman, A Pollock.

In the absence of Cllr Gough the meeting was chaired by Cllr Montgomery.

14/58 Public questions

There were none

14/59 Apologies and declarations of members' interests

59.1 Apologies were received and accepted from Cllr Gough.

59.2 There were no declarations of members' interest.

59.3 There were no changes to the declaration of members' interests. The Clerk reminded all members of the new declaration form now required by Wokingham Borough Council and that completed forms had still not been received from a number of members. These should now be signed and returned to the Clerk as quickly as possible; otherwise the Clerk would follow up direct with individual members.

14/60 Minutes

60.1 It was proposed and RESOLVED that the minutes of the council meeting held on 08 September 2014 were a correct record of the meeting and these were signed by Cllr Montgomery.

60.2 Matters arising

60.2.1 Reference 49.2.1 (Shinfield Rise air pollution monitoring)

The Clerk had received a letter from Reading Borough Council. Work is now in progress with the local parish members.

60.2.2 Reference 49.2.2 (MereOak Park grass cutting)

Cllr Clarke confirmed this had been done although the brambles had proved difficult. Following a query raised by Cllr Pike, Cllr Clarke also confirmed the contractor had full public liability insurance.

60.2.3 Reference 50.1 (Chairman's Report)

The new Shinfield Park community afternoon had suffered from low members; however the Chairman thanked all those who had participated. It was hoped that more events would be organised in the future.

60.2.4 Reference 50.4 (Finance and Staffing)

The Clerk confirmed the process of changing the Lloyds Bank signatories was still ongoing.

60.2.5 Reference 50.7 (IT update)

The Clerk confirmed a new telephone system had been purchased for the office (£87) but there is still work in progress to maximize the current contracts with RBS and Carrera and define future IT procurement requirements. Emerging needs are the set-up of a council intranet, shared drives, networking and remote access. The Clerk will convene an IT working group to consider detailed quotes. A final phase of office configuration is now being planned.

60.2.6 Reference 50.7 (Proposed renaming of footpath 11)

The Clerk reported that Jacqui Barnes is on holiday, so no decision has yet been made on renaming the footpath.

60.2.7 Reference 53.1 (World War 1 Memorial Trail)

The Clerk reported that due to illness, there had been no SPC representation at the Heritage Day in Wokingham town centre, but that there was an opportunity for all councillors to take part in the commemorations here at School Green on Remembrance Sunday.

60.2.8 Reference 54.1 (Conferences)

Cllr C Hughes reported positively on the BALC new Councillor training event in September.

14/61

Reports

61.1

Chairman's report

- Cllr Montgomery reported that the current ward vacancy in Shinfield Village, previously held by Cllr Czajka is being advertised, but no expressions of interest had been received so far.
- He reported on the successful Spencers Wood Carnival held on 20th September and thanked all the councillors and staff who had attended to set up and staff the council's stand.
- Cllr Montgomery reported on the forthcoming Remembrance Sunday on Sunday 9th November, in which the parish council was taking the lead in organising in association with the Royal British Legion. In view of the First World War theme, a bigger event was being planned this year, with a proper PA system organized by a Rotary representative, the Scouts erecting a marquee, Warings Bakeries contributing to the catering free of charge, Shinfield Baptist Church serving the refreshments, the Women's Institute and OAPs club providing small floral displays, and hopefully a choir from Crosfields School. Following a discussion it was proposed and RESOLVED that donations of £75 would be made to the 'Rotary Polio Plus Appeal' and to the Scouts to acknowledge their support.

61.2

Borough Councillors' report

- B/Cllr Pollock reported an anticipation of funding cuts to local authorities from Central Government. He reported on changes to the care bill which would have significant financial implications to the borough council.
- B/Cllr Pollock reported that a decision has been made to locate a new swimming pool in Arborfield, funded from S106 contributions from the SDLs.
- Cllr Pike enquired regarding overrunning road works locally, and specifically the new cycle route along the Lower Earley Way. B/Cllr Patman reported that the delays were caused by a change to the planning application to incorporate fencing.
- Cllr Hughes enquired regarding the precept support grant. B/Cllr Pollock reported that the grant was due to be phased out over three years.
- Cllr Clarke enquired regarding the HGV CCTV camera in Church Lane, and reported that Thames Valley Police had been liaising with West Berkshire Council on the matter. B/Cllr Patman agreed to follow up on this.
- B/Cllr Patman reported that he had been dealing with two cases of damp in properties in Caribou Walk, Mitford Fields.
- B/Cllr Patman reported on the Community Trigger, part of the new antisocial behavior legislation. He reported that trigger points where action will be

taken, will be set locally, with input from local councillors and residents. The Clerk agreed to follow up further on this.

- B/Cllr Haitham-Taylor reported on remedial works being carried out in Church Lane to alleviate flooding issues. She reported that work has been carried out on drains and ditches and that work will continue over the coming months. She reported on proposals for a flooding forum for Kybes Lane.
- B/Cllr Haitham-Taylor reported that work on a new six form entry secondary school is progressing. She reported that a site has been identified and a planning application submitted.
- B/Cllr Haitham-Taylor reported on the major emphasis on promoting reading skills over the summer, and a 24% increase in participation in the summer reading scheme. She offered assistance from the borough with any local activities promoting reading and maths.
- Cllr Madigan reported on issues with the ditch in Woodcock Lane and issues of fly tipped garden waste, and asked for assistance from the borough councillors to resolve the issue.

61.3

Committee reports:

61.3.1

Planning and Highways Committee

- Cllr P Hughes reported on the recent Planning and Highways Committee meeting held on 15 September. He reported receipt of an application for new homes at Stanbury House, to be reviewed at the October meeting.
- Cllr Peer enquired regarding the status of an enforcement case. The Assistant Clerk agreed to follow up on this, and will forward the details to B/Cllr C Haitham-Taylor.
- Cllr Madigan enquired regarding the Eastern Relief Road. Cllr P Hughes reported that an application has been received to vary a condition of the planning consent to allow overnight working during part of the build phase, to facilitate the installation of the new M4 bridge during night-time closures of the motorway. He reported that the Clerk is arranging a meeting with the construction company Hochtief and local residents to discuss the proposals.

It was proposed and RESOLVED that the minutes of 15 September 2014 meeting be adopted.

61.3.2

Recreation and Amenities Committee

- Cllr Clarke reported that the scheduled meeting of the committee had not been held due to absence and illness.
- Cllr Clarke asked members consent to fund the replacement of oak slats on the Millennium bench at School Green. It was proposed and RESOLVED that a sum of £125 be approved for this.
- Cllr Clarke asked members consent to fund the installation of a plume kit at Spencers Wood Pavilion. Following discussion, it was proposed and RESOLVED that a sum of £250 be approved for this.
- Cllr Clarke reported that the zip wire will be installed at the recreation ground in half term. He reported on damage to the wet-pour play surfaces at Church Lane playground and at Kendal Avenue playground.
- Cllr Clarke reported on damage to the newly installed fencing at Deardon Way Open Space. Cllr Clarke asked for this to be added to the agenda for the November meeting of the Recreation and Amenities Committee.
- The Clerk reported on a new line manager from Berkshire Youth and very positive feedback on the Spencers Wood Pavilion Youth Club.

61.3.3 Neighbourhood Plan Steering Group

- Cllr P Hughes reported that the steering group had met today and that a draft plan should be ready around mid-November.
- He reported on a proposed visit in November from Stephen Williams MP, Parliamentary Under-Secretary of State for Communities and Local Government.

61.4 Reports from Outside Bodies

61.4.1 Berkshire Association of Local Councils (BALC)

Cllr Peer reported on her attendance at a recent BALC meeting. A report on the meeting was circulated to members.

61.4.2 Shinfield North Community Group

Cllr Montgomery reported on his attendance at a recent Shinfield North Community Group meeting. A report on the meeting was circulated to members.

61.4.3 Atomic Weapons Establishment (AWE) Local Liaison Group

Cllr Montgomery reported on his attendance at a recent AWE meeting. A report on the meeting was circulated to members.

61.4.4 Wokingham+ Traffic Forum

Cllr P Hughes reported on the traffic forum meeting held at the parish hall on 2 October. A report on the meeting was circulated to members.

61.4.5 Neighbourhood Action Group (NAG)

Cllr Pike reported on his attendance at a recent NAG meeting. He reported that issues raised regarding pollution levels at Shinfield North were being reviewed by Reading Borough Council.

He reported that the police had highlighted issues of thefts from allotments and antisocial behavior.

He reported that Swallowfield had successfully obtained two grants for local flooding relief.

61.5 Clerk's Report

- The Clerk reported on changes to the Quality Council Scheme (report previously circulated). These would be considered in detail at future meetings.
- The Clerk reported on a meeting between local parish and town Clerks and borough council officers held on 19 September (report previously circulated).
- The Clerk reported on her attendance at the borough-wide Clerk's Forum meeting. Members discussed the sharing of knowledge, expertise and 'best practice' in day-to-day issues.
- The Clerk reported on the impact of an increase in the minimum wage from October 1st.

14/62

National Association of Local Councils (NALC) conference – making localism work

- Cllr Montgomery reported that attendees' notes on the conference had been circulated to members.
- Cllr Peer enquired regarding the local impact of the 2011 Localism Act. Cllr Peer and the Assistant Clerk reported on developments both locally and elsewhere in the country.
- Members discussed a report from BALC that there will be no capping of precept increases for parish and town councils. Members discussed S106 funds.
- Cllr Montgomery thanked members for attending the conference and for reporting back.

- 14/63 **The Openness of Local Government Bodies Regulations 2014**
The Clerk highlighted the recent changes introduced by these regulations (report previously circulated). The Clerk requested permission and it was proposed and RESOLVED that a notice be put up in the meeting room detailing the rights of residents wishing to record or take photographs at meetings. It was RESOLVED that the new regulations be referred to the next meeting of the Communications and Policies Committee for detailed consideration and their recommendations subsequently presented to full Council.
- 14/64 **Invoices for payment**
64.1 A list of payments for October 2014 was tabled and considered.
64.3 It was proposed and RESOLVED that invoices 262 – 275 for September salaries totaling £6,465.55 and invoices 243 – 261 and 276 – 305 for October expenditure, totaling £35,425.92 (a grand total of £41,891.47) be approved and paid.

Please see appendix 1.
- 14/65 **Council's Meeting Schedule for 2015**
65.1 The Assistant Clerk circulated copies of the proposed meetings calendar for 2015. Members were requested to review the proposed dates and raise any concerns to the Assistant Clerk.
- 14/66 **Correspondence**
66.1 The Clerk reported on:
 - An invitation from the borough council's Community Partnerships Overview and Scrutiny Committee to a meeting on 27 October to consider the borough's amenity vehicle provision. It was agreed that Cllr Madigan should attend.
 - Request from Woodley Town Council to consider the borough council's decision to withhold the precept Support Grant. It was agreed to support Woodley Town Council's position, although this had already been budgeted for.
 - Invitation to attend the BALC AGM at Grazeley Village Hall on 5 November, 7pm.
 - Thanks received from the Macmillan coffee morning organisers at Shinfield Parish Hall, £131.23 had been raised.
- 14/67 **Report from the Community Centre Project Board**
Cllr Grimes gave a verbal report on the new community centre.
- 14/68 **Date of next meeting**
The date of the next meeting was confirmed as Monday 10 November 2014.

The meeting closed at 22:05hrs

LIST OF ACTIONS

<i>Ref</i>	<i>Action</i>	<i>By Whom</i>
61.2	Follow up with B/Cllr Patman on the community trigger	Clerk
61.3.2	Add review of Deardon Way Open Space fencing to the next Recreation and Amenities agenda (Nov 24 meeting)	Clerk / Assistant Clerk
63	Add review of The Openness of Local Government Bodies Regulations 2014 to the next C&P agenda (Nov 3 meeting)	Clerk / Assistant Clerk

65.1	Review proposed meeting dates for 2015 and raise any concerns to the Assistant Clerk	All members
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Appendix 1:
Invoices October 2014

	Shinfield Parish Council	Invoices for Approval of Payment - September / October 2014			
	payee	purchase	net	vat	total
243	Broker Network Ltd	Insurance	4,832.14		4,832.14
244	K Taylor	Mileage	33.30		33.30
245	Roger Butler	Allotment judge honorarium	30.00		30.00
246	John Eckton	Allotment judge honorarium	30.00		30.00
247	D S C Security	Alarm maintenance - SWP	103.33	20.67	124.00
248	ADT Fire and Security PLC	CCTV maintenance - Kendal Avenue Playground	501.79	100.36	602.15
249	Rialtas Business Solutions Ltd	Alpha Software - new licences	74.25	14.85	89.10
250	Imagin Products Ltd	Badges for staff / new councillors	48.60	9.72	58.32
251	Peter Hughes	SPC Banners	90.60		90.60
252	Peter Hughes	Rail Travel - NALC conference Bristol 18.09.14	130.00		130.00
253	Sue Roberts	Rail Travel - NALC conference Bristol 18.09.14	78.30		78.30
254	Nigel Jeffries Landscapes	Grounds maint. Aug, Deardon Way OS, Mere oak	2,061.00	412.20	2,473.20
255	SSE Contracting Ltd	Street lighting maintenance	1,180.76	236.15	1,416.91
256	A P Faulkner (Heating) Ltd	Boiler servicing SPH	68.00	13.60	81.60
257	Thames Valley Region Ltd (Dynorod)	Clear blockage at Arborfield Rd allotments	230.00	46.00	276.00
258	Ricoh UK Ltd	Photocopying charges	429.45	85.89	515.34
259	Mr N T Smith	Gardening services	220.00		220.00
260	R & J Services	Grounds works (Grasscrete installation SWP)	11,800.00	2,360.00	14,160.00
261	R J Morgan	Allotment fencing and Deardon Way OS fencing	1,760.00	402.00	2,162.00
276	WBC	Business rates for September	440.00		440.00
277	Staples UK Limited	Office supplies	14.15	2.83	16.98
278	Jenco	hall alarm maintenance	200.00	40.00	240.00
279	NALC	Making localism work conference	240.00	48.00	288.00
280	Lloyds service charges	July to August	43.56		43.56
281	Mazars		600.00	120.00	720.00
282	S Roberts	Disbursement on purchase	73.29	14.66	87.95

283	British Telecommunications	Line rental	15.00	3.00	18.00
284	Southern Electric	Streetlighting electricity supply - quarter 2 2014	1,054.91	210.98	1,265.89
285	K Hughes	Mileage and broadband allowance July - Sept	68.55		68.55
286	British Gas	Gas supply to SPH 18.6.14 to 18.9.14	92.88	4.64	97.52
287	National Association of Local Councils	Publication (Local councils explained)	49.99		49.99
288	Anthony Atkins	Mileage and parking	69.20		69.20
289	Kerry Taylor	Mileage - September 2014	46.13		46.13
290	Carrera UK Limited	Website management fees	80.00	16.00	96.00
291	Sign Wise UK Limited	Signage - various sites	225.00	45.00	270.00
292	Biffa Waste Service Ltd	Parish hall waste and recycling collection	8.88	1.78	10.66
293	CCB	Membership - Community building advise service	62.50	12.50	75.00
294	J Greenway	Mileage and parking - NALC conference	78.08	1.00	79.08
295	K Hughes	Disbursement on purchase	38.48	1.70	30.18
296	Petty cash	see over for detail	121.68		121.68
297	Stanley Security Solutions Ltd	Alarm panel maintenance and call out SWP	245.00	49.00	294.00
298	Spencers Wood Carnival	Grant payment to cover lighting insurance	399.00	-	399.00
299	D.E.S	PAT testing - Spencers Wood Pavilion	165.00		165.00
300	Locality	Conference attendance - Locality 2014	300.00	60.00	360.00
301	Berkshire Youth	Payment 2 of youth services management	1,000.00		1,000.00
302	GLS educational supplies	Stationery	38.49	7.70	46.19
303	Nigel Jeffries Landscapes	Grounds maintenance, September 2014	932.00	186.40	1,118.40
304	WBC rates	Oct-14	440.00		440.00
305	National Allotment Society	Annual membership renewal	55.00	11.00	66.00
262-275	Various	Salaries - September 2014	6,465.55		6,465.55

TOTALS

37,363.84 4,537.63 41,891.47

Petty cash - September		
2.09	Downpipe clips	3.00
2.09	Stamps	19.84
3.09	milk and stamps	3.84
5.04	Stamps	9.92
11.09	Stationery	22.98
13.09	Reimbursed postage	2.14
13.09	Carnival supplies	5.98
16.09	Window cleaner	22.00
19.09	Parking	2.00
29.09	Woodstain for three mile cross bus shelter	29.98
		121.68