

Minutes of a meeting of the Parish Council held on Monday 10 November 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/Cllr B Patman.

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

14/69 **Public questions**
There were none

14/70 **Apologies and declarations of members' interests**
70.1 Apologies were received and accepted from Cllr Gough.
70.2 There were no declarations of members' interest.
70.3 There were no changes to the declaration of members' interests.

14/71 **Minutes**
71.1 It was proposed and RESOLVED that the minutes of the council meeting held on 13 October 2014 were a correct record of the meeting and these were signed by Cllr Montgomery.
71.2 Matters arising
71.2.1 Lloyds Bank mandate
The Clerk reported that the bank mandate has now been processed.
71.2.2 Renaming the footpath from Stantons to School Green
The Clerk reported that Mrs Jacqui Barnes had considered the council's offer of recognising her contribution to the parish by renaming the footpath as 'The Jacqui Barnes Way', but supported renaming the path 'The Barnes Way' after her father-in-law, Mr Fred Barnes, who made significant contributions to the parish.
71.2.3 HGV CCTV Church Lane
Cllr Clarke enquired with B/Cllr Patman regarding any update on the HGV CCTV in Church Lane. B/Cllr Patman reported that he has been unable to get a response from West Berkshire council. Cllr Peer suggested submitting a Freedom of Information request to obtain the necessary information. B/Cllr Patman requested further time to follow up on this matter before alternative options are considered.
71.2.4 Parish council precept
The Clerk reported that WBC is currently working on the precept and it was anticipated that the figures for council tax will be available in the next couple of weeks.
71.2.5 Woodcock Lane ditch and footpath
Cllr Madigan enquired with B/Cllr Patman regarding any update on works to the ditch on Woodcock Lane. Cllr Clarke enquired regarding ownership and suggested that Cllr Madigan follow up with Eddie Napper at Wokingham Borough Council.

71.2.6	<u>Enforcement items</u>	Cllr Peer enquired on two enforcement matters. The Assistant Clerk gave a brief update on both matters.
71.2.7	<u>Council tax grant</u>	Cllr Clarke enquired regarding an initiative instigated by Woodley Town Council to lobby against the reduction of the council tax support grant paid by Wokingham Borough Council. Cllr Peer reported that members at the NALC conference and BALC AGM had been very vocal on the matter.
71.2.8	<u>Community Trigger</u>	The Clerk reported that posters promoting the community trigger initiative had been put around the notice boards.
14/72	Reports	
72.1	<u>Chairman's report</u>	- Cllr Montgomery reported that the Remembrance Day Service had been successful. He thanked the all those involved in organising and running the event. Following discussion, it was proposed and RESOLVED that a donation of £175 be made to Shinfield Baptist Church and £175 to the End Polio Now Campaign, on behalf of Mr Alastair Knox, who provided and operated the PA system for the event. Members noted that a decision had been taken on Friday not to use a tent offered by the scouts. - Cllr Montgomery reported that two public information sessions have been scheduled at the parish hall on December 4 from noon to 18:00 and on December 12 from 17:00 – 20:00 by Hochtief, to update residents on plans for the Eastern Relief Road. - Cllr Montgomery reported that staff appraisals are now underway and asked that members send their feedback to Cllr Peer at the earliest opportunity.
72.2	<u>Borough Councillors' report</u>	- B/Cllr Patman reported that considerable work is being carried out at present on the borough council's budget for 2015/16 - He reported that a South of M4 Community Forum meeting is scheduled for 11 November at Three Mile Cross Church Centre. - He expressed concern that funds from the SDL development may be spent elsewhere in the borough and that Shinfield parish may lose out despite taking a high proportion of the development. Members discussed the plans for a new secondary school in Arborfield which will receive the secondary S106 contributions from the parish. Cllr Grimes highlighted changes to the education transport rulings which had identified Oakbank School as a provider of education in the parish, meaning that pupils who choose to travel outside of the parish will no longer have their school transport paid for. Members expressed their wish that S106 contributions from development in the parish for secondary education go to Oakbank School. Cllr Peer suggested raising this issue with the minister visiting later this month. - Cllr Pike enquired regarding the S106 spreadsheet. The Clerk reported that she and Cllr Clarke are meeting with Mrs Angie Gibson from Wokingham Borough Council to get an updated sheet, and this will be distributed to members shortly.
72.3	<u>Committee reports:</u>	
72.3.1	<u>Planning and Highways Committee</u>	- Cllr P Hughes reported on the recent planning meeting. - Cllr Atkins reported on an application approved for conversion of a family home to a house of Multiple Occupation with 9 bedrooms. Cllr Atkins enquired whether full council need to approach WBC to ask for action to be taken on this. Members delegated the issue to P&H to take this forward.

It was proposed and RESOLVED that the minutes of the 16 October 2014 meeting be adopted.

B/Cllr Patman left the meeting at 20:30hrs

72.3.2 Finance and Staffing Committee

- Cllr Montgomery reported on the recent meeting and drew members' attention to item 16.4 - a grant application from Shinfield Volunteer Group. The Clerk noted that the group had been asked to confirm protocols for the use of the camera vehicle and further information on how the community will be made aware of its existence.
- Cllr Pike noted his concerns with the staffing report that was circulated at the meeting.
- Cllr C Hughes enquired whether all council members could receive a quarterly budget report similar to those provided by F&S. The Assistant Clerk agreed to distribute these reports to all members.
- Cllr P Hughes enquired regarding the Deardon Way lease and enquired regarding the length of the lease and why the funds now needed to be requested, rather than tranches of funds being released, as had been previously intimated. Cllr Clarke confirmed that the terms of the lease was for seven years and that WBC had introduced a new process for allocating funds.

It was proposed and RESOLVED that the minutes of the 23 October 2014 meeting be adopted.

72.3.3 Communications and Policies Committee

- Cllr Madigan reported on the recent meeting.
- She reported that the content for the Winter newsletter is being put together this week and requested that completed articles be submitted to the Assistant Clerk by Friday (14 Nov)
- Cllr Madigan reported that the Annual Parish Meeting for 2015 has been scheduled for Thursday 23 April and will be held at the Shinfield Parish Hall. She reported that as the meeting will fall in the purdah period, members had suggested that officers from WBC speak about the development and how it is moving forward. Cllr Gould reported that he has raised the request to various individuals from WBC. Members were asked to suggest any other ideas for speakers.
- Cllr Pike enquired regarding the delegated authority for the Clerk to update the Standing Orders to adopt the changes resulting from The Openness of Local Government Bodies Regulations 2014, which was confirmed.

It was proposed and RESOLVED that the minutes of the 3 November 2014 meeting be adopted.

72.3.4 Recreation and Amenities meetings

- Cllr Clarke reported that the zip wire installation is almost complete. He noted that the wire and pommel will be installed on Friday and that the ROSPA checks will be carried out next week.
- Members discussed the process for budget approvals on small items where a rapid response is required. The Clerk requested that the issue be deferred to the Finance and Staffing Committee for further consideration.
- Cllr Clarke reported on a request from Shinfield Rangers to play football at Ryeish Pavilion pitches.

- Cllr Montgomery reported on his and Cllr Clarke's attendance at a presentation on AstroTurf pitches and how they can be funded.

72.4 Reports from Outside Bodies

72.4.1 Borough Parish Working Group

Cllr Peer reported on her attendance at a recent Borough Parish Working Group meeting. A report on the meeting was circulated to members.

72.4.2 Arborfield Community Forum

Cllr Greenway reported on her attendance at the recent Arborfield Community Forum meeting. A report on the meeting was circulated to members.

72.4.3 Community Refuse Vehicle meeting

Cllr Madigan reported on her attendance at a meeting to discuss the future of the community refuse vehicle. She reported that some parishes pay for this service and others do not. She noted that the meeting had discussed the usage of the vehicles and noted that they were being used for trade waste and that many users were arriving in vehicles to dispose of items. Members discussed the service and noted its value within the community.

72.5 Clerk's Report

- The Clerk reported that a meeting to review IT providers is scheduled for 14 November with Cllrs Gale, Madigan and Moore.
- The Clerk reported on the need to consider storage solutions for planning documentation and noted that she is reviewing office furniture.
- The Clerk reported that some fire notices at the parish hall require amendment and that she is working to ensure that all risk assessment work is up to date. She reported on some issues and concerns regarding Spencers Wood Pavilion and noted that work is in progress on this matter.
- The Clerk reported on an offer of a defibrillator being provided for the parish hall. Cllr Clarke noted that the community responders had provided some training for Shinfield Volunteer Group and that the council may wish to consider this. Following discussion, no decision was made at this time to accept a defibrillator.
- Cllr Hughes reported that Mr Stephen Williams MP, Parliamentary Under Secretary of State for Communities and Local Government, is attending a meeting at the parish hall on 27 November 2014 regarding the Neighbourhood Development Plan.

14/73

Reporting template

- Cllr Madigan noted the use of a new template for council reports. Members proposed and **RESOLVED** to adopt the template as the accepted form for submitting written reports to council.

14/74

The Openness of Local Government Bodies Regulations 2014

- Cllr Madigan reported on the necessity to adopt the Openness of Local Government Bodies Regulation 2014
- Cllr Madigan reported that it should be highlighted to members of the public their right attend and record meetings. Cllr Pike suggested that this also be highlighted in the newsletter.
- Following discussion, members proposed and **RESOLVED** to adopt the regulation.

14/75

Invoices for payment

75.1 A list of payments for November 2014 was tabled and considered.

75.2 Cllr Pike enquired regarding invoice 339. Cllr Grimes noted that this expenditure had already been approved by council.

- 75.3 Cllr Atkins enquired regarding invoice 328. The Assistant Clerk provided a breakdown of the invoice.
- 75.4 Cllr Clarke reported that invoice 311 is covered by S106 funds for playground maintenance.
- 64.3 It was proposed and RESOLVED that invoices 317 – 327 for October salaries totaling £6,930.26 and invoices 306 – 316 and 328 - 346 for November expenditure, totaling £10,361.29 (a grand total of £17,291.55) be approved and paid.

Please see appendix 1.

14/76

Correspondence

- 76.1 The Clerk reported on correspondence received from Shinfield Volunteer Group. She reported on her attendance at a recent Volunteer Group meeting. Cllr C Hughes volunteered to be the council's representative at future meetings.
- Cllr P Hughes suggested establishing an annual event to thank local volunteers across the parish. The Clerk offered to put some ideas together and present them at the January council meeting.
- 76.2 The Clerk reported receipt of invitations to attend a Wokingham Borough Sports Council Sports Awards evening on 28 November and a Christmas event at Earley Town Council on Wednesday 17 December 2014.
- 76.3 The Clerk reported on the successful Emergency Services Fun Day event on 27 October at Arborfield Garrison.

14/77

Date of next meeting

The date of the next meeting was confirmed as Monday 8 December 2014.

The meeting closed at 21:45hrs

LIST OF ACTIONS

<i>Ref</i>	<i>Action</i>	<i>By Whom</i>
71.2.5	Follow up with Eddie Napper at WBC regarding flooding at Woodcock Lane ditch	Cllr Madigan
72.3.3	Forward suggestion for Annual Parish Meeting speakers to the Clerk / Cllr Madigan	All members
72.3.4	Add discussion on authorization for expenditure to Finance and Staffing agenda	Clerk / Assistant Clerk
76.1	Put together some suggestions for a volunteer evening for the January council meeting	Clerk

Appendix 1:

Invoices November 2014

Shinfield Parish Council		Invoices for Approval of Payment - October / November 2014			
	payee	purchase	net	vat	total
317 - 327	Various	Salaries - October 2014	6,930.26		6,930.26
306	2nd Shinfield Brownies	Grant payment	500.00		500.00
307	Wokingham Borough Council	Rates	440.00		440.00
308	Lloyds Bank	Service charges	30.12		30.12
309	SWVH Management Committee	Half of bin cost - Spencers Wood Village Hall	86.39	17.27	103.66
310	Staples UK Ltd	Stationery supplies	137.35	27.47	164.82

311	Solutions 4 playgrounds Ltd	Wet pour repairs at Kendal Avenue playground	365.00	73.00	438.00
312	Royal Mail Group Ltd	Response service replies - parking survey (NHDP)	95.46	19.09	114.55
313	Mr N T Smith	Gardening services	220.00		220.00
314	A P Faulkners (Heating) Ltd	Boiler check at SWP following report of gas smell	73.50	14.70	88.20
315	Dawn Peer	Rail fare - BALC seminar October 2014 + NALC AGM	58.70		58.70
316	A1 Locksmiths (Berkshire) Ltd	Key cutting (set for Elite Security)	101.89	20.37	122.26
328	Chris Blow	Ground works	895.00		895.00
329	Carrera UK Ltd	Web management	100.00	20.00	120.00
330	Petty cash	Various - see breakdown below	143.91	0.32	144.23
331	N Smith	Gardening services	220.00		220.00
332	Precision Machine Engraving Ltd	Allotment prize trophy engraving	33.75	6.75	40.50
333	K Taylor	Mileage - October 2014	38.70		38.70
334	A King	Mileage - September & October 2014	44.78		44.78
335	S Roberts	Mileage - October 2014	33.75		33.75
336	Bethan Osborne	HR Services	500.00		500.00
337	Peter Roberts	Strimmer Repair	33.43	6.68	40.11
338	A F Jones Stonemasons Limited	War memorial cleaning	845.00	169.00	1,014.00
339	Wokingham Borough Council	Legal services ref RBL site	2,744.60	393.72	3,138.32
340	Urban Planet Comms Ltd	Autumn newsletter printing	332.00		332.00
341	A King	Disbursements on purchases - Garden centre vouchers	145.00		145.00
342	K Hughes	Mileage, Printing, Remembrance Day refreshments	262.59		262.59
343	Quadron services Ltd	Litter picking, Spencers Wood Recreation Ground	324.17	64.83	389.00
344	Wokingham Borough Council	Parish amenity vehicle	181.00	36.20	217.20
345	A P Faulkners (Heating) Ltd	Re-pressurising boiler	49.00	9.80	58.80
346	Second Shinfield Brownies	Grant payment (second tranche)	447.00		447.00

16,412.35 879.20 17,291.55

Petty cash - October	
Cleaning supplies	1.94
Parking	4.00
Postage	109.67
Window cleaning	22.00
Fence repair	5.62
Milk	1.00
	144.23

