

Minutes of a meeting of the Parish Council held on Monday 09 February 2015 in the John Heggadon meeting room at Shinfield Parish Hall, commencing 19.30 hrs.

Present: Cllrs I Clarke, N Gould, J Greenway, A Grimes, S Madigan, I Montgomery, D Peer, R Pike.

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

14/95 **Public questions**
There were none

14/96 **Apologies and declarations of members' interests**
96.1 Apologies were received and accepted from Cllrs Atkins, Gough, C Hughes and P Hughes and B/Cllrs Munro and Pollock.
96.2 There were no declarations of members' interest.
96.3 There were no changes to the declaration of members' interests.

14/97 **Minutes**
97.1 It was proposed and RESOLVED that the minutes of the council meeting held on 12 January 2015 were a correct record of the meeting and these were signed by Cllr Montgomery.
97.2 Matters arising
97.2.1 Defibrillator meeting
Cllr Clarke asked about, and the Clerk confirmed, that members will receive a presentation on defibrillators at 7pm on Monday 9th March, in advance of the March council meeting.
97.2.2 HGV CCTV
Cllr Pike asked for an update on the HGV CCTV in Church Lane. B/Cllr Patman noted that the borough council is still awaiting guidance from its legal department regarding potentially re-siting the camera.
97.2.3 S106 spending
The Clerk reported that Cllr P Hughes had submitted a Freedom of Information request to the borough council regarding the spending of S106 money.
97.2.4 Proposal from WBC for parking restrictions at School Green
The Clerk reported that WBC has written to the parish council with a proposal for double yellow lines around access roads near Shinfield Infant and Nursery School. It was confirmed that the information will be reviewed at the next Planning and Highways Committee meeting on 16 February 2015. Members discussed arranging a meeting with the school and the borough council to review the impact of parking restrictions on the school's expansion plans. Members discussed the likelihood of parking restrictions being enforced, and Borough Councillor Haitham-Taylor noted the potential for the borough council to take responsibility for highways enforcement, though it was noted that this change, if it were to occur, would take some time and there are cost implications.

97.2.5 Information pack for new councillors

The Clerk reported that an information pack for new councillors is being prepared for after the election in May. A pack will be supplied for all new councillors and newly re-elected councillors.

97.2.6 Office refurbishment

The Clerk reported that the office refurbishment is almost complete. There are two new filing cabinets still to be delivered.

97.2.7 IT support

The Clerk reported that the IT support is ongoing. She reported that files and emails are now being backed up daily. Work is ongoing to achieve a shared calendar.

97.2.8 Quality Council Award

The Clerk reported that the council is now registered for the new foundation level quality mark which will run until January 2016.

14/98

Reports

98.1

Chairman's report

- Cllr Montgomery reported that the next South of M4 Community Forum meeting will be held at the parish hall on Wednesday 11 February, starting at 7pm.
- He reported that the date for the Annual Parish Meeting has been changed to Thursday 21 May, to avoid the election purdah period. The meeting will be held at the parish hall, starting at 7:30pm.
- Cllr Montgomery noted that the election will be held on Thursday 7th May and that all seats on the council are up for election.

98.2

Borough Councillors' report

- B/Cllr Haitham-Taylor apologised to members for being unavailable to chair the forum meeting scheduled for Wednesday evening.
- She reported on parking issues along the Grazeley Road. The Assistant Clerk noted that the issue had been reported to the neighbourhood policing team.
- B/Cllr Haitham-Taylor reported on parking issues around Oakbank School.
- She reported that a planning application for Croft Road had been approved at the planning committee on Wednesday 4 February. She noted that there had been some significant amendments since the submission of the initial application.
- She reported on a retrospective planning application for land to the north of Church Lane.
- She reported that the planning application for the Arborfield Secondary School is currently open for consultation. She reported that the Local Enterprise Partnership (LEP) had agreed a public works loan board loan of £18 Million for forward funding for the school. She reported that officers are working on costings for the school.
- Cllr Clarke asked about the S106 contribution from developers for affordable housing. B/Cllr Haitham-Taylor reported that a group is currently reviewing how these funds will be used. Members discussed affordable housing across the parish.
- B/Cllr Batth reported on a planning application recently submitted from Wokingham Borough Council for the construction of six flats to be built on a piece of land along Anson Walk.
- B/Cllr Patman reported that he had received a number of calls from residents regarding the proposed changes to the Roman Road Service Station in Three Mile Cross. Members discussed the matter.
- He reported on his attendance at a recent Police and Crime Panel meeting where the police commissioner's budget for 2015-16 was reviewed and accepted. He reported that the police precept will rise by 1.99%, a sum of £3.19 for a band D property. He noted that the Thames Valley will see a fall in

front line and support staff despite the precept increase due to an overall budget short fall.

- B/Cllr Batth reported on a recent meeting held to review parking issues at Shinfield Park. Members discussed parking issues and the numbers of Houses of Multiple Occupation on the estate. Members discussed the issue of road widths, on-street parking and proposed bus routes through developments. Cllr Grimes asked for the borough councillors' support for the parking policies in the draft neighbourhood plan.
- Cllr Madigan asked whether there was any update on the Mitford Fields bus gate. It was noted that there was no further update at present.
- The Clerk requested a meeting with borough councillors to discuss a number of matters relating to S106 infrastructure delivery and consultation. The Clerk agreed to send some suggested dates around the end of February or early March.

B/Cllr Batth left the meeting at 8:30

98.3 Committee reports:

98.3.1 Planning and Highways Committee

- Cllr Grimes reported on a meeting of the planning committee held on 19 January 2015. He noted that Cllr Atkins had declared an interest in three plans and left the meeting whilst these plans were reviewed.
- Cllr Greenway reported that a letter had been sent to Wokingham Borough Council regarding the SANG on Hyde End Road. Members discussed the pedestrian access and a number of highways concerns that have been highlighted to Wokingham. B/Cllr Haitham-Taylor agreed to follow up on the matter.

It was proposed and RESOLVED that the minutes of the 19 January 2015 meeting be adopted

B/Cllr Patman left the meeting at 8:45pm

- Cllr Grimes reported on a meeting of the planning committee held on 2 February 2015
- He reported on the comments for the proposed Arborfield Secondary School. He drew members' attention to the response from the Department of Education regarding the use of CIL contributions for projects for free schools and academies. Members noted the lack of sixth form provision in the parish and the prospect of sixth form provision at Oakbank. B/Cllr Haitham-Taylor noted that sixth form provision must be sustainable and that many children travel outside the borough for sixth form provision. She reported that there are alternative mechanisms for free schools to apply for funding from Central Government. She noted that WBC would look at any request for funding from Oakbank Free School for sixth form provision. She reported that Wokingham Borough Council had recently supported Forest School in applying for Central Government funding for expansion. Members approved the tabled comments on the school application.

It was proposed and RESOLVED that the minutes of the 02 February 2015 meeting be adopted

98.3.2 Finance and Staffing Committee

- Cllr Montgomery reported on the extraordinary meeting held on 22 January 2015 to review the budget proposals.

It was proposed and RESOLVED that the minutes of the 22 January 2015 be adopted.

- Cllr Montgomery reported on the meeting held on 29 January 2015.
- Cllr Pike asked about the office opening hours and members requested that this be given further consideration.
- Cllr Pike requested that the income budget sheet be attached to the overall budget proposals.

It was proposed and RESOLVED that the minutes of the 29 January 2014 meeting be adopted.

98.3.3 Neighbourhood Planning

- The Assistant Clerk reported that the draft plan has been submitted for pre-inspection review by Wokingham Borough Council. Members noted that the draft plan was very readable and written in good clear English.
- The Assistant Clerk noted that, following the pre-inspection review, the draft plan will be brought to council for formal approval prior to publication.

98.4 Reports from Outside Bodies

98.4.1 Borough Parish Working Group

The Clerk noted that no representative of the parish council was able to attend the meeting and that minutes of the meeting have been circulated to members.

98.4.2 Neighbourhood Action Group (NAG)

Cllr Pike reported on his attendance at a recent NAG meeting. He reported that copies of the constitution were circulated for members to review and crime figures for the area were discussed.

98.4. Wokingham District Association of Local Councils (WDALC)

Cllr Peer reported on her attendance at the AGM. She reported that the Assistant Clerk has taken on the secretarial role for the organisation. She reported that the meeting had a positive outcome, that attendance was good and with new representatives from the parishes. She noted that the organisation does not want to compete with the Borough Parish Working Group and that WDALC wishes to maintain its independence and provide a platform for working collaboratively with other parishes.

98.5 Clerk's Report

- The Clerk reported on dates relating to the election. She noted the following:

18 th March at 5pm	Training information session at Shute End.
25 th March	Notice of election
26 th March	Nomination period starts
9 th April 4pm	Nomination period ends and deadline to withdraw
20 th April	Deadline for voter registration
21 st April	Deadline to apply for a postal vote
28 th April	Deadline to apply for a proxy vote
7 th May	Polling day

- The Clerk reported that she had highlighted the forthcoming elections in an article for the Loddon Reach magazine with a view to generating interest in becoming a parish councillor.
- The Assistant Clerk was asked to put the election date information on the website.
- The Clerk reported that the internal auditor will be in the office on Tuesday 10th and Wednesday 11th February.

- The Clerk reported that work was being undertaken to amend the signatories on the Barclays bank account.
Members resolved that the mandate given to Barclays Bank PLC be amended to add Mrs Susan Roberts, Miss Kathryn Hughes and Mr Alexander Ian Montgomery to act as authorised persons and to remove Mrs Jacqueline Barnes so she no longer acts as an authorised person and that the current mandate will continue as amended.
- The Clerk reported that work was being undertaken to amend the signatories on the RBS bank account to add Cllr Montgomery, Cllr Pike, Mrs Susan Roberts and to remove Mrs Jacqueline Barnes.

Members resolved that authorised signatories in the current mandate, for the account detailed in section 2, be changed in accordance with section 5, and that the current mandate will continue as amended.

B/Cllr Haitham Taylor left the meeting

14/99 **Interim Development Board**

- 90.1 Cllr Grimes reported on a meeting with Dave Allen and Andy Glencross from Wokingham Borough Council in relation to the SDL sports provision and noted that the proposals will go out for consultation. Members discussed the proposals and noted that they do not include refurbishment of the sports pavilion. Members discussed the issue and the stage at which the parish council are invited to be involved, and asked that B/Cllr Haitham-Taylor raise the matter with officers at the borough council, and request an approved copy of the plans going out for consultation.
- 90.2 Cllr Grimes reported on a meeting at Wokingham Borough Council's officers in Shute End with Josie Wragg, Mark Cupit and Dave Allen. He reported that the council was represented by Sean O'Connor. He reported an update on the purchase of the Royal British Legion site and on an agreed sum of money for the construction of the new community centre. He reported receipt of a report from the architect with costings for the new building. He reported that a piece of work will be required to determine whether the gap between the sum of funds received and the anticipated build costs can be met.

14/100 **Invoices for payment**

- 100.1 A list of payments for January 2015 and February 2015 was tabled and considered. Cllr Madigan asked about grass cutting and it was noted that an additional cut of the pitches at Ryeish had been required in December to allow the pitches to be played on.
- 100.2 It was proposed and RESOLVED that invoices 453 – 465 for January salaries totaling £8,928.02 and invoices 442 – 452 and 466 – 479 for January and February expenditure, totaling £7, 393.69 (a grand total of £16,321.71) be approved and paid.

Please see appendix 1.

14/101 **Budget 2015/16**

101.1 It was proposed and RESOLVED that members approve the recommended budget for 2015-16.

Budgeted expenditure for 2015/16	<u>£569,200</u>
----------------------------------	-----------------

Total income required to meet budget	£569,200
--------------------------------------	----------

Budgeted income for 2015/16 excluding precept, but including the precept support grant	£49,278
--	---------

Budgeted use of reserves	£242,000
--------------------------	----------

Required precept income (rounded)	<u>£277,922</u>
-----------------------------------	-----------------

£569,200

101.2 Members approved an increase in the precept for a band D to £60.14 – a rise of £2.54 or 4.4% on the 2014/15 level.

Please see appendix 2.

14/102 **Correspondence**

All correspondence items were noted.

The meeting was closed to the public at 21:45

14/103 **Closed Session**

103.1 Members noted that, under section 85 of the Local Government Act (1972), council approval is required for an extended leave of absence.

103.2 Members proposed and RESOLVED to grant Cllr Gough an approved leave of absence until May 2015.

103.3 Members discussed the chairmanship of the council and sought clarity from the clerk on the requirements under section 85.

The meeting ended at 22:20 hrs.

LIST OF ACTIONS

<i>Ref</i>	<i>Action</i>	<i>By Whom</i>
98.2	Send suggested dates to the borough councillors for a meeting in late February or early March	Clerk
98.5	Add election timetable to the website	Assistant Clerk

Appendix 1:

	Shinfield Parish Council	Invoices for Approval of Payment - February 2015			
	payee	purchase	net	vat	total
442	Shinfield North Community Group	Grant payment	400.00	Nil	400.00
443	Shinfield Volunteer Car Service	Grant payment	1900.00	Nil	1900.00
444	Wokingham Borough Council	Business rates - January 2015	440.00	Nil	440.00
445	Lloyds bank	Service charge 10 Nov to 9 Dec 2014	40.00	Nil	40.00
446	Sue Roberts	Disbursement on purchases - stationery, SLCC subscription	264.44	5.89	270.33
447	Elite Security Group	Annual Service Key holding	225.00	45.00	270.00
448	PRS for music	SPH music use tariff	287.19	57.44	344.63
449	P Murduck	Hedge Cutting (various sites across the parish)	475.00	95.00	570.00
450	Berkshire Youth	Safeguarding training	25.00	Nil	25.00
451	Nigel Jeffries Landscapes	Grass cutting at Ryeish Green	221.00	44.20	265.20
452	Lloyds bank	Service charge 10 Dec to 9 Jan	40.00	Nil	40.00
453 - 465	Various	Salaries January 2015	8928.02	Nil	8928.02
466	Carrera UK Ltd	Website management	80.00	16.00	96.00
467	The Window Doctor	Window replacement and repairs at SWP	452.00	Nil	452.00
468	MFG UK	IT support and data back up	202.86	40.57	243.43
469	British Telecommunications Ltd	Mobile broadband	15.00	3.00	18.00
470	Quadron Services Ltd	Litter picking and dog waste bin emptying	324.17	64.83	389.00
471	Berkshire Country Training CIC	Being a good employer training x 3	120.00	24.00	144.00
472	PHS Group	Manual handling fee	20.00	4.00	24.00
473	The Society of Local Council Clerks	Annual subscription for K.H	187.00	Nil	187.00
474	Petty Cash	See below for details	98.44	Nil	98.44
475	Spencers Wood Village Hall	Half of waste bin - 27/12 to 27/3	86.38	17.28	103.66
476	SLCC Enterprise Ltd	Book purchase (Local Council Administration)	69.00	Nil	69.00
477	Berkshire Carpets	Remove and replace carpet in the office	525.00	105.00	630.00
478	Costco Wholesale UK Ltd	Annual membership	20.00	4.00	24.00
479	Spencers Wood Community Lunch Club	Grant payment	350.00	Nil	350.00
		TOTALS	15,795.50	526.21	16,321.71

	Petty cash - January
Postage	61.56
Parking	2.40
Window cleaner, SWP and SPH	22.00
Cleaning products	5.89
Milk and coffee	6.99
TOTAL	98.84

Appendix 2:

Budget item:	2014/15	2015/16
salaries	57,000	80,000
Employers NIC	4,400	6,500
Employers pension contribution	10,000	13,000
Mileage	1,000	1,500
Members travel and subsistence	0	2,000
Salaries youth staff	10,000	10,000
HR services & Health and Safety Guidance		5,000
Conference and training	2,500	5,000
General admin costs	200	4,000
bank charges	100	500
Office equipment	3,000	1,000
IT Support		3,000
Postage	780	1,000
Printing and stationery	2,000	5,000
Subscriptions and publications	1,900	2,400
Telephone	5,000	5,500
Communications (excl. web)	100	550
Website	1,500	1,500
Newsletter costs	4,550	5,500
External audit	900	600
Internal audit	1,200	1,500
Insurance	7,000	8,000
Chairman's allowance	800	800
Hospitality	400	800
Remembrance Service		500
Election costs	3,800	20,000
NHDP	0	16,000
NHDP consultancy costs	10,000	0
Astro turf feasibility study		0
Professional writing services	6,000	0
Administration costs GEN)	4,000	0
Community consultation	0	2,000
legal costs / Professional fees	2,500	3,000
Youth services BY contracted	3,000	3,000
Youth outreach services	2,000	2,000
Grants	20,000	20,000
SPH rates and utilities	3,500	4,000
SPH Cleaner's salary	4,500	4,500
SPH heating and lighting	2,500	2,600
SPH repairs and maintenance	2,500	4,000
SPH other costs	1,500	0
SPH refurbishment 2015	0	3,000

Grass and hedge cutting / trees	9,000	15,000
Deardon Way Open Space		2,000
Recreation and amenities - General	5,000	500
RP playing field costs	3,750	1,000
RP other costs	1,250	1,650
SWP rates and utilities	2,000	2,750
SWP cleaning	1,000	1,100
SWP heating and lighting	2,000	3,000
SWP repairs and maintenance	1,000	4,000
SWP other costs	1,000	0
SW Rec outdoor costs exc playgd	0	4,000
2013 project SWP works	1,500	0
EMR bus shelters EMR	10,000	0
EMR playgrd maintenance s106	16,856	2,000
Millworth Lane playground		10,000
Litter picker's salary	3,750	3,750
Community waste skips	1,750	3,000
Dog waste collection	0	200
S/L installations	2,000	2,000
Street light refurbishment		0
S/L energy and repairs	15,000	16,000
street signs and gateways	500	0
street signs and gateways	500	0
Building renewals fund	18,000	18,000
School Green	0	1,000
CCTV	3,500	3,500
Ryeish - astro turf project	15,000	0
Shinfield north community hall	4,000	0
Shinfield North project		5,000
allotment management	4,500	4,500
Countryside issues / projects	1,000	1,000
New community centre project	35,000	35,000
Community centre procurement		175,000
IT equipment		5,000
Total	338,986	569,200