

Minutes of a meeting of the Parish Council held on Monday 09 March 2015 in the John Heggadon meeting room at Shinfield Parish Hall, commencing 19.00 hrs.

Present: Cllrs I Clarke, N Gould, 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), B/Cllr C Haitham-Taylor, B/Cllr S Munro, Mr Gary Clarke (Swallowfield Community Responders), Mr Barry Davis (Swallowfield Community Responders), Mr Graham Roberts.

- 14/104 **Presentation on Public Access Defibrillators**
Members received a presentation from Mr Gary Clarke on the Swallowfield Community Responders and Public Access Defibrillators.

Mr Graham Roberts, Mr Gary Clarke, Mr Barry David and B/Cllr S Munro left the meeting at 19:35 hrs.

- 14/105 **Public questions**
There were none

- 14/106 **Apologies and declarations of members' interests**
106.1 Apologies were received and accepted from Cllrs Atkins and Gough and B/Cllr Bath.
106.2 There were no declarations of members' interest.
106.3 There were no changes to the declaration of members' interests. Cllr Montgomery noted that all members, both new and re-elected, will need to complete new Declaration of Interest forms and sign a code of conduct form following the elections in May.

- 14/107 **Minutes**
107.1 It was proposed and RESOLVED that the minutes of the council meeting held on 09 February 2015 were a correct record of the meeting and these were signed by Cllr Montgomery, subject to the addition of full stops in item 98.3.1.
107.2 Matters arising
107.2.1 Section 106 FOI request
Cllr Pike enquired and Cllr P Hughes confirmed that a Freedom of Information request had been submitted to WBC regarding Section 106 receipts and spending within the parish. He reported that a partial response has been received which he needs to liaise with the Clerk over.
107.2.2 Parking restrictions
The Clerk noted that proposals to implement parking restrictions around School Green will not come into place until the expansion works at Shinfield Infant and Nursery School have been completed. She confirmed that a meeting to discuss parking with the school is scheduled for Thursday 26th March.
107.2.3 Budget income information
Cllr Pike requested that the income information for the budget be circulated to members.

107.2.4 Grazeley Road parking issues

Cllr Madigan asked about, and B/Cllr Haitham Taylor confirmed that there was, at present, no further update on parking at Grazeley Road.

107.2.5 Langley Mead SANG access from Hyde End Road

Cllrs Peer and Greenway asked B/Cllr Haitham Taylor about updates on concerns over pedestrian and vehicular access to the Langley Mead SANG off Hyde End Road. B/Cllr Haitham Taylor confirmed that she had been liaising with the highways officer on the matter. Members discussed the SANG and noted that although it was not officially open, members of the public were able to access the site, and expressed concern over a number of safety matters. Members requested the Clerk to follow up with the University of Reading to ensure that signage be installed at the site advising residents that it is not yet open.

107.2.6 Mitford Fields bus gates

Cllr Madigan asked about, and B/Cllr Haitham Taylor reported that, at present, there was no update on potential changes to the bus access at Mitford Fields.

107.2.7 Chairmanship of the council

Cllr Pike asked about the role of the Chair in relation of Section 85 of the Local Government Act (1972). The Clerk confirmed that the Vice Chair can continue in the role of acting Chair until the election in May. Members discussed the matter further. The Clerk further confirmed that the arrangements currently in place are valid until the annual meeting in May.

Cllr Moore joined the meeting at 20:05 hrs

107.2.8 Meeting with Borough Councillors

Members discussed a proposed meeting with Borough Councillors. Following discussions over suggested meeting times and dates, the Clerk was asked to suggest some available evening meeting dates and circulate these to member and Borough Councillors to find a mutually agreeable date and time. The Clerk reported on a meeting scheduled for Thursday 19th March at 10am with Andy Glencross to discuss sports provision at Ryeish Green. The Clerk will confirm to members the location of the meeting.

14/108

Reports

108.1 Chairman's report

- Cllr Montgomery reminded members of the elections training at Shute End, scheduled for 18 March at 17:00 hrs. and planning training at Shute End scheduled for 18 March at 18:00 hrs.
- He reminded members of the annual litter pick being held on the weekend of 28 / 29 March and asked that councillors consider taking the lead for their own ward areas.
- He reported that the date for the Annual Parish Meeting has been confirmed as Thursday 21 May. He reported that the speaker has been confirmed as Mr Phil Creighton, editor of a new weekly Wokingham newspaper, which is being published for the first time later this month.

108.2 Borough Councillors' report

- B/Cllr Haitham-Taylor reported that the proposals for the Arborfield By-pass are going before the executive committee this week.
- She reported that the refuse bags are being distributed across the borough. Members discussed issues of residents using other bags for waste which are not collected and asked B/Cllr Haitham Taylor whether a note is left for residents explaining why bags are not collected.

- She reported that the Bridges Resource Centre in Wokingham, which provides a residential short breaks facility for disabled children and their families, has received an outstanding report from Ofsted.
- She reported that 89% of the borough's secondary schools and 83% of the borough's primary schools have been rated as good or outstanding by Ofsted.
- She reported that the Borough Council is investing to improve the broadband coverage across the borough.
- Members expressed disappointment at the lack of reporting received from other borough councillors and noted that B/Cllr Haitham Taylor's regular attendance and reporting at meetings is noted and appreciated.

108.3

Committee reports:

108.3.1

Communications and Policies Committee

- Cllr Madigan reported that the newsletter editorial meeting had been held and that text and photographs have been sent to 'Outside The Box', the company now doing the layout work. She reported that it was anticipated that delivery will commence from Monday 23 March.
- She reported that the Clerk and Assistant Clerk are working on a draft of the annual report which will be brought to council for approval at the April meeting.

It was proposed and RESOLVED that the minutes of the 12 February 2015 meeting be adopted.

108.3.2

Planning and Highways Committee

- Cllr Hughes reported on two planning meetings held since the February council meeting.
- He reported on a presentation received at the 2 March meeting on proposals from Wokingham Borough Council on Civil Parking Enforcement.
- He reported on his attendance at a meeting held at Spencers Wood Pavilion by developers for the South of Croft Road development in Spencers Wood. He noted that the meeting was well attended by residents and issues such as contractor parking and access for large vehicles had been raised. Members discussed changes to the junction of Hyde End Road and Basingstoke Road to facilitate access for larger vehicles.
- Cllr Grimes noted that that an application was in place to apply for a diversion of the footpath that runs across the South of Croft Road development site. He also raised concerns around the volume of trees being lost as part of highways works and asked B/Cllr Haitham-Taylor to raise the issue at WBC. B/Cllr Haitham-Taylor suggested writing to Heather Thwaites and Simon Weeks about the issue.
- Cllr Clarke raised concerns about the Community Forum meetings and asked that they are promoted more widely by the borough council.
- Cllr Clarke asked about the site along Church Lane opposite Pulleyns. Cllr Grimes reported that the planning application for the fencing and widening of the access had been refused and that a further application for the site had been submitted.
- Cllr P Hughes reported that a meeting had been scheduled with Matt Davey and Chris Easton to discuss concerns over parking and proposals for a bus route for the new Bellway Homes Cutbush Lane development.

It was proposed and RESOLVED that the minutes of both the 16 February 2015 meeting and the 02 March 2015 meeting be adopted.

- 108.4 Reports from Outside Bodies
- 108.4.1 Berkshire Association of Local Councils
Cllr Peer reported that a BALC meeting had been scheduled at short notice and that she had unfortunately not been able to attend, but will circulate minutes to members once received.
- 108.4.2 Shinfield Volunteer Group
The Clerk reported on her attendance at a recent Shinfield Volunteer Group meeting. She reported that the annual litter pick event had been discussed. She reported that a leaflet on Wi-Fi availability around the parish is being produced by the group and a leaflet to campaign for the continuation of horse riding within the borough.
- 108.4.3 Shinfield Association
Cllr Clarke reported on his attendance at a recent Shinfield Association Meeting. He reported on vandalism to floodlighting at Millworth Lane recreation ground, on proposed future works to the playground at Millworth Lane and gave figures on participation at the thriving local cricket and tennis clubs based there.
- 108.4.4 Shinfield North Community Group
Cllr Montgomery reported that the group is now at the end of four years of funding from the Community Development Fund and reported on some of the projects that the funding had been spent on. He reported that residual funds from the Brunel University Project are being spent on developing the garden at the flat. He reported on plans to reinstate the Multi Agency Group meetings previously held in Shinfield North.
- 108.4.5 Spencers Wood Youth Management Committee
Cllr Madigan reported on her attendance at a recent youth club management committee meeting. She reported that Spencers Wood Youth Club is working to achieve Berkshire Youth's bronze level quality accreditation over the summer this year. She reported on proposals for Wi-Fi provision for the youth club and proposals for activities to involve club members.
Cllr Madigan spoke about the potential for broadening the remit of the youth service across the parish. Following discussion, Cllr P Hughes proposed that the council formulate a long term strategic plan, to include the council's management of youth provision, in order to define the council's role and responsibilities for young people in the parish.
- 108.5 Clerk's Report
- The Clerk reported on the internal audit of the council which had been carried out in February which overall had achieved a satisfactory outcome. The full report will be presented to the next meeting of the Finance and Staffing Committee on 16th. The Clerk thanked the Assistant Clerk for her help with the audit, and reported that paperwork from the external auditors, Mazaars, has been received.
 - The Clerk reported that a provisional date for a meeting to review sports provision at Ryeish Green has been set for 19 March.
 - The Clerk reported on an informal meeting with representatives from Oakbank Free School this week to talk about the school's ambitions for sports at Ryeish Green.
 - The Clerk reported on correspondence received from the Loddon Valley Ramblers expressing concern over proposals for a diversion of footpath 22A.
 - The Clerk reminded members that nomination forms for the forthcoming elections, which will be available from 26 March, must be delivered by candidates in person, to Shute End by 16:00 on 09 April.

B/Cllr Haitham Taylor left the meeting at 21:25 hrs.

14/109 **Invoices for payment**

- 109.1 A list of payments February and March 2015 was tabled and considered. Cllr Pike requested that an updated payment list be circulated at the meeting and not sent in advance.
- 109.2 Members asked about the invoice for the 3G feasibility study and Cllr P Hughes confirmed that a draft report has now been received.
- 109.3 Members asked about the council's phone charges and the Clerk confirmed that reducing these charges was a priority going forward.
- 109.4 Members asked about the Neighbourhood Plan grant. The Assistant Clerk confirmed that the funds were being returned as they had not been spent by 31 December 2014. She reported that further grant will be applied for.
- 109.5 Cllr Peer noted considerable improvement in the parish council email account, with much less spam email being received.
- 109.6 It was proposed and RESOLVED that invoices 480 – 492 for February salaries totaling £8,049.47 and invoices 493 – 519 for February and March expenditure, totaling £17,512.34 (a grand total of £25,561.81) be approved and paid.

Please see appendix 1.

14/110 **Correspondence**

- 110.1 The Clerk reported receipt of the following correspondence:
- An action planning day for Wokingham Borough Council Highways on 20 March.
 - A new committee decision making system for Wokingham Borough Council.
 - Base station upgrade works for Vodafone which will be reviewed at the next Planning and Highways Committee.

The meeting was closed to the public at 21:45

14/111 **Closed Session**

- 111.1 Cllr Grimes updated members on work ongoing in relation to the new community centre.

The meeting ended at 22:05 hrs.

LIST OF ACTIONS

<i>Ref</i>	<i>Action</i>	<i>By Whom</i>
107.2.3	Circulate budget income information to members	Clerk
107.2.5	Liaise with Reading University to request suitable signage for Langley Mead SANG	Clerk
107.2.8	Confirm to members details and location of Ryeish sports meeting scheduled for 19 March	Clerk
108.3.2	Write to writing to Heather Thwaites and Simon Weeks about the loss of trees to highways works.	Clerk / Assistant Clerk

Appendix 1:

	Shinfield Parish Council	Invoices for Approval of Payment - March 2015			
	payee	purchase	net	vat	total
480 - 492	Various	Salaries February 2015	8049.47	0.00	8,049.47
493	Elite Security Group	Callout fee - Spencers Wood Pavilion	25.00	5.00	30.00
494	Staples UK Ltd	Stationary	122.55	24.51	147.06
495	BT Payment Services Ltd	Phone charges	1056.73	211.34	1268.07
496	Ploszajski Lynch Consulting Ltd	Ryeish 3G feasibility study	3300.00	660.00	3960.00
497	Rialtas Business Solutions Ltd	Allotments and bookings software	283.00	56.60	339.60
498	Thames Water Utilities Ltd	Water supply	64.63	0.00	64.63
499	Community Development Foundation	Return of unspent grant	6082.00	0.00	6082.00
500	Chris Blow	Rubbish collection and bus shelter cleaning Nov to Feb	280.00	0.00	280.00
501	Berks Extinguisher Service	Fire extinguisher annual service	255.53	51.10	306.63
502	SSE	Power supply 27.11.14 to 26.2.15 SWP, SPH and RP	651.94	31.76	683.70
503	MFG UK Ltd	Software download and online backup	249.00	49.8	298.80
504	Kerry Taylor	Mileage - January and February 2015	54.00	0.00	54.00
505	Quadron Services Ltd	Dog waste and litter clearance	324.17	64.83	389.00
506	Playground Services Ltd	Replacement cradle seat - Kendal Avenue playground	139.00	27.80	166.80
507	Barkham Office Furniture	Office furniture	1488.00	297.60	1785.60
508	Carrera UK Ltd	Website maintenance	100.00	20.00	120.00
509	Biffa Waste Services Ltd	Bin clearance - waste and recycling	197.21	39.44	236.65
510	Lloyds Bank plc	Service charges - 10 Jan to 9 Feb	25.00	0.00	25.00
511	Angela King	Mileage - December to February	40.95	0.00	40.95
512	Cash	Petty cash - see below	123.52	0.00	123.52
513	D.E.S	PAT testing	175.00	0.00	175.00
514	Thames Water Utilities Ltd	Water supply - allotments	91.75	0.00	91.75
515	Abracadabra	Newsletter distribution	480.70	96.14	576.84
516	GLS Educational Supplies	Toilet rolls for SPH	16.95	3.39	20.34
517	Ricoh Capital Ltd	Photocopier hire 1 March to 31 May 2015	77.51	15.50	93.01
518	MFG UK Ltd	IT support and hosted exchange	127.46	25.49	152.95
519	Royal Mail Group Ltd	Response service	0.37	0.07	0.44
		TOTALS	23,881.44	1,680.37	25,561.81

	Petty cash - February
Parking	5.00
Postage	32.00
Window Cleaning	22.00
Milk and Coffee	7.94
Sundries	40.60
Allotment cost	15.98
TOTAL	123.52