

Minutes of a meeting of Shinfield Parish Council held on Monday 08 June 2015 in the John Heggadon meeting room at Shinfield Parish Hall, commencing 19.30 hrs.

Present: Cllrs I Clarke, P Emmet, J Greenway, A Grimes, C Hughes, P Hughes, I Montgomery, D Peer, R Pike.

Attending: S Roberts (Clerk), K Hughes (Assistant Clerk), B/Cllr P Batth.

15/19 **Public questions**
There were none.

15/20 **Apologies and declarations of members' interests**
Apologies were received and accepted from Cllr C Moore and B/Cllr B Patman.

15/21 **Minutes**

21.1 It was proposed and **RESOLVED** that the minutes of the Annual Meeting of the council, held on 18 May 2015 were a correct record of the meeting and these were signed by Cllr P Hughes.

21.2 There were no matters arising from these minutes.

21.3 It was proposed and **RESOLVED** that the minutes of the council meeting held on 18 May 2015 were a correct record of the meeting and these were signed by Cllr P Hughes, subject to the following amendments:

- Amend 10.3.3 to read 'He reported that the committee was looking at future ways to market the council'
- Amend 16.1 to read 'The Clerk reported that the bowling club is applying for a grant from Sport England'

21.4 Matters arising

21.4.1 Signage for Church Lane

The Assistant Clerk reported that she is following up with Wokingham Borough Council for an update.

21.4.2 Website

The Clerk reported that MFG will negotiate with Carrera to take over responsibility for maintaining the website.

21.4.3 Council visioning evening

Cllr P Hughes reminded members that the visioning exercise is scheduled for Thursday evening, 11 June, starting at 6:30pm. This meeting will set priorities for the council for the next 1, 2 and 3 years. There will be a buffet provided.

21.4.4 Bus shelter on Hollow Lane

The Assistant Clerk reported that she had liaised with WBC over the provision of a new bus shelter on Hollow Lane. She reported that WBC will fund the cost of a Queensbury Arun shelter, and have offered the parish council the option to fund the difference in cost between the Arun shelter and the Chester shelter, a sum of £563. Following discussion, members agreed that the shelters either side of the road should match, and requested that the Assistant Clerk confirm what the existing shelter is, and proceed accordingly.

21.4.5 Hall hire

The Clerk reported that the Baptist Church's 4-week trial hire of the parish hall began on Sunday 6 June and was successful. It is anticipated that they will report back within a couple of weeks to confirm whether they would like to continue.

21.4.6 Voluntary groups

The Clerk reported that she has liaised with the Wokingham Voluntary Sector Forum on local support for voluntary groups. Cllr Montgomery noted that the query had been initially in relation to youth work. Cllr P Hughes reported that Mrs Janet Grimes has offered to do some research into youth provision across the parish. The Clerk reported that support for single parents locally is provided by Homestart and that she will advise Cllr Moore of this.

21.4.7 Langley Mead SANG

Cllr P Hughes suggested that better road signage was required for Langley Mead SANG. Following discussion, members asked the Clerk to write to the University of Reading to request this.

21.4.8 Telephone charges

The Clerk reported that a breakdown of the telephone bill has been received from BT. The Clerk reported that Suzanne Madigan had offered to analyse the bill.

21.4.9 Street naming

The Assistant Clerk and Cllr Ian Clarke will be attending a meeting at Shute End on Wednesday to discuss street naming.

21.4.10 Pension payments

Cllr Pike enquired regarding pension payments for part time staff. The Assistant Clerk reported that a change in the law meant that from April 2014, additional hours were pensionable. Cllr P Hughes noted that staffing matters, including pensions and auto enrollment, will be discussed further by the Staffing subcommittee.

21.4.11 Letter of support for the Three Mile Cross Bowling Club.

Cllr Clarke thanked the parish council for writing in support of the grant application for the Three Mile Cross Bowling Club.

21.4.12 HGV CCTV

The Clerk reported that a letter was sent to Matt Davey at WBC regarding the HGV CCTV in Church Lane, and that a response was received stating that the issue will be followed up by Matt Gould.

21.4.13 Borough Councillor Meeting

Cllr P Hughes spoke about the purpose of the meetings and that a regular scheduled meeting will be requested. Members discussed the attendance and it was proposed that committee Chairs and the council Chairman attend on behalf of the parish council.

21.4.14 Meeting with Matt Davey

Cllr P Hughes confirmed that the meeting will be rescheduled now that Matt is back at work.

15/22

Reports

22.1 Chairman's report:

Cllr P Hughes reported on the Annual Parish Meeting. Members noted that the meeting was well attended and the venue was good. Cllr Peer thanked the Assistant Clerk and Mrs Angela King for organizing the catering.

Following their attendance at the Annual Parish Meeting Cllr P Hughes reported on an invitation from Oakbank School for members to visit the school. Members agreed this should be on Wednesday 8 July at 2pm. The Clerk agreed to confirm the travel arrangements nearer the time.

Cllr P Hughes reminded members that there are five vacancies for councillors. He asked that any interested people speak to the Clerk.

Cllr P Hughes reported that the University of Reading has offered to arrange a presentation on the history of the SANG and the research work carried out to deliver the site. Members suggested a late afternoon meeting, and the possibility of inviting representatives from the local schools.

Cllr P Hughes reported that nominations are now open for the front gardens, baskets and tubs competition run by the parish council. Nominations close on 29 June.

22.2 Borough Councillors' report:

B/Cllr Batth reported that WBC's full council took place on 21 May. He reported that appointments were confirmed and will forward a list to the Clerk.

B/Cllr Batth reported that an agreement has been reached to remove bollards at the entrance to a piece of roadway on the Shinfield Park estate, to provide space for additional parking.

B/Cllr Batth reported on the ongoing issue of Homes in Multiple Occupation (HMO's). He reported that the borough council is monitoring the situation. Following discussion, members asked the Clerk to write to B/Cllr John Kaiser and the Chief Executive Andy Couldrick, to request that WBC considers adopting a policy for the borough on HMOs.

B/Cllr Batth left the meeting at 20:20hrs.

22.3 Committee reports

22.3.1 Planning and Highways Committee report:

Cllr Peer reported on a recent meeting of the Planning and Highways Committee.

Cllr Clarke enquired about the request for additional street lighting near Oakbank School. Cllr Clarke reported that a new electricity supply has been installed part way up Ryeish Lane, possibly to facilitate a road crossing between two new SANG areas.

It was proposed and RESOLVED that the minutes of the 26 May 2015 meeting be adopted.

22.3.2 Recreation and Amenities Committee report:

Cllr Clarke reported on a recent meeting of the Recreation and Amenities Committee.

It was proposed and RESOLVED that the minutes of the 28 May 2015 meeting be adopted.

22.4 Outside bodies

22.4.1 Volunteer Car Service Annual General Meeting

Cllr P Hughes reported on his attendance at the recent Volunteer Car Service AGM. He reported on an excellent presentation from Mr David Cook from the local NHS Clinical Commissioning Group. He noted that the meeting was well attended and that all the board members were re-elected.

22.5 Clerk's report

The Clerk highlighted that the updated Financial Regulations and Financial Risk Management plan, included with the papers for this meeting, should be added into the Councillors; Handbooks.

The Clerk reported that WBC's Executive Committee had adopted a new Code of Conduct at its May meeting. The new code will be brought to council in July for adoption.

The Clerk reported that, with the assistance of Cllr Greenway, she has drafted a publication scheme for Freedom of Information Requests. The Clerk asked members to confirm the format for their name and contact details, including email addresses.

The Clerk reported that there are spaces currently available on the councillor training sessions run by Berkshire Association of Local Councils (BALC) on 15 July and 9 September and asked members to advise her if they wish to attend.

The Clerk reported that a date for member Health and Safety Training will be scheduled for an evening in the autumn. A staff training session has been scheduled for July.

The Clerk reported on her attendance at an SLCC training session on emergency planning and also highlighted the importance of offsite storage of data and paperwork.

The Clerk reported that a meeting of the South of M4 Forum has been set for Wednesday 10 June at the South Reading Church Centre in Three Mile Cross.

The Clerk reported that twenty four grant applications have been received. Council agreed the same three members who formed the grants working party last year could meet to review the applications ahead of the Finance and Staffing Committee meeting on 23 July.

The Clerk reported on work that the National Association of Local Councils is undertaking to progress a Parish Council's Bill.

15/23

Invoices for payment

23.1 Cllr C Hughes requested a list of running contracts for works carried out for the council.

23.2 It was proposed and **RESOLVED** that invoices 44 – 56 for May salaries totaling £8,344.72 and invoices 57 - 80 for May and June expenditure, totaling £9,832.43 (a grand total of £18,177.15) be approved and paid.

Please see appendix 1.

15/24

Approval of Financial Risk Assessment and Financial Regulations 2015-16

Members reviewed, and it was proposed by Cllr Peer and seconded by Cllr Montgomery that the draft Financial Regulations be adopted.

Members reviewed, and it was proposed by Cllr Clarke and seconded by Cllr Emmet that the draft Financial Risk Management plan be adopted.

The Clerk reported an intention to add a review of budget spent to date to all committee agendas quarterly.

15/25

Approval of the Annual Accounts

Members reviewed a letter from the internal auditor reporting that she had completed her internal audit review and there were no matters arising. Provided that the council's responses to the questions in the assurance statement are affirmative, the internal audit report will be unqualified. Members **RESOLVED** to agree 'Yes' to the following statements, for the Annual Governance Statement of the Annual Accounts:

- We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices;
- We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness;
- We took all reasonable steps to assure ourselves that there were no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a

significant financial effect on the ability of the council to conduct its business or on its finances.

- We provided proper opportunities during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
- We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
- We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.
- We took appropriate action on all matters raised in reports from internal and external audit.
- We considered whether any litigation, liabilities or commitments, events of transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.

Members noted that the council does not act as sole managing trustee of any trust or charitable funds, and as such, item 9 is not applicable.

15/26

Draft Neighbourhood Development Plan

Cllr P Hughes tabled copies of the draft plan mailing pack to members and highlighted the content. He confirmed that paper copies will be circulated to all borough councillors and service managers at Wokingham Borough Council.

Cllr Peer thanked Cllr P Hughes, the Assistant Clerk, members and non councillors for the hard work that had been involved in drawing up this draft plan.

15/27

Sport and Leisure facilities

- 27.1 Cllr Clarke reported on the drop-in consultation session on sport and leisure facilities held on 4 June. He reported that Andy Glencross had confirmed that drainage work at Ryeish will not be carried out before next year. He reported that a cricket square has been requested at Ryeish.
- 27.2 Cllr P Hughes reported that proposals for sports provision is currently scheduled for the WBC executive meeting in July, and if approved, this will start the process of applying for planning permission and obtaining quotes for the work to be carried out.
- 27.3 Cllr P Hughes noted that the council needed to have a further discussion to determine its position on the issue of managing the pitches and pavilion or leisure centre at Ryeish. Cllr P Hughes asked members to consider their views on this, for potential further discussion at the visioning event on Thursday 11 June.
- 27.4 Cllr Clarke raised the issue of work to be carried out at Ryeish Pavilion. Following discussion, members noted that a decision to undertake only the minimum electrical work required had been made at the recent Recreation and Amenities Committee meeting.

15/28

Correspondence

- 28.1 The Clerk reported receipt of a Thank You letter from Sir David Bell, Vice Chancellor, University of Reading, in relation to the Langley Mead SANG opening.
- 28.2 The Clerk reported on a pre-application letter sent to local residents from Boyer Planning, for a proposed development off the Shinfield Road, near Ducketts Mead.
- 28.3 The Clerk reported receipt of correspondence on the Smart Motorways Project. The Assistant Clerk confirmed that this was on the agenda for the next planning meeting.
- 28.4 The Clerk reported receipt of a WBC public consultation on a gypsy and traveler local plan.
- 28.5 The Clerk reported that the A327 Arborfield Road will be closed for the ERR works from 3 August for 3 weeks. She noted that the duration of the closure would be subject to weather conditions allowing the necessary work to be carried out and completed.
- 28.6 The Clerk reported on a request from Spencer Wood Youth Football Club to hire Spencers Wood Pavilion for two weekends in July for a coaching course. Members approved the request.

15/29

Date of next meeting

29.1 The date of the next meeting was confirmed as Monday 13 July 2015

At this point in the meeting, the Chairman closed the meeting to the press and public

15/30

Closed session

Cllr Grimes gave a verbal update on progress with the community centre project.

The meeting ended at 21:50 hrs.

Action items:

Minute reference	Action	By whom
21.4.1	Follow up with WBC on Church Lane signage and hedge trimming	Assistant Clerk
21.4.4	Liaise with WBC regarding new bus shelter on Hollow Lane	Assistant Clerk
21.4.6	Pass Homestart information to Cllr Moore	Clerk
21.4.7	Write to the University of Reading to request additional signage for Langley Mead SANG	Clerk
21.4.8	Meet with Suzanne Madigan to review telephone bills and charges	Clerk & Assistant Clerk
21.4.9	Attend a street naming meeting at Shute End	Cllr Clarke and Assistant Clerk
21.4.10	Add pensions and auto enrollment to the agenda for a future Staffing Subcommittee meeting	Clerk
22.1	Confirm time and travel arrangements for Oakbank School visit	Clerk
22.1	Arrange a suitable time for a presentation on the Langley Mead SANG and invite local school representatives	Clerk
22.2	Forward a WBC appointment list to the Clerk	B/Cllr Batth
22.2	Write to B/Cllr John Kaiser and Andy Couldrick to request WBC to consider adopting a policy on Homes in Multiple Occupation (HMOs)	Clerk / Assistant Clerk
22.5	Add Finance Regulations and Financial Risk Management plans to Councillors handbooks	All members
22.5	Add adoption of new Code of Conduct to the July council agenda	Clerk
22.5	Confirm preferred email and phone information on the councillor list	All members
22.5	Email the Clerk if you would like to attend BALC run councillor training in July or September	All members
22.5	Set a date for members' Health and Safety training in the autumn	Clerk
24	Add a budget review item to R&A and C&P agendas going forward	Clerk
27.3	Consider views on management of sports facilities at Ryeish Green	All members

Ongoing action items:

1.	HGV CCTV Church Lane
2.	Arrange meeting with borough councillors
3.	Arrange meeting with Matt Davey to discuss Cutbush Lane development and parking issues

Appendix 1: Invoices for June 2015

		Shinfield Parish Council	Invoices for Approval of Payment - June 2015			
		payee	purchase	net	vat	total
44 - 56		Various	Salaries - May 2015	8344.72	0.00	8,344.72
57	8465	K Taylor	Allotment noticeboard materials	71.39	0.00	71.39
58	8466	AdvancedScape Limited	Benches for Deardon Field and cones	713.00	142.60	855.60
59	8467	Broxapp Limited	Litter bins x 7	1604.95	320.99	1,925.94
60	8481	K Hughes	Office files and food for the Annual Parish Meeting	106.91	0.00	106.91
61	8468	Berkshire County Training CIC	One place on councillor training course	40.00	8.00	48.00
62	8469	Biffa Waste Services Ltd	Bin clearance SPH	277.21	55.44	332.65
63	8470	Carrera UK Ltd	Website management - 27.4.15 to 25.5.15	80.00	16.00	96.00
64	8471	Thames Water Utilities Ltd	Water supply - various sites	187.98	0.00	187.98
65	8472	Cash	Various - see previous sheet	90.04	0.00	90.04
66	8473	Oxfordshire Assoc. Local Councils	Chairmanship training	65.00	13.00	78.00
67	8474	N T Smith	Gardening services - May 2015	240.00	0.00	240.00
68	8465	K Taylor	Mileage - May 2015 and purchases	101.46	0.00	101.46
69	DDR	Wokingham Borough Council	Rates - May 2015	447.00	0.00	447.00
70	DDR	Lloyds Bank plc	Bank charges	25.00	0.00	25.00
71	8464	Urban Planet Comms Ltd	Mailing for the draft Neighbourhood Development Plan	1768.76	353.75	2,122.51
72	8475	Staples UK Ltd	Stationery products	65.34	13.07	78.41
73	8476	Quadron Services Limited	Litter picking and dog waste collection - May 2015	360.00	72.00	432.00
74	8477	MFG UK Ltd	IT support - June 2015	235.31	47.06	282.37
75	8478	Humphreys Signs Limited	Signage - NHDP consultation	221.00	44.20	265.20
76	8479	Caf' Active Management	Catering for vision event - 11 June 2015	75.00	0.00	75.00
77	8471	Thames Water Utilities Limited	Water supply	43.17	0.00	43.17
78	8480	P Hughes	Wine for the Annual Parish Meeting	29.50	5.90	35.40
79	8482	Elite Security Group	Alarm call out	25.00	5.00	30.00
80	8484	Nigel Jeffries Landscapes	Deardon Field works and Cleaning	1552.00	310.40	1,862.40
			TOTALS	16,769.74	1,407.41	18,177.15

	Petty cash - April
Parking	3.20
Postage	25.56
Window Cleaning	24.00
Biscuits, Annual Council Meetings	15.00
APM items	13.00
Cleaning materials	3.20
Sundries	5.08
Allotment cost (photographs)	1.00
TOTAL	90.04