

Minutes of a meeting of Shinfield Parish Council held on Monday 13 July 2015 in the John Heggadon meeting room at Shinfield Parish Hall, commencing 19.30 hrs.

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

Attending: S Roberts (Clerk), B/Cllr B Patman, B. Diffin (resident).

15/31 **Public questions**
There were none.

15/32 **Apologies and declarations of members' interests**
32.1 Apologies were received and accepted from Cllr I Clarke.
32.2 There were no declarations of interest.
32.3 There were no changes to members' declaration of pecuniary interests.

15/33 **Minutes**
33.1 It was proposed and **RESOLVED** that the minutes of the council meeting held on 8 June 2015 were a correct record of the meeting and these were signed by Cllr P Hughes, subject to:
• 22.5 line 3: delete the semi-colon and add an apostrophe after Councillors'.
33.2 Matters arising:
21.4.1 Signage for Church Lane
The Assistant Clerk has followed up with Wokingham Borough Council.
21.4.2 Website
MFG are completing negotiations with Carrera to take over maintenance of the council's website.
21.4.4 Bus shelter on Hollow Lane
The Assistant Clerk has advised Wokingham Borough Council that the parish council will contribute £500 towards the cost of a Queensbury Arun Shelter.
21.4.5 Hall hire
The Clerk reported that Shinfield Baptist Church has confirmed they would like to continue hiring the parish hall for their worship every Sunday morning from September until the end of the calendar year with the exception of 2 dates already committed (including Remembrance Sunday).
21.4.6 HomeStart
The Clerk has provided Cllr Moore with contact details.
21.4.7 Langley Mead SANG
The Clerk and Cllr Hughes have met with the University of Reading to request additional signage
21.4.8 Telephone charges
The Clerk reported that Suzanne Madigan had assisted the Clerk and Assistant Clerk in analysing the council's telephone bill and that a subsequent meeting with BT had identified lines, static IP addresses and opportunities for immediate cost reductions without detriment to service. Members noted the significant costs related to

- maintaining the council's current CCTV installation 24 hours/7 days per week. The Clerk is currently reviewing BT service packages to identify the best pricing options.
- 21.4.9 Street naming meeting
The Assistant Clerk had attended a meeting at Shute End on 10th June to provide ideas for names of new roads in the parish.
- 21.4.10 Pension payments
BALC is organising a training session on pensions and auto-enrolment in the autumn.
- 21.4.12 HGV CCTV
The Assistant Clerk has been liaising with Matt Gould at WBC, who said that WBC has not paid for the data to be removed from the camera for a long time, so at present there is no cost. Trading Standards have b, as they would prosecute if an HGV is caught on camera. The traffic team is now working on a TRO to amend the signage for the camera so it is legal; but this will take around 3 to 6 months to complete, as there needs to be consultation.
- 21.4.13 Borough Councillor Meeting
There was no further update. B/Cllr Patman commented that members have been without a political assistant for some 6- 7 months, hence there has been little coordination; but a new political assistant was starting at the end of the month. Cllr Pike suggested writing to the Leader of WBC regarding the matter. The Clerk agreed to pursue again, particularly as a number of reports relating to Shinfield Parish are expected to be considered by WBC's Executive Committee at its meeting on 30 July.
- 21.4.14 Meeting with Matt Davey
This has been confirmed for Tuesday 14 July: Cllrs Hughes, Peer, and Greenway, Ian Young and the Clerk will attend. The meeting will consider the Cutbush Lane development, bus routes in the new developments and car parking generally. Cllr Pike requested that appreciation be shown to Hochtief for their plan and timely press releases.
- 22.2 WBC contact list
The Clerk reported that WBC's appointment list had been received and details of WBC's officer structure are held in the office.
- 22.2 Homes in Multiple Occupation
The Clerk reported that, following correspondence with WBC's Chief Executive and B/Cllr John Kaiser, an email had been received (attached to minutes) from Clare Lawrence, WBC's head of Development Management and Regulatory Services, to advise that WBC had prepared a draft options report for consideration by officers and members but was awaiting information from consultants before this was finalised.
- 22.5 Financial Regulations
Following adoption of the Council's Financial Regulations 2015/16, Cllr Pike had suggested there should be a subsequent minor amendment relating to petty cash and expense claims raised by the Clerk (previously circulated). It was proposed and seconded and members **RESOLVED** that a new section 6.22 be added to the 2015/16 Financial Regulations relating to petty cash and the Clerk's expenses. This should be added to the members' handbook.
- 22.5 Councillor Email addresses
The Clerk confirmed these are now being set up by the council's IT provider, MFG.
- 22.5 BALC New Councillor training
The Clerk highlighted training sessions for new councillors had been organised by BALC for 15 July and 9 September. Interested members should contact the Clerk.
- 22.5 Members health and safety training
This is now set for Thursday 17 September, 7pm – 9pm, to be run by the council's health and safety adviser Vic Quayle. All members should attend.
- 24 Budget review
The Clerk confirmed the budget will be a standing item for each committee. Cllr Pike suggested that information relating to the Precept should be requested much earlier in the year. The Clerk agreed to action.

27.3 Sport and leisure facilities

Cllr P Hughes reported on an email received from David Allen from WBC which advised that the key finding of the recent sports consultation was that WBC had strong support for the preferred option (about 77% agreed or strongly agreed) of upgrading the existing grass pitches through improved drainage, constructing a new full size Multi-Sport Artificial Turf Pitch with floodlights and a 4-team changing room facility with car parking at the former Ryeish Green site. This public support reflected the views of key local sports clubs engaged prior to, and during, the consultation. Andy Glencross is setting up a meeting to discuss the proposals; and prior to that will provide additional information to all interested parties on the likely annual running costs of the building to help build up a business case for proposals. The Clerk was asked to determine how many responses had been received.

15/34 **Reports**

34.1 Chairman's report:

Cllr P Hughes reported it had been a very busy month, and a number of events/meetings had taken place:

- 10 June: South of M4 Forum meeting at Three Mile Cross, which was not very well attended;
- 17 June: BALC New Councillor training, which had been excellent;
- 18 June: WDALC (representing Cllr Peer), which seemed to be lacking direction. Cllr Peer is meeting with the WDALC chairman soon to discuss the position;

On 6 July Cllr P Hughes and the Clerk had met with Nigel Frankland from the University of Reading regarding disabled access to the SANG and footpath improvements close to the Eastern Relief Road. Nigel Frankland agreed that improvements should be made to the paths around the kissing gates so that mobility scooters can use the area and the paths be extended where required in the SANG. This was particularly useful, as the other paths are developed from Langley Mead through to the green wedge on Shinfield West and the Ridge and Mays farm SANGS, although these may not be delivered for some time. Cllr P Hughes had agreed to approach the Shinfield Parish Volunteer Group and produce a map which would possibly mark routes on fences and gates, as there are paths not accessible by scooter.

Nigel Frankland had also highlighted that work was starting soon on the new power supplies from the old brewery site, although the final route had not yet been agreed, and the major new sewer installation. He agreed that when infrastructure detail became available, including water and gas, he would send this information to the parish council. All agreed this was a very useful link which should be maintained.

On 8 July there had been a very successful visit to Oakbank School which 6 members had attended.

On 3 July there had been the drop-in session for the draft Neighbourhood Development Plan, attended by approximately 100 residents. Cllr P Hughes thanked all the staff for their hard work with the event. The consultation would be running until 31st July.

Future dates planned were 3 August (communications event), 22nd September (educational talk on the Langley Mead SANG) - see later; and 20 August Extraordinary Council meeting following WBC's Executive meeting on 30 July to consider the implications.

Cllr P Hughes reminded members there are still five vacancies for councillors and that anyone interested should contact the Clerk for further details. Cllr P Hughes

then invited the member of the public attending the meeting, Barrie Diffin, to introduce himself to members, as he might be interested in standing as a councillor.

34.2 Borough Councillor's report:

B/Cllr Patman confirmed there were a number of reports relating to Shinfield Parish on WBC's July Executive Committee meeting agenda.

B/Cllr Patman reported he had asked B/Cllr John Kaiser as WBC's Lead Member for highways to review the road situation. A new deputy for highways had been appointed, B/Cllr John Halsall, and B/Cllr Patman was planning to accompany B/Cllr Halsall on a forthcoming tour of the new developments and link roads in the parish.

B/Cllr Patman confirmed he had seen the results of the sports consultation, and football scored highest followed by soft play area, although this was beyond the scope of funds available. Cllr Peer commented the results seemed very biased.

B/Cllr Patman reported the SDL Forums are currently being reviewed and acknowledged they are not working, due in part to an officer shortage. However, some progress is now being made, especially on planning matters, WBC is looking at different models to share resources and not duplicate, and there had been good co-operation on the service station at Three Mile Cross. B/Cllr Patman is part of a new Working Party set up to look at hubs borough-wide. The first meeting was an initial scoping exercise, but it will meet again shortly to agree next steps.

This led to a general discussion on the need for WBC to be more transparent and open in their discussions with the parish council, and members expressed their concerns on the apparent lack of consultation and joined-up thinking by WBC, in particular to incorporate the views of new residents moving into the area. Recent examples were the last Borough/Parish Working Group, late delivery of papers and revisions on the West of Shinfield application, although it was noted the delay was from the developers providing insufficient information and not enough copies. B/Cllr Patman acknowledged the need for a dedicated planning officer to highlight the key issues for the parish council. A good topic for a future Forum meeting would be looking at better ways of working together.

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

34.3 Committee reports

34.3.1 Planning and Highways Committee report (15 June 2015):

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

It was proposed and **RESOLVED** that the minutes of 15 June 2015 meeting be adopted.

Planning and Highways Committee report (7 July 2015):

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

Cllr Peer reported that a number of residents had attended this meeting to express initially rather negative views about the parish council and their concerns on new proposals for the garage at Three Mile Cross, including the location of the jet washes, opening hours, building height for the new shop, signage, banners and lighting. However most were satisfied by the end of the discussion. Members would have to await the outcome of the application.

Cllr Peer also highlighted recent communications from Montagu Land, who are looking to bring forward a 6-acre site opposite Spencers Wood Village Hall for around 50

homes (details previously circulated to all members.) The developer is looking to the parish council for suggestions on how the site could be used and of possible benefits that could be delivered for the community as part of any development of the site. A doctors' surgery had been mentioned, although this was felt to be highly unlikely. Cllr Peer requested that all members think about what additional parish facility or public amenity might be needed in Spencers Wood.

Cllr Grimes highlighted the number of plans which the committee had reviewed in the civic year to date, which was 16: 1 commented plan refused; 4 supported plans approved; and 3 opposed plans approved).

It was proposed and **RESOLVED** that the minutes of the 7 July 2015 meeting be adopted.

34.3.2 Communications and Policies Committee report:

Cllr C Hughes reported on a recent meeting of the Communications and Policies Committee, and in particular highlighted the forthcoming "brainstorming" session taking place for all councillors on 3 August 2015 to consider how to raise the profile of the council. The Clerk agreed to circulate a list of ideas prepared by Cllr P Hughes in advance of the meeting. A special meeting of the Communications and Policies Committee would take place on Monday 7 September.

Cllr C Hughes also highlighted the presentation being organised by the committee on 22 September, 4.30 – 6pm on the Langley Mead SANG for teachers in the parish and local cluster schools¹ plus the Vyne and Crosfields. It was agreed that all Shinfield Parish councillors would be invited to the event.

It was proposed and **RESOLVED** that the minutes of the 6 July 2015 meeting be adopted.

34.4 Outside bodies

34.4.1 Godson Charity AGM (9 June 2015)

The Clerk reported that grants were awarded to 2nd Shinfield Brownies (£300); Shinfield Infant and Nursery School (£500); Oakbank (£500); and Homestart Wokingham District (£700).

34.4.2 Shinfield and Swallowfield Neighbourhood Action Group (9 June 2015)

Cllr Pike reported on his attendance at a recent meeting (minutes previously circulated). The Clerk reported that at the next meeting on 21 July there will be a discussion on the future of the NAG and how it may be re-invigorated, for example by changing the frequency and location of meetings, inviting new community representatives.

34.4.2 Wokingham District Association of Local Councils (18 June 2015)

Cllr P Hughes had attended the meeting in place of Cllr Peer, and reported he felt a current lack of direction with this body. Cllr Peer is to meet the chair in the near future.

34.4.4 Shinfield Parish Volunteer Group (18 June)

Cllr C Hughes reported that Phil Green is standing down as chair, but a replacement is still to be found. The Car Service AGM in May was well attended; however the

¹ The cluster schools are: St Mary's Junior; Shinfield Infant and Nursery; Lambs Lane; Grazeley; Coombs; Farley Hill. In addition Oakbank is included in the cluster. Coombs and Farley hill are in the local cluster but not in the parish.

Computer Club is still not filling all their slots. They will be closed during July, August and September, re-opening in October and will review the situation before Christmas. The Treasurer reported surplus balances in all areas. It is hoped to incorporate Langley Mead SANG into the parish walks and may approach the parish council for funding in due course. There will be a parish walk on 23 July in Rotherwick. The date of the next meeting is 24 September at 8pm in the parish hall.

34.4.5 Borough-Parish Working Group (8 July)

Cllr Peer reported on her attendance at this meeting which had been poorly attended, but there had been an excellent presentation by the County Chief Fire Officer Andy Fry, whom it was suggested could be invited to speak to the parish council in the future. There had also been a presentation by Chris Gillet on WBC's Strategic Asset Review, but this was very complex with no real concept of working together with the parishes.

34.5 Clerk's report

The Clerk reminded all councillors of the BALC New Councillor training taking place on 15 July and 9 September at the Highview Community Centre, Calcot. All interested councillors to contact the Clerk as soon as possible.

The Clerk reported there had been a further independent inspection of the zipwire sited on Spencers Wood Recreation Ground. The result had been satisfactory, hence the zipwire was back in action.

The Clerk reported that the council had been invited to take part in the "Fly a Flag for the Commonwealth" day on 14 March 2016. It was agreed this should be considered by the Communications and Policies Committee.

15/35 **Council Visioning Exercise**

Members discussed the recent Visioning Exercise (report previously circulated). The general view was this had been a disappointing event but that outcomes and further thoughts would be followed up in the forthcoming brainstorming session.

15/36 **Draft Neighbourhood Development Plan**

Members discussed the recent drop-in event and the consultation which runs until 31 July 2015 (report previously circulated). All the responses will be analysed by the Assistant Clerk who, with the assistance of Cllr P Hughes, will prepare responses to questions and comments received. The Wokingham Paper had reported the event and Cllr P Hughes had been invited to submit a longer article in due course.

15/37 **Members Code of Conduct**

Members reviewed and **RESOLVED** to adopt a revised Members Code of Conduct, subject to a minor amendment on clause 18.2 to now read: "or which is in any way..."

15/38 **Standing Orders**

Members reviewed and **RESOLVED** to adopt an addition to section 15 of the Council's Standing Orders on Committees, that:

- e. The Vice Chairman of the Council should chair the Finance and Staffing Committee and also the staffing sub-committee. The Chairman of the Council will not be a member of the staffing sub-committee.
- f. In order to demonstrate the Council as a good employer, members of the staffing sub-committee should have relevant current experience in employment law and best practice, or be prepared to attend appropriate training agreed by the staffing sub-committee.

15/39 **Invoices for payment**

- 39.1 It was proposed and **RESOLVED** that invoices 81-135 for June and July, expenditure totalling £30,357.47, be approved and paid. Please see appendix 1.
- 39.2 It was proposed and **RESOLVED** that prior approval may be given for salary payments for August plus any invoices that may incur an interest or late payment charge if not paid in a timely manner. All invoices paid will be listed in the September invoice list.

15/40 Correspondence

- 40.1 The Clerk reported receipt of a letter from the accountant Alan Harland regarding the provision of his accountancy and financial management services for the parish council for 2015/16. It was agreed this should be considered by the Finance and Staffing Committee at its next meeting.
- 40.2 The Clerk reported on a letter from Hochtief regarding the Shinfield Eastern Relief Road and planned road closure from 3 – 23 August 2015.
- 40.3 The Clerk reported receipt of an invitation to the Readibus AGM on 3 August 2015; however it was noted this would conflict with parish council's brainstorming session, hence the Clerk would send apologies.

15/41 Dates of future council meetings and additional dates

- 41.1 It was noted there would be an Extraordinary Council meeting on Thursday 20 August 2015 at 7.30 pm. Cllr P Hughes reminded members of the importance of attending this meeting to ensure the meeting is quorate.
- 41.2 The date of the next ordinary Council meeting was confirmed as Monday 14 September 2015 at 7.30 pm.
- 41.3 The Communications Brainstorming meeting was confirmed as Monday 3 August 7.30–9.30 pm.
- 41.4 A Health and Safety training workshop was taking place on Thursday 17 September 7.00pm – 9.00pm for all councillors to understand members' roles and responsibilities as an employer.
- 41.5 All members were invited to the presentation on Langley Mead SANG to the parish and cluster schools on Tuesday 22 September at 4.30pm.

The meeting ended at 21.15 hrs.

Action Items:

Minute Reference	Action	By Whom
21.4.8	Complete review of telephone charges	Clerk and Assistant Clerk
21.4.13	Arrange meeting with Borough Councillors	Clerk
21.4.14	Meet with Matt Davey to review highways and parking issues	Cllrs P Hughes, Greeway, Peer and Clerk
22.5	Add new clause to Financial Regulations in Councillors handbooks	All members
22.5	Email the Clerk if you would like to attend BALC New Councillor training on 9 September	All members
22.5	Note date and attend members' health and safety training on 17 September 2015 at 7pm	All members
27.3	Determine number of responses to sport and leisure consultation	Clerk
15/34.2	Organise communications brainstorming event on 3 August	Cllr C Hughes and Clerk
15/34.2	Organise presentation to teachers on Langley Mead SANG on 22 September	Cllr C Hughes and Clerk

15/36	Analyse responses to draft Neighbourhood Development Plan survey and prepare answers to questions/comments received	Assistant Clerk, Cllr P Hughes
15/37	Add new Code of Conduct to councillors' handbook	All members
15/38	Add new sections 15 (e) and (f) to Standing Orders	All members
15/40.1	Add letter from Alan Harland to next F&S agenda	Clerk

Ongoing action items:

1.	HGV CCTV
2	Pensions and auto enrollment
3.	Homes in Multiple Occupation
4.	Co-option of new councillors

	Shinfield Parish Council	Invoices for Approval of Payment - June 2015			
	payee	purchase	net	vat	total
81	Urban Planet Comms	Business postage for NHDP	168.08	33.62	201.70
82	Arcadia Landscape Design	Replacement cherry tree at Bookers Hill	57.50	11.50	69.00
83	Wokingham Borough Council	Rates - June 2015	447.00	0.00	447.00
84	Urban Planet Comms	Printing - NHDP	4653.58	0	4,653.58
85	Katy Hughes	Purchases	449.98	78.00	527.98
86	Lloyds Bank PLC	Service charges	25.58	0.00	25.58
87	Ricoh UK Ltd	Copier charges	366.90	73.38	440.28
88	I Montgomery	Mileage and parking	43.90	0.00	43.90
89	SSE	Electricity supply various locations	891.05	117.44	1,008.49
90	Berkshire County Training CIC	2 places councillor training	80.00	16.00	96.00
91	A P Faulkner (Heating) Ltd	Heating repair at Spencers Wood	49.00	9.80	58.80
92	ADT Fire and Security PLC	CCTV Works, SWP	1988.00	397.60	2,385.60
93	British Gas	Gas supply SWP	311.35	15.56	326.91
94	Angela King	Purchases	18.90	0.00	18.90
95	Ricoh Capital Ltd	Copier hire quarterly to August 2015	77.51	15.50	93.01
96	Xn Media Ltd	Advert for the Annual Parish Meeting	160.00	32.00	192.00
97	V J Quayle	Health and Safety consultancy	332.32	0.00	332.32
98	Alan Harland	Accountancy services	480.00	0.00	480.00
99	Elite Security Group	Alarm callout	60.00	15.00	75.00
100 - 112	Various	Salaries, LGPS and PAYE June 2015	8344.95	0.00	8,344.95
113	Pop-Developments Limited	Boards for NHDP consultation	138.00	27.60	165.60
114	Oxfordshire Association of Local Councils	2 places Chairmanship training	130.00	26.00	156.00
115	Spencers Wood Carnival	Carnival stall	10.00	0.00	10.00
116	Staples UK Limited	Stationery	38.31	7.66	45.97
117	Carrera UK Ltd	Website maintenance	100.00	20.00	120.00
118	MFG UK Ltd	Support and backup	235.31	47.06	282.37
119	Nigel Jeffries Landscapes	Grass cutting June 2015	787.00	157.40	944.40
120	SSE	Street lighting costs Q1	1090.99	218.19	1,309.18
121	David Carden Consultancy	Training event and mileage	425.60	0.00	425.60
123	K Taylor	Mileage	52.20	0.00	52.20
124	N Smith	Gardening services and watering at Deardon Field	450.00	0.00	450.00
125	SSE Contracting Ltd	Q1 repairs and maintenance street lights	1251.48	250.30	1,501.78
126	Cash	Petty cash June 2015 - see below	159.76	9.73	169.49
127	Quadron Services	bin clearance and litter picking	360.00	72.00	432.00
128	Berkshire Youth	annual support service for Youth Club	2500.00	0.00	2,500.00
129	Active Risk Management Services Ltd	zip wire inspection and report	495.00	0.00	495.00

130	National Association of Local Councils	attendance at conference "What next for local councils" 15 /7/2015	90.00	18.00	108.00
131	P A Welding	Parish Office noticeboard	408.00	0.00	408.00
133	Spencers Wood Village Hall	Shared costs of collection of Biffa Waste bin at Spencers Wood Village Hall	160.48	0.00	160.48
134	Property Protection	installation of two seats at Deardon Field	630.40	0.00	630.40
135	Property Protection	external repairs of soil vent pipe at Ryeish Green Sports Pavilion	170.00	0.00	170.00
		TOTALS	28,688.13	1,669.34	30,357.47

	Petty cash - June
postage	60.14
Catering for training event	4.38
NHDP consultation	30.45
Office consumables	2.34
parking	5.40
SWP window cleaning and light bulb	19.80
SWP zip wire padlock	34.98
SPH window cleaning	12.00
TOTAL	169.49