

Minutes of a meeting of Shinfield Parish Council held on Monday 14 December 2015 in the John Heggadon meeting room at Shinfield Parish Hall, commencing 19.45 hrs.

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

Attending: S Roberts (Clerk), K Hughes (Assistant Clerk), B/Cllr A Pollock, B/Cllr B Patman, A Masood Malik (Resident).

Cllr P Hughes thanked everyone for their hard work over the past year and wished all members and those present a happy Christmas and a prosperous new year

15/79 **Public questions**
There were none

15/80 **Apologies and declarations of members' interests**
80.1 Apologies were received and accepted from Cllr C Moore, due to work commitments, and B/Cllrs Batth and Haitham-Taylor.
80.2 There were no declarations of members' interests.
80.3 There were no changes to members' declaration of pecuniary interests.

15/81 **Minutes**
81.1 It was proposed and **RESOLVED** that the minutes of the council meeting held on 16 November 2015 were a correct record of the meeting and these were signed by Cllr P Hughes.
81.2 Matters arising:
81.2.1 Shinfield coverage in The Wokingham Paper
Cllr I Clarke reported that he had spoken to the publisher of the Wokingham Paper to express disappointment at the lack of coverage of articles from Shinfield such as the front garden competition and the allotment competition.
81.2.2 Quality Status
Cllr Pike enquired about reapplying for quality status for the council. Members noted that this will be discussed further, later in the meeting.
81.2.3 Spencers Wood Carnival meeting
Cllr Pike asked about the meeting to discuss future funding options for Spencers Wood Carnival. The Clerk confirmed that a meeting has been arranged for Wednesday 6 January.
81.2.4 Remembrance Day
The Clerk confirmed that an acknowledgement of thanks had been sent to Shinfield St Mary's Junior School for the cakes provided for the Remembrance Day Service.
81.2.5 Request for a footpath across School Green
The Clerk confirmed that a meeting has been scheduled with Shinfield Infant and Nursery School and Neil Jones, WBC Planning Officer, to discuss the request for a footpath across School Green, as well as proposals for future vehicle access to staff parking on the school site.
81.2.6 Email attachment problems
The Clerk reported that she is working with MFG to resolve issues with email attachments.

81.2.7 School Green Bus Shelter

The Clerk confirmed that the Assistant Clerk investigated options for a lit bus shelter, but that these were prohibitively expensive. She reported that a standard Arun shelter has been ordered for the site, and this will be installed in late January / early February. Cllr Pike asked the Assistant Clerk to determine whether electronic travel information will be included at all the new stops (including any provided by the developers).

- 81.3 It was proposed and **RESOLVED** that the minutes of the extraordinary council meeting held on 26 November 2015 were a correct record of the meeting and these were signed by Cllr P Hughes, subject to the amendment of section 80.2 to read:

“The report was proposed by Cllr Grimes and seconded by Cllr Clarke and members RESOLVED to submit the revised report as the council’s expression of interest, to Wokingham Borough Council, by 17:00 hrs on Monday 30 November 2015. Members noted that the parish will not fund refurbishment of the proposed Ryeish Green sports hub leisure centre, but that the council recognises that the venture may not break even on running costs for the first few years.”

B/Cllr Pollock spoke about the next steps for the Ryeish Sports Hub and noted that works to drain the grass pitches and install the 3G pitch need to begin early in the process, and that work to the leisure centre will be dealt with separately to the pitches.

15/82

Reports

82.1 Chairman’s report

- 82.1.1 Cllr P Hughes reported that the winter newsletter is now out. Cllr C Hughes thanked the Assistant Clerk for distributing the newsletter across the parish. The Clerk asked members to take some copies for distribution to residents in their wards.

He reported that the revised Neighbourhood Plan will be delivered to Wokingham Borough Council on Tuesday 15 December. Cllr P Hughes asked for the borough councillors’ support in progressing the plan to inspection.

Cllr P Hughes reported on a joint meeting with Pastor Nathan Hunt and the Reverend Paul Willis, to review ways of engaging with new residents in the parish. A number of suggested projects are being progressed.

He reported his attendance at a recent Berkshire Association of Local Councils led planning training session.

He reported his attendance at a meeting with Cllr Clarke and the local cricket and football clubs.

He reported on his attendance at the Croft Gardens development opening event on Thursday 26 November.

Cllr P Hughes reported his attendance at a meeting with the Clerk and Mr Ian Young and Mrs Susan Madigan to discuss options for telephone and broadband provision for the Volunteer Car Service and the youth club at Spencers Wood Pavilion.

He reported on this attendance, with Cllr C Hughes, to a local Town and Parish Chairman’s reception at Earley Town Council offices. He reported that a number of useful contacts were made with the town council’s grounds maintenance team.

He reported that he had received an invitation to the Spring Gardens Lunch Club Christmas Lunch. He reported that Cllr Pike had attended on his behalf. Cllr Pike passed on the lunch club’s thanks to the Chairman for the mince pies provided.

82.2 **Borough Councillors' Report**

B/Cllr Patman reported that he has registered his concerns with the police and with Wokingham Borough Council Highways Team about traffic congestion at, and leading to, the M4 junction 11. He reported that work to remove the bus only exit to the Mitford Fields development is scheduled for early in 2016.

Cllr Peer joined the meeting at 20:20hrs

Cllr Pollock spoke about his concern for proposals for buses to be routed through developments. The Assistant Clerk asked about a previous request for the parish to have borough councillor representation on the borough's planning committee.

Cllr Peer raised concerns about delivery vehicles causing access issues and blocking residents' driveways at Spencers Wood Post Office. B/Cllr Pollock agreed to pursue the issue.

B/Cllr Pollock reported on a meeting scheduled to review school places for the parish.

B/Cllr Pollock reported that the borough will be reviewing the bids received for the Ryeish Sports hub. Members discussed the matter and noted that there is a need for a reasonable level of community access to the facilities. Members noted that the public response to the outcome would be very negative if this was not the case. Following discussion, members requested that the Clerk formally write to the borough council requesting the timescale for the next steps in the process.

B/Cllr Pollock reported on a meeting with the parish and community representatives over the new community centre. Cllr Grimes reported that parish council representatives are meeting with architects and a Quantity Surveyor on Tuesday 22 December, to begin the process of drawing up initial plans and designs for the site, which will be brought to the council in February.

B/Cllr Pollock reported that the precept support grant will be in place this year and will be withdrawn over the next five years.

Cllr Peer asked B/Cllr Pollock about the localization of business rates.

B/Cllrs Patman and Pollock left the meeting at 20:40 hrs.

82.3 **Committee Reports**

82.3.1 **Recreation and Amenities Committee**

Cllr Clarke reported on a meeting of the committee held on 23 November 2015.

Cllr C Hughes asked about the replacement trees for the community orchard at Deardon Field. Cllr Montgomery reported that there is one tree waiting to be received, and once they are all ready, the trees will be planted by Nick Smith.

It was proposed and **RESOLVED** by members that the minutes of the 23 November 2015 meeting be adopted.

84.3.2 **Development Board**

Cllr P Hughes reported on a minor change to the Terms of Reference for the Development Board to determine the makeup of the board. Cllr Clarke proposed, Cllr Greenway seconded and members **RESOLVED** to adopt the change.

Cllr P Hughes reported that the existing members of the Neighbourhood Plan Steering Group have been invited to serve on the development board until the end of the civic year in May. He reported that Mr Richard Hatton, Mrs Jane Sellwood and Mr Ian Young have accepted the invitation.

84.3.3 Community Centre Joint Management Committee

Cllr P Hughes reported on a meeting of the committee on 1st December. He reported that Mr Nick Paterson-Neild, from Barton Wilmore, has joined the committee to represent the developers.

He reported that the structural, contamination and asbestos surveys have been completed and no further problems with the site have been found.

He reported that a feasibility study is now being carried out to investigate two options of either demolition and rebuild or utilising part of the existing building. Cllr Grimes reported that this work is being carried out by ACG Architects and being costed by BDS.

Cllr Grimes noted that the borough council has been unclear over the exact budget available for the centre, and as such, the design brief has been set at a 560 SqM building, based on the contributions and conditions from the signed legal agreements for the West of Shinfield development. It was noted that there may be funds available for a larger facility, but that the brief has been set on the current known amounts. Cllr Grimes thus requested that the word 'minimum' be removed from the minute in item 11.3.

Cllr P Hughes reported that Shinfield United Charities have confirmed that, based on liaison with the Charities Committee, discussions over an extension to the lease on the parish hall, can move forward. A meeting will be scheduled for the New Year.

It was proposed and **RESOLVED** by members that the minutes of the 26 November 2015 meeting be adopted.

84.3.4 Finance and Staffing Committee

Cllr Montgomery reported on a meeting of the Finance and Staffing Committee held on Monday 7 December and copies of the minutes were tabled for members to review.

The Clerk reminded members of a meeting of the committee Chair's to review the budget figures on Wednesday 16 December at 13:30hrs. Cllr C Hughes reminded members that the council should consider use of its reserves in the forthcoming year.

Cllr Pike enquired about bank balances. The Assistant Clerk noted that these are reviewed quarterly, but that an up-to-date sheet of balances was included in the papers for information.

Cllr Grimes highlighted a proposal by the Staffing Sub-committee to change the Terms of Reference to allow decisions on staff salaries and appraisals to be brought directly to council.

Cllr Montgomery highlighted the recommendations in item 23.4. These were proposed by Cllr C Hughes, seconded by Cllr Peer and members **RESOLVED** to approve them.

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

84.3.5 Planning and Highways Committee

Cllr Peer reported on a meeting of the committee held on 10 December 2015.

Cllr Peer spoke about proposals for increasing the regularity of the planning meeting. The Assistant Clerk confirmed that the new meeting dates have been scheduled, and a copy of the meetings calendar has been circulated to members.

Cllr Peer reported that a response had been received on the footpath 22/22a query. The Assistant Clerk reported that the borough footpaths officer is investigating options for a diversion of the footpath with the land owner. Members discussed the solar farm at Sheepbridge court farm and the visibility of the solar panels from the road. The Assistant Clerk was asked to liaise with the planning officer to determine whether the conditions to mitigate the views of the panels are being met.

Cllr Peer highlighted the recommendation from the committee that the council does not sign up to the Terms of Reference for the Community Infrastructure Levy proposed by Wokingham Borough Council.

The Clerk advised the council to reconsider the recommendation, and expressed concerns over the risks, and possible implications for the parish, of not being involved in wider strategic discussions with the borough, over the future management of CIL and the process of updating the borough's Core Strategy. During the discussion, members highlighted how challenging Section 106 negotiations with the borough had proved to be, and the lack of infrastructure provision within the parish to mitigate the housing developments that the parish has seen in the past ten to fifteen years. Members **RESOLVED** to approve the committee's recommendation, contrary to the Clerk's advice.

It was proposed by Cllr Emmet, seconded by Cllr C Hughes and **RESOLVED** by members that the minutes of the 10 December 2015 meeting be adopted.

84.4 **Outside Bodies**

84.4.1 **Neighbourhood Action Group**

Cllr Pile reported on a recent NAG meeting. He reported that three evening meetings have been scheduled for 2016, to encourage wider attendance.

84.5 **Clerk's Report**

84.5.1 The Clerk reported that £700 was raised on Remembrance Sunday through the donations for poppy wreaths and poppy collection tins.

84.5.2 The Clerk reported a 'thank you' from Shinfield Infant and Nursery School for making the parish hall available for the school's Christmas shows.

84.5.3 The Clerk reported on a recent Code of Conduct training session held at Shute End. The Clerk offered to run a short workshop for members.

84.5.4 The Clerk reported her attendance at a Clerks' forum meeting where CIL and shared services were discussed. She reported on a move to resurrect the wellbeing agenda and the role that town and parish councils can play in this.

84.5.5 She reported her attendance at a recent Society of Local Council Clerks Berkshire branch meeting, and an excellent presentation on the Berkshire Records Office.

84.5.6 The Clerk thanked the Co-operative Food Store for giving a quantity of mince pies to the council. She reported that the Co-Op has ring-fenced some money for local community projects.

84.5.7 The Clerk circulated a calendar of proposed meeting dates for 2016.

84.5.8 The Clerk thanked the Chairman, Cllr P Hughes, on behalf of all the staff, for his contribution towards the staff Christmas lunch on Friday 11 December.

84.5.9 The Clerk reported that the office will be open from 9am until midday on all the working days over the Christmas and New Year period.

- 15/85 **Local Council Award Scheme**
85.1 Members noted that all the necessary documentation was now in place, and it was proposed by Cllr Montgomery, seconded by Cllr Peer and **RESOLVED** by all members to submit our application for foundation status in the Local Council Award Scheme.
- 15/86 **Invoice for payment**
86.1 Cllr Pike enquired about invoices for health and safety support. It was noted that the cost was split over 12 months.
86.2 It was proposed and **RESOLVED** that invoices 336-388 for late November and December, including salaries for November, expenditure totalling £28,641.10, be approved and paid. Please see appendix 1.
- 15/87 **Correspondence**
87.1 The Clerk reported receipt of the tax base figures for the precept from Wokingham Borough Council.
- 15/88 **Dates of the next council meeting**
88.1 The Clerk confirmed the date of the next meeting as Monday 11 January 2016.

The meeting ended at 22.00 hrs.

Members thanked the Chairman for the snacks and drinks provided for the meeting.

Action Items:

Minute Reference	Action	By Whom
81.2.7	Find out whether electronic travel information will be provided at all new bus stops	Assistant Clerk
82.2	Write to the borough council requesting the timescale for next steps with the Ryeish Leisure Hub process	Clerk
84.3.5	Follow up with the planning officer for the Sheepbridge Court Farm Solar Farm to determine whether conditions to mitigate the views of the panels are being met	Assistant Clerk

Ongoing action items:

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

Appendix 1:

		Shinfield Parish Council	Invoices for Approval of Payment - December 2015			
		Payee	purchase	net	vat	total
336	DDR	Wokingham Borough Council	Rates - November 2015	447.00	0.00	447.00
337-349		Various	Salaries - November 2015	8432.66	0.00	8,432.66
350	DDR	Lloyds bank plc	Bank charges 10.9.15 to 09.10.15	25.00	0.00	25.00
351	8667	Direct365Online Limited	Supply of wall mounted baby changing unit for SPH	152.25	30.45	182.70

352	8676	Thames Water Utilities Ltd	Water supply - various locations 7.8.15 to 9.11.15	1462.48	0.00	1,462.48
353	8675	D Peer	Expenses - Locality convention 10th / 11th Nov 2015	49.50	0.00	49.50
354	BACS	S Roberts	Renewal of 12pay license to Nov 2016	66.00	13.20	79.20
355	BACS	BDS Surveyors limited	Survey and building report - Ryeish sports hall	2630.00	526.00	3,156.00
356	8674	CPRE	Annual membership subscription	36.00	0.00	36.00
357	BACS	Quadron services Ltd	Litter and bins at SWP, dog waste bins	260.00	52.00	312.00
358	8673	Berkshire Youth	First Aid at work course 30 Nov & 7 Dec 2015	475.00	0.00	475.00
359	BACS	Kerry Taylor	Mileage - November 2015	29.70	0.00	29.70
360	BACS	Staples UK Ltd	Stationery	98.57	19.72	118.29
361	8672	Witchalls Fencing	Post rail fencing at Deardon Field	110.00	0.00	110.00
362	8671	Ploszajski Lynch Consulting Ltd	Expression of interest for Ryeish Sports hub	5400.00	1080.00	6,480.00
363	8670	Biffa waste services Ltd	Bin and recycling at SPH 26/12/15 to 25/03/16	197.21	28.44	225.65
364	BACS	Carrera UK Ltd	Website management fee 26.10.15 to 30.11.15	100.00	20.00	120.00
365	BACS	Quadron services Ltd	Bin emptying at SWP and dog waste bin emptying	160.00	32.00	192.00
366	BACS	Thames Valley Region Ltd	Drain clearance at SPH	80.00	16.00	96.00
367	BACS	National Association of Local Councils	Local council award scheme registration fee	25.00	5.00	30.00
368	BACS	Alpha furnishing Ltd	50 new chairs for SPH	1565.00	313.00	1,878.00
369	8668	Cash	Various - see below	179.71	5.20	184.91
370	BACS	Katy Hughes	Expenses - newsletter display racks and gift vouchers for Loddon Reach volunteer deliverers	163.35	20.67	184.02
371	BACS	Playground Services Ltd	Repairs to two pieces of playground equipment Nov 2015	618.00	123.60	741.60
372	8676	Thames Water Utilities Ltd	Water supply - Hartley Court Allotments	5.39	0.00	5.39
373	BACS	The Society of Local Council Clerks	Annual membership for Mrs S Roberts	235.00	0.00	235.00
374	BACS	Eon	Electricity for the RBL building - to 19 November 2015	81.85	0.00	81.85
375	BACS	Ricoh Capital Ltd	Copier hire - 1st Dec 15 to 29 Feb 16	77.51	15.50	93.01
376	BACS	MFG UK Ltd	Support and email hosting December 2015	287.23	57.45	344.68
377	DDR	Lloyds bank plc	Service charge 10 Oct to 9 Nov 2015	92.92	0.00	92.92
378	8677	SSE	Electricity supply various locations 26.8 to 30.11 2015	770.07	38.30	808.37
379	BACS	Vic Quayle	Monthly health and safety support	166.66	0.00	166.66
380	DDR	Wokingham Borough Council	Rates - December 2015	447.00	0.00	447.00
381	BACS	The Society of Local Council Clerks	Annual subscription for K Hughes	210.00	0.00	210.00
382	BACS	Spencers Wood Village hall Mgmt committee	Waste bin collection 26/12 to 25/3	112.47	0.00	112.47
383	BACS	Domestic Engineering Solutions	PAT testing - Shinfield Parish Hall	292.98	0.00	292.98
384	BACS	Quadron Services Ltd	Litter collection and dog waste - December 2015	160.00	32.00	192.00
385	BACS	Southern Maintenance Solutions UK Ltd	Ladies toilet taps repair - Shinfield Parish Hall Nov 2015	100.00	20.00	120.00
386	BACS	British Gas	Gas supply SWP 2.9.15 to 1.12.15	293.80	14.69	308.49
387	BACS	Thames Water Utilities Ltd	Water supply - Ryeish Pavilion 14.85.15 to 12.11.15	22.57	0.00	22.57
388	BACS	Elite Security Group	Alarm activation SWP and SPH	50.00	10.00	60.00
			TOTALS	26,167.88	2,473.22	28,641.10

	Petty cash - November
Postage	39.22
Window cleaning (inside and out)	49.00

Emergency phone cover and top up	20
Drill bit and banner fixings - RBL	5.96
Milk	2.90
Catering - Remembrance Sunday	31.47
SPH - maintenance (light tubes, door handle)	32.77
Dishwasher tables	3.59
TOTAL	184.91