

Minutes of a meeting of Shinfield Parish Council held on Monday 11 January 2016 in the John Heggadon meeting room at Shinfield Parish Hall, commencing 19.30 hrs.

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

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

Cllr P Hughes welcomed members and wished all members and those present a happy New Year.

15/89 **Public questions**
There were none

15/90 **Apologies and declarations of members' interests**
90.1 Apologies were received and accepted from Cllr J English, due to holiday and Cllr I Montgomery, due to a family bereavement, and B/Cllrs Batth and Munro.
90.2 There were no declarations of members' interests.
90.3 There were no changes to members' declaration of pecuniary interests.

15/91 **Minutes**
91.1 It was proposed and **RESOLVED** that the minutes of the council meeting held on 14 December 2015 were a correct record of the meeting and these were signed by Cllr P Hughes.
91.2 Matters arising:
91.2.1 School Green Bus Shelter
The Assistant Clerk confirmed that an email had been sent requesting details about the electronic travel information at bus stops, but that a response is still awaited.
91.2.2 Ryeish Green Leisure Hub
The Clerk reported that a response has been received from Wokingham Borough Council that they are currently assessing the bids, and that notification of the outcome should be received in February.
91.2.3 Sheepbridge Court Farm Solar Panels
The Assistant Clerk reported that she has forwarded details of the planting at the solar farm, to Cllr Grimes and Greenway. Further follow up with the planning officer will be actioned if the planting has not been carried out.
91.2.4 Quality Council Status
The Clerk confirmed that the paperwork to apply for the renewal of the council's quality status has been sent and will be reviewed by the newly appointed County Officer, Jayne Kirk, following the resignation of Christine Lalley.

Cllr Grimes joined the meeting at 19:45 hrs

91.2.5 HGV CCTV
Cllr Pike asked the borough councillors whether there was any update on the HGV CCTV camera in Church Lane, Three Mile Cross. B/Cllr Patman reported that this has been passed to the relevant executive member, B/Cllr Pauline Jorgensen. B/Cllr Pollock offered to follow up with B/Cllr Jorgensen on the matter.
91.2.6 Deardon Field Community Orchard
Cllr Clarke confirmed that the new trees have now arrived at Laurel's Plant Centre, and that Nick Smith will be planting these as soon as possible.

Reports**92.1 Chairman's report**

- 92.1.1 Cllr P Hughes reported that he, Cllr Peer, Cllr Grimes and the Clerk had attended a meeting with Neil Jones from Wokingham Borough Council and representatives from Shinfield Infant and Nursery School, to talk about parking and access. Cllr Grimes has agreed to arrange a meeting with Assura, to discuss a wayleave for staff cars to access the car park through the medical centre, with the aim of pedestrianising the route outside the school as much as possible.
- 92.1.2 The Clerk reported that the building contractors have signed a disclaimer to use the parking area in front of the Royal British Legion building, until the end of February 2016. She reported that the insurers have been contacted and are comfortable with the arrangement.
- 92.1.3 Cllr P Hughes reported that a meeting has been held with Peter and Liz Ratcliffe and Debbie Johnson-Waite to discuss future plans for the Spencers Wood Carnival. The response from the meeting will be reviewed by the Communications and Policies Committee. Cllr P Hughes reported on how the profits from the carnival are redistributed and money carried forward for the next year.
- 92.1.4 Cllr P Hughes reported on his attendance, with Cllr C Hughes, the Clerk and her husband, to a Shinfield Volunteer Group dinner on Friday 8 January, paid for by attendees.
- 92.1.5 The Clerk reported that the Computer Club have ceased their regular booking at Spencers Wood Pavilion on a Tuesday morning, and going forward, will be booking on an adhoc basis, and possibly looking at other venues, depending upon demand.
- 92.1.6 Cllr P Hughes requested to change the dates of the March and April council meeting. Members agreed to move the meeting dates to Monday 7th March (from Monday 14th) and Monday 18th April (from Monday 11th).
- 92.1.7 Cllr P Hughes circulated a draft vision and objectives statement for the council, including a community pledge for 2016-17. He asked that members review the document and give feedback at the February council meeting.
- 92.1.8 A list of suggested dates for councillor surgeries was circulated to members.

92.2 Borough Councillors' Report

B/Cllr Haitham Taylor reported that the grant to Wokingham Borough Council from Central Government has been reduced by 50% for the next year and that a sum of £19.5Million will need to be saved by the 2019/20 financial year.

She reported that the proposals for the Ryeish Green Sports Hub are currently being reviewed.

She reported that housing numbers for the borough are being reviewed, in line with a nation-wide review of housing need.

Cllr Peer joined the meeting at 20:00hrs

She reported that the borough is reviewing the provision of additional school places for the parish, to fulfill the need for places before the planned new schools come online.

The Clerk reported on a press release from Wokingham Borough Council on a local plan update, calling for sites for consideration for future housing provision across the borough. Members discussed the matter and asked the Clerk to invite Heather Thwaites and her senior officers to meet with members to explain the likely implications for the parish.

B/Cllr Pollock reported on issues relating to the borough's Central Government grant. He reported that the precept support grant, being paid this year to town and parish councils may be phased out sooner than the initially anticipated five years.

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

92.3 **Committee Reports**

92.3.1 **Planning and Highways Committee**

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

He reported that the meeting, attended by B/Cllr Batth and B/Cllr Kaiser and two residents, had discussed options for easing the parking issues at the Shinfield Park development.

He reported on the committees comments submitted to West Berkshire Council on a proposal to deliver a Gypsy and Traveller site at Clappers Farm, Grazeley.

He reported that the Neighbourhood Development Plan has been released to Wokingham Borough Council, and he asked the Clerk and Assistant Clerk to follow up with the borough on this.

Cllr Clarke expressed concern over comments submitted by the committee in relation to a planning application for the service station in Three Mile Cross. Cllr Grimes noted that the request for restricted timings on bank holidays related to delivery vehicles, and not shop opening hours.

Cllr Moore joined the meeting at 20:30 hrs.

Cllr Clarke enquired about the proposed cycle route. The Assistant Clerk confirmed that the route will take cyclists along new residential roads, and will allow them to avoid the Basingstoke Road.

Cllr P Hughes reported on the Wokingham borough-wide LED street lighting replacement project, that the committee has budgeted for in the next financial year.

Cllr P Hughes reported that the borough are no longer providing paper copies of planning applications for any development of 9 homes or not. It was noted that a formal letter of objection has been sent by this parish, and other town and parish councils.

It was proposed and **RESOLVED** by members that the minutes of the 21 December 2015 meeting be adopted.

92.4 **Outside Bodies**

There were no outside body meetings to report on.

92.5 **Clerk's Report**

92.5.1 The Clerk reported that Christmas gifts were received, by the council, from DJ Mace, MFG, Nigel Jeffries Landscapes and the Co-op. A number of community events are planned in the New Year, and it is hoped that these gifts can be raffled off at one of the events.

92.5.2 The Clerk reported that the run up to Christmas, and the Christmas and New Year period, was particularly busy in the office. The Clerk thanked Katy and Angela for tidying and organising the long store cupboard.

92.5.3 The Clerk reported that the new broadband contract for Spencers Wood Pavilion is now up and running, and will be managed by the parish council.

92.6 **Community Centre Report**

Cllr Grimes reported that the council has engaged an architect and quantity surveyor to draw up initial designs by February.

Cllr Grimes confirmed he has arranged a meeting with Assura to discuss the wayleave.

Cllr P Hughes reported that the council has received an acknowledgement from Wokingham Borough Council that the deadline for submitting the business case for the community centre has been moved from 31st December 2015 to 31st March 2016.

Cllr Clarke enquired whether the new building will be constructed at the rear of the site, to maximise car parking spaces at the front. Cllr Grimes confirmed that the architect and QS have been instructed to review both the option of constructing from new and of utilising some of the existing building. He confirmed that parking provision has been flagged up as high importance in the proposals.

15/93

Budget 2016/17

93.1 Members discussed the budget for Shinfield Parish Council for 2016/17.

Following discussion, members agreed to take all of the budgeted costs for the new community centre from the council's existing reserves.

Members agreed to take a proportion of the budgeted cost for the parish hall refurbishment project from the council's existing reserves.

Members proposed and **RESOLVED** by voting, to request a precept charge of £66.30 for a band D property. All members approved except Cllr Pike, who abstained.

15/94

Invoice for payment

- 94.1 Members requested that the cost centres for each invoice be included in the invoice list going forward.
- 94.2 Cllr Peer enquired about website invoices. Cllr C Hughes confirmed that she and Cllr Greenway are meeting to discuss website options.
- 94.3 Members queried the invoice for electoral services from Wokingham Borough Council. The Assistant Clerk confirmed that these were charges passed on by WBC to reflect the costs of the May 2015 local council elections, even though none of the seats were contested.
- 94.4 Cllr Pike enquired about invoice 430. The Assistant Clerk reported that this was the annual charge for the website and email account for the Neighbourhood Development Plan site.
- 94.5 It was proposed by Cllr Grimes, seconded by Cllr C Hughes and members **RESOLVED** that invoices 389-433 for late December and January, including salaries for December, expenditure totalling £20,221.93 be approved and paid. Please see appendix 1.

15/95

Correspondence

- 95.1 The Clerk reported receipt of the following correspondence:
- National Association of Local Councils (NALC) bulletin (circulated via email to members)
 - Nigel Jeffries Newsletter
 - Shinfield North January Newsletter

15/96

Dates of the next council meeting

96.1 The Clerk confirmed the date of the next meeting as Monday 08 February 2016.

The meeting ended at 21.10 hrs.

Action Items:

Minute Reference	Action	By Whom
91.2.1	Follow up on electronic travel information	Assistant Clerk
91.2.3	Follow up with Planning Officer on screening planting at Sheepbridge Court Farm	Assistant Clerk
92.1.6	Update online calendar and meetings schedule to reflect changes to March and April council meeting dates	Assistant Clerk
92.1.7	Review the council vision and objectives statement and give feedback at February council meeting	All members
92.2	Write to Heather Thwaites to request a presentation for members on the implications of the revision of the local plan	Clerk
92.3.1	Follow up with WBC on timetable for the Neighbourhood Development Plan	Assistant Clerk
94.1	Add cost codes to the invoice list	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 - January 2016						
	Payee	purchase	Date	Net (£)	Vat (£)	Total (£)
389	MFG UK Ltd	Installation of antivirus on 6 machines	November 2015	189.14	37.83	226.97
391-403	Various	Salaries, PAYE, NI and LGPS	December 2015	8,776.11	0	8,776.11
404	Lloyds Bank	Service charge	November 2015	25.00	0	25.00
405	Elite Security Group	Alarm call out charge SWP	12 December 2015	25.00	5.00	30.00
406	PHS group	Sanitary bin emptying	Jan 2016 to Jan 2017	921.27	184.26	1,105.53
407	Ricoh UK Ltd	Print charge	Print charge 1.9.2015 to 30.11.2015	565.27	113.05	678.32
408	Bethan Osborne	HR Support plus employee handbook	Aug 2015 to Dec 2015	600.00	0	600.00
409	DES	Installation of PIR LED lights in bin area at SPH	December 2015	118.58	0	118.58
410	Staples UK Ltd	Stationery supplies	December 2015	39.89	7.98	47.87
411	Carrera UK Ltd	Website management	December 2015	80.00	16.00	96.00
412	Wokingham BC	Elections recharged costs	May 2015	1,236.55	0	1,236.55
413	Faulkners Heating Ltd	Boiler services SPH and SWP	November 2015	136.00	27.20	163.20
414	MFG UK Ltd	IT support, backup and email	January 2016	287.23	57.45	344.68
415	SLCC	ILCM joining fee	Jan 2016 – Dec 2016	15.00	0	15.00
416	Petty cash	See below	December 2015	125.12	5.21	130.33
417	British Gas	Gas supply SPH	23.2.2015 to 21.12.2015	501.95	25.09	527.04
418	SSE	Street lighting charge	Third Quarter	1,079.49	215.89	1,295.38

419	SSE Contracting Ltd	Street lighting maintenance charge Q3	Third Quarter	1,181.68	236.34	1,418.02
420	Alpine Controlled Cleaning	Emergency cleaning cover SPH	17 dates in Dec 2015 / Jan 2016	323.00	64.60	387.60
421	Kerry Taylor	Mileage	December 2015	29.70	0	29.70
422	Chris Blow	Rubbish collection and mowing / strims	Oct 2015 – Dec 2015	370.00	0	370.00
423	Waverley curtains	Deposit on curtains for SPH (50%)	January 2016	644.00	128.80	772.80
424	ADT Fire and Security	CCTV at SPH annual maintenance	Jan 2016 – Jan 2017	458.83	91.77	550.60
425	ADT Fire and Security	CCTV at Ryeish Pavilion annual maintenance	Jan 2016 – Jan 2017	458.83	91.77	550.60
426	ADT Fire and Security	CCTV at SWP annual maintenance	Jan 2016 – Jan 2017	605.04	121.01	726.05
427	Laurels Plant Centre	Replacement trees for the community orchard	December 2015	76.00	0	76.00
428	Angela King	Mileage	Aug 2015 – Dec 2015	75.83	0	75.83
429	Wokingham BC	Reimbursement of land registry fees for RBL	Jan 2016	135.00	0	135.00
430	You Present	Web and email hosting for Shinfieldplan.org website	Jan 2016 – Jan 2017	500.00	100.00	600.00
431	Quadron Services Ltd	Bin emptying and dog waste services	January 2016	160.00	32.00	192.00
432	SSE Contracting Ltd	Street lighting repairs	Third Quarter	128.20	25.64	153.84
433	Elite Security Group	Alarm call out fee SPH	29 December 2015	25.00	5.00	30.00
		TOTALS		18,792.68	1,429.25	20,221.93

	Petty cash - December
Coffee	8.00
Office supplies	12.03
Lunch meeting	9.55
SWP tap	4.99
Window cleaning	24.00
Gift for Janet Woodruff	25.00
Stamps and postage	19.44
SPH paint samples	17.32
Vodafone top up	10.00
TOTAL	130.33