

Minutes approved on:	
-------------------------	--



Clerk: Mrs S E Roberts
 Shinfield Parish Hall
 School Green
 Shinfield
 Reading
 RG2 9EH
 Tel: (0118) 988 8220
 E-mail: clerk@shinfieldparish.gov.uk
www.shinfieldparish.gov.uk

DRAFT

Minutes of a meeting of Shinfield Parish Council held on Monday 10 December 2018 in the John Heggadon meeting room at Shinfield Parish Hall, commencing 19.30 hrs.

Present: Cllr's E Brown, I Clarke, P Emmet; A Grimes, P Hughes (Ch), L James, D Lias, I Montgomery, D Peer and G Gray

Attending: S Roberts (Clerk), Jo Skidmore (Committee Secretary), Mike Balbini (Observer), B/Cllr's, P Batth, C Haitham-Taylor, S Munroe

18/77 **Public questions**

77.1 There were no public questions

18/78 **Apologies and declarations of members' interests**

78.1 Apologies were received from Cllrs. Boyer, Jahromi and Reid and B/Cllrs. A Pollock and B Patman

78.2 There were no changes to members' declarations of pecuniary interest. Cllr. Montgomery declared an interest in item 5.1 as a Trustee of Shinfield United Charities.

18/79 **Minutes**

79.1 It was proposed by Cllr. Hughes and seconded by Cllr. Peer and **RESOLVED** unanimously that the minutes of the Council meeting held on 12 November 2018 were a correct record of the meeting and these were signed by Cllr. Hughes.

79.2 Actions

79.2.1 Shinfield Community Centre Consultation Events

Cllr. Hughes confirmed that these had now taken place.

79.2.2 Remaining dates to be circulated to the committee

This action was noted as complete. Council were reminded that most meetings scheduled for 2019 would take place on a Thursday.

79.2.3 Spencers Wood Community Facilities

See agenda item 80.3

79.2.4 Blue Bags and Waste Sacks

Cllr. Hughes confirmed that Peter Baveystock had refused the request for payment for administering blue bags and waste sacks but had suggested that WBC could help by collecting cash received. He also stated that receipts and accountability were not required.

A discussion was held in which various concerns were raised.

It was proposed by Cllr. Grimes and seconded by Cllr. Gray and **RESOLVED** by the majority that bags continue to be issued based on the advice received from WBC, which would reduce the burden of administration, until the auditor had clarified whether the process was satisfactory. The issue would then be brought back to Council. Cllr. Hughes abstained from the vote.

79.2.5 CCTV Proposals

Cllr. Hughes confirmed that this was in progress.

79.2.6 VAT Registration

Cllr Grimes confirmed this item was in hand.

79.2.7 Survey Solutions Community Centre Site

Cllr. Hughes confirmed that the survey had been completed but no report had been received by the council to date.

79.2.8 Shinfield United Charities Trustee

See agenda item 5

Matters Arising

- 79.2.9 Cllr. Hughes confirmed that a reduced hire rate had been agreed with the After-School club backdated to 1st December 2018 and valid until July 2019
- 79.2.10 Cllr. Hughes noted his intention for the office refurbishment to commence in January 2019.
- 79.2.11 Cllr. Clarke informed the Council that he had met with Nigel Frankland, Strategic Estates Manager, Reading University, regarding the provision of cricket facilities for the parish. He expressed concern about the lack of progress noting to Council that there were three senior teams in the Parish with not enough space to play.

It was **AGREED** that a request would be made to the University of Reading to provide a schedule of when sports pitches were going to be delivered and to Chris Howard, Planning Officer at WBC, as to which provisions had been confirmed to date.

18/80

Reports

80.1 Chairman's Report

- 80.1.1 The appointment of Mike Balbini as the Parish Clerk was acknowledged.
- 80.1.2 Cllr. Hughes noted that he had met with Mark Redfearn, Policy Manager at WBC to discuss plans for community centre and that consultation events had been held.
- 80.1.3 Confirmation of Cllr. Hughes attendance at the Pearmans Croft Residents Association AGM was given.
- 80.1.4 Cllr. Hughes noted that offers had been received for the grey and red Parish Hall chairs that were no longer required. It was agreed that the F&GP committee would discuss the propositions at their meeting on Monday 17 December.

80.2 Borough Councillors Reports

- 80.2.1 B/Cllr. Haitham-Taylor confirmed the appointment of Susan Parsonage as the new Chief Executive of Wokingham Borough Council noting that she would be taking up her position in March 2019.
- 80.2.2 B/Cllr. Munro confirmed that the first of 8 public consultations had taken place on the location of new housing in the region commenting that it was well attended.
- Concerns were expressed by the Parish Council that many residents had not received notification of the events. B/Cllr. Haitham-Taylor suggested that the Parish Council compile a list of postcodes where leaflets had not been received to enable Wokingham Borough Council to act.
- 80.2.3 B/Cllr. Haitham-Taylor confirmed that B/Cllr. Mcghee-Sumner had been appointed as the new leader of Wokingham Borough Council.
- 80.2.4 B/Cllr. Bhatt thanked Cllr. Montgomery and Cllr. Brown for their attendance at a recent adult social care event. He offered congratulations to local resident Janet Woodruff on winning the Mayor's roll of honour award. He also noted that parking issues continued in Shinfield for which he was still in search of a solution.

80.2.5 Cllr. Hughes asked whether WBC was ensuring compliance with the new HMO legislation. B/Cllr. Haitham -Taylor suggested that the Parish Council write to the new leader of Council to ask for the issue to be put back on the agenda.

80.2.6 Cllr. Grimes requested that WBC planners take insufficient space for parking for HMO's into consideration in its policy.

80.3 **Committee reports:**

80.3.1 Recreation and Amenities Committee

80.3.1.1 Cllr. Clarke gave a verbal update of the meeting that had taken place on 26 November 2018 noting the opening of the recreation ground at Millworth Lane and acknowledging the role that Cllr. Boyer and the Clerk had played in achieving this.

80.3.1.2 B/Cllr. Munro confirmed that a decision on moving the library in Spencers Wood would be made at a meeting in February. The Parish Council commented that there was a currently lack of information as to the intentions of WBC regarding community facilities at Spencers Wood.

80.3.1.3 It was **AGREED** that the Chair would write to WBC to request a copy of S106 in relation to the Ryeish football pitches and Deardon Field land swop to enable the issue to progress

80.3.1.4 It was proposed by Cllr. Clarke and seconded by Cllr. Peer and **RESOLVED** by all members that the minutes of the 26 November meeting be noted.

The B/Cllrs left the meeting at 8:25pm

80.3.2 Planning Committee

80.3.2.1 Cllr. Peer gave a verbal update of the meeting that had taken place on 3 December 2018 noting reasons for the refusal on appeal of planning application 171916 for a dementia care home in Three Mile Cross.

It was **AGREED** that Cllr. Peer would look at previous planning applications made in the area to see if they had been refused on a similar basis.

It was **AGREED** that at the next full Council meeting the Parish Council would seek an understanding from the borough councilors regarding the expenditure of developer contributions on existing council properties rather than new build affordable housing.

80.3.2.3 It was proposed by Cllr. Grimes and seconded by Cllr. York and **RESOLVED** by all members that the minutes of the 3 December meeting be noted.

80.3.4 Staffing Committee

80.3.4.1 Cllr. Grimes gave a verbal update of the Staffing Committee meeting held on 4 December 2018 noting the appointment of the Parish Clerk.

80.3.5 Community Services Committee

80.3.5.1 Cllr. Montgomery gave an overview of the meeting held on 6 December 2018 noting in particular:

- Additional grant payments for 2018-19 had been approved. These were noted by full Council.
- Youth provision discussions were ongoing. Cllr. Brown and Montgomery had met with Cherish Risi-Elford, Youth Support Worker, earlier that day.
- Cllr. Clarke requested that advertising of the Parish Hall facility, should be increased. It was **AGREED** that this would be referred to the Communications committee.

80.3.5.2 It was proposed by Cllr. Montgomery and seconded by Cllr. Grimes and **RESOLVED** by all members that the minutes of 6 December meeting be noted.

80.4 **Reports from Outside Bodies:**

80.4.1 BALC AGM

Cllr. Peer commented on her attendance at the BALC AGM and confirmed that an agreement would be in place shortly for HALC to provide backroom services for BALC in order to increase efficiency and reflecting the precedent set by other ALC's.

The Clerk requested that consideration was given to HALC's training offer to ensure that it did not result in reduced delivery for BALC. The Clerk also commented that the fee for training at HALC was lower than the BALC price due to a subsidy from Hampshire County Council.

80.4.2 The Fields Neighbourhood Action Group

Cllr. Peer confirmed her attendance at the Fields Neighbourhood Action group where parking and speeding had remained the prime areas of concern.

80.5 **Clerk's Report:**

80.5.1 The Clerk offered her congratulations to her successor and stated that they would be working together to ensure an efficient handover.

80.5.2 The last few months had been dominated by recruiting and supporting staff and a strong team ethos was being shown. Policies and procedures and a new staff handbook were in place, but the website would need to be reviewed. The Clerk stressed the importance of providing a pleasant working environment for staff.

80.5.3 The Clerk noted that the Parish Council was well placed in terms of accountability and governance having recently passed an audit and meeting GDPR obligations.

80.5.4 The Clerk detailed some of the highlights of her tenure and said that it had been a honour and a please to serve the Parish Council. She invited full Council to a farewell drinks and nibbles taking place at the Parish Hall on 21 December from 9.30am until 12 noon.

80.5.5 The Council thanked the Clerk for her sterling service.

18/81 **Appointment to Shinfield United Charities**

Cllr. Hughes confirmed that the land purchase from Shinfield United Charities was unlikely to complete until January due to solicitor delays.

It was noted that Cllr. Jerhomi had volunteered to become a Trustee of Shinfield United Charities on behalf of the Parish Council however given his absence from the meeting, approval of the appointment was deferred until January.

18/82 **Shinfield Community Centre**

Cllr. Grimes gave a verbal update noting that the deadline for applications for an employer's agent to oversee the project was Friday 14 December. It was noted that lack of parking for the new community centre remained an issue.

18/83 **Save Our Villages**

Cllr. Grimes noted that a public event that had taken place had not been well attended but had attracted new people. Walking events were planned for 5,6,12,13 January on the fields marked for development. Cllr. Grimes confirmed that the local plan update needed to be responded to by 15 February 2019 and that draft responses were in place, informed by the campaign. Cllr. Grimes undertook to ask Cllr. Peer if the Planning committee would adopt those responses.

18/84 **IT Hardware/Software Upgrade**

Cllr. Hughes gave an overview of the paper circulated prior to meeting outlining proposals for an IT hardware and software upgrade for the Parish Council. It was confirmed the Parish Council was in a contract with MFG, who had prepared the proposal, until July 2019.

Concerns were raised about the level of information provided and whether the proposal met the needs of the Parish Council going forward.

In order to better understand the proposal, it was **AGREED** that MFG would be invited by the Clerk to give a presentation at 7pm on 24 January before the F&GP meeting which would now commence at 8pm. All councilors were invited to attend the presentation.

It was **AGREED** that the projector should be moved to the hall as soon as possible.

18/85 **Change to Financial Regulations**

It was proposed by Cllr. Emmet and seconded by Cllr. Clarke and **RESOLVED** unanimously to amend the current wording to include **fixed and** variable direct debits and **add** Parish Council Credit Cards, NEST (pension payments) and Contract Rentals to the list of transactions.

18/86 **Locality Convention 2018**

Cllr. Montgomery gave an overview of the Locality Convention 2018 that he had attended on 7/8 November 2018 in Bristol, which was noted.

18/87 **Invoices for Payment**

It was proposed by Cllr. Grimes and seconded by Cllr. Peer and **RESOLVED** by full Council to pay the invoices for November and December 2018 as per the schedule in Appendix 1.

18/88 **Correspondence**

The Clerk confirmed that all correspondence items had been circulated to Council prior to meeting and as per the agenda.

In addition, the Clerk highlighted that the precept notification for 2019/20 would be submitted to F&GP and must be submitted to the Borough by 4 February 2019.

18/89 **Dates of Future Council meetings**

The date of the next meeting was confirmed as **Thursday 17 January 2019**, 7.30 pm and the list of future council dates was noted.

The meeting closed at 21:55 hrs.

Action items:

Minute Ref	Details	Action by
79.2.4	Clerk to ask Auditor for advice on process recommendations received from WBC over accounting for blue and garden waste bags to bring back to Council.	Clerk
79.2.5	Proposals for a replacement CCTV system to be bought back to Council	Cllr. Clarke/Hughes
79.2.11	Request to be made to UoR and Chris Howard, WBC planning officer, regarding the provision of Cricket facilities.	Chair
80.2.1	Clerk to compile list of postcodes where consultation leaflets had not been delivered	Clerk
80.2.5	Clerk to write to WBC Council Leader to request that the issue of HMO is put back on the agenda.	Clerk
80.3.1.3	Clerk to write to WBC to request a copy of S106 in relation to the Ryeish football pitches and Deardon Field land swop to enable the issue to progress.	Chair
80.3.2.1	Cllr. Peer to review previous planning applications made in the area of the proposed dementia care home to see if they had been refused on	Cllr. Peer

	a similar basis.	
80.3.2.	Parish Council to seek an understanding from the borough councillors regarding the expenditure of developer contributions on existing council properties rather than new build affordable housing.	All
18/81	Cllr. Jahromi's appointment to Shinfield United Charities to be deferred to January Council	Clerk
18/83	Cllr. Grimes to refer Save Our Villages response proposal to the Planning committee	Cllr. Grimes
18/84	MFG to be invited by the Clerk to give a presentation on their IT proposal at 7pm on 24 January and	Clerk
18/84	Projector to be moved to hall.	Clerk

APPENDIX 1: Invoice items for the November 2018 council meeting

Payee	Purchase	Date	Method of Payment	net	vat	total
				£	£	£
Queensbury Shelters	Cleaning 4 shelters on 20/10/18 (one off agreed in January 2018)	12/11/2018	BACS	220.00	44.00	264.00
British Telecom	Calls, Recurring Charges and Broadband Qtr 3 (old system)	05/11/2018	BACS	866.96	173.39	1,040.35
BDS Building Services	Preparation of Drawings and cost plans and attendance at design brief meeting - Spencers Wood Village Hall	12/11/2018	BACS	4,120.00	824.00	4,944.00
British Telecom	Telephone Rental and Charges (November) Shinfield Voluntary Car Service	08/11/2018	DD	38.00	7.60	45.60
P Hughes	Reimbursement of Expenses - Artwork for British Legion Remembrance Day Banner.	01/11/2018	BACS	16.00		16.00
British Telecom	New Charges and Connection - New System Shinfield Parish Hall	14/11/2018	BACS	165.86	33.17	199.03
Select Environmental	October - Emptying 15 Litter Bins (3 collections) and 2 Double Bins (1 Collection)	31/10/2018	BACS	416.50	83.30	499.80
MFG Corporate	IT Monthly Support (Hosted Exchange, lap top support, online back up and software renewals.	16/11/2018	BACS	468.94	93.79	562.73
Ellis Whittam	Human Resources Core Service, Consultancy and Insurance - 12 mths to 12/11/2019	27/11/2018	BACS	5,402.50	1,047.20	6,449.70
Castle Water	Water and Waste - Clares Green Allotments, Spencers Wood Pavilion and Arborfield Rd Allotments	09/11/2018	BACS	145.25		145.25
Employees on Payroll	November Salaries	27/11/2018	BACS	8,364.36		8,364.36
NEST	Pension Contributions - Ers and Ees for November 2018	November	DD	104.14		104.14
HMRC	November Salaries - PAYE and NI, E'ers and E'ees	November	BACS	2,276.59		2,276.59
Berkshire Pension Fund	November Payroll - E'ers and E'ees Contributions	November	BACS	940.88		940.88
Imagin Products Ltd	Name Badges for New Staff and Councillors	26/11/2018	BACS	35.60	7.12	42.72
Loddon Reach Magazine	Display Advert 1 issue (Dec 2018 and Jan 2019)	10/11/2018	BACS	41.70		41.70
A King	Business Mileage (32.5 miles) - October 2018	31/10/2018	BACS	14.63		14.63

Witchalls Fencing	Supply and Erect Bollards	22/11/2018	BACS	265.00		265.00
Hamblin Watermains	Investigate possible leak and carry out repairs - Clares Green Road Allotments	20/11/2018	BACS	284.52	56.90	341.42
Lister Wilder	Tools and Protective Clothing for Facilities Manager	27/11/2018	BACS	1,126.87	218.57	1,345.44
Annie Lamping	Remembrance Day 100 years Banner - Design Costs	31/10/2018	BACS	100.00		100.00
A1 Locksmiths Ltd	New Keys - Facilities Manager	27/11/2018	BACS	106.26	21.25	127.51
Berks Assoc of Parish Councils	Training J Mason - "Setting your Councils Budget"	07/11/2018	BACS	43.00	8.60	51.60
BIFFA	Trade Waste(Weekly) and Trade Recycling (Fortnightly)Shinfield Parish Hall - Qtr 4 (3 mths)	23/11/2018	BACS	289.12	57.82	346.94
Carrera	Fee for Website Support (November 2018)	15/11/2018	BACS	86.66	17.33	103.99
Chris Blow	Sept/Oct and Nov - Mow and Strim Church Lane (5 @ £45), Fit New Bin (£25) and Bin Emptying (8 rounds @ £70.00)	30/11/2018	BACS	810.00		810.00
James Reid	Reimbursement for Xmas Tree and Barrel purchased from Dobbies	20/11/2018	BACS	350.00	69.99	419.99
Wokingham Borough Council	Monthly Instalment of Business Rates (paid at bank)	01/12/2018	DD	817.00		817.00
Petty Cash	See Summary below	30/11/2018	CQ	192.02	1.76	193.78
SSE Southern Electric	Electricity Shinfield Parish Hall - 25/8/18 to 21/11/18	26/11/2018	BACS	561.98	112.39	674.37
SSE Southern Electric	Electricity - Outside Power Supply School Green	03/12/2018	BACS	19.85	0.99	20.84
Technology and Communication Services	Provide and Operate a Public Address System - Remembrance Day Service	30/11/2018	BACS	160.00	32.00	192.00
MFG Corporate	Solving Intermittant E- mail Problems - Chairman SPC	04/12/2018	BACS	85.00	17.00	102.00
Minster Cleaning Services	Cleaning Shinfield Parish Hall (daily) and twice weekly at Spencers Wood pavilion plus the Initial Deep Clean Spencers Wood Pavilion	03/12/2018	BACS	1,100.58	220.12	1,320.70
Dunster and Morton	Charities Act Valuation for SUC - Sale of Land Parish Hall	26/11/2018	BACS	850.00	170.00	1,020.00
Wokingham Borough Council	Balance of £6,000 approved by June Council towards SUC's legal fees (Blandy and Blandy) etc for purchase of parish hall land - see invoice ref 425 (above) and ref 114 (paid in June 2018)	30/11/2018	BACS	3,484.00		3,484.00
Peter Hughes	Reimbursement of Refreshments for the Volunteers Night on 30/11/18	30/11/2018	BACS	565.52		565.52
Wokingham Borough Council	Shinfield Parish Council's legal fees	15/11/2018	BACS	1,730.63	337.73	2,068.36
Kerry Taylor	Mileage Claim for November (66 miles)	30/11/2018	BACS	29.70		29.70
Token Security	Call out to Shinfield Parish Hall on 19/11/18	30/11/2018	BACS	20.00	4.00	24.00

S Roberts	Mileage Claim for November (50 miles)	30/11/2018	BACS	22.50		22.50
SSE Southern Electric	Spencers Wood Pavilion Electricity - Clares Green Road (August to November)	30/11/2018	BACS	146.65	7.33	153.98
Castle Water	Spencers Wood Pavilion - Water and Waste November 2018	08/12/2018	BACS	43.55		43.55
E-on	Standing Charge and estimated usage for Electricity for Former RBL Building	29/11/2018	BACS	187.82	7.39	195.21
Spencers Wood Mother and Toddler Group	Grant approved for soft play equipment by Community Services Committee on 6th December	06/12/2018	CQ	1,513.91		1,513.91
	Total			38,630.05	3,674.74	42,304.79

Petty Cash - November 2018		
Cost Centre	Expenditure	Invoice Ref 419
Council Administration	Travel Expenses	4.00
Council Administration	Office Expenses - Tea, Coffee Milk	20.01
Council Administration	Postage Large Letters and Council Agendas and Recorded Delivery (VAT forms)	27.58
Shinfield Parish Hall	Window Cleaning - Internal and External	45.00
Shinfield Parish Hall	Minor repairs and parts	24.03
Communications and Events	Remembrance Day Wreaths - SPC	50.00
Communications and Events	Volunteers Evening	23.16
	Total	193.78