

Minutes approved on:	
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DRAFT

Minutes of an Extraordinary meeting of Shinfield Parish Council held on Thursday 16 August 2018 in the John Heggadon meeting room at Shinfield Parish Hall, commencing 20.00 hrs.

Present: N Boyer, I Clarke, P Emmment, G Gray, A Grimes, P Hughes (Ch), L James, D Lias, I Montgomery, D Peer, J Reid.

Attending: S Roberts (Clerk), J Mason (Finance Manager)

18/38 Public questions

38.1 There were no public questions

18/39 Apologies and declarations of members' interests

39.1 Apologies were received from Cllr Hewett.

39.2 There were no declarations of members' interests.

39.3 There were no changes to members' declarations of pecuniary interest.

18/40 Shinfield Community Centre

40.1 Cllr Grimes reported that following the recent RIBA competition, AOC Architecture Ltd had been announced as the winning bidders for the provision of architectural services for the new Shinfield Community Centre building. Having presented the project to the public at the South of M4 Forum on 4th June 2018 and met with representatives from both the parish council and WBC at the project commencement meeting at Shinfield Parish Hall on 2nd July 2018, AOC had now advised the parish council of the details of their appointment and fee proposal. This included the role specifications, design services and other services, standard RIBA conditions for the appointment of an architect, and project management plan. A first invoice had been presented which included the fees due to each sub-contractor. Cllr Grimes confirmed that a total budget of £2.3m had been agreed for the community centre project, to include construction fees and fitting out, at optimum bias.

40.2 Members noted there was a contractual obligation with the University of Reading to submit a planning application by 15th September and that a 6-month extension had been requested to March 2019. However, although an agreement by email had been received, to date there was no legal deed of variation in place, and official confirmation of this should be sought as soon as possible.

40.3 Following a discussion, members agreed that the parish council is classed as a "non-competent designer", hence further discussions need to take place with AOC regarding project compliance with the 2015 Construction Design Management (CDM) regulations as well as the relevant Health and Safety legislation and guidance for the pre-construction phase. If AOC cannot fulfill the obligations, then the parish council would have to appoint its own project manager or extend the employers agent role.

It was proposed by Cllr Grimes, seconded by Cllr Lias, and **RESOLVED** unanimously by council that the parish council would sign the letter of appointment with AOC up to a maximum of £150k excl. VAT for the fees, on the basis of these including compliance with CDM requirements. The Clerk agreed to take this forward with AOC at the earliest opportunity.

18/41

Millworth Lane Playground

41.1 Cllr Clarke introduced a report by the Recreation and Amenities Committee (previously circulated) which summarized the recent procurement exercise undertaken to refurbish Millworth Lane playground. It was noted that 4 quotations had been received, and that following an assessment of the bids, manufacturers/suppliers Proludic was the preferred supplier, at a cost of £96, 514 plus VAT. Email approval for the works had been received from both the University of Reading as landowner of the whole site, and Shinfield Association, who had a 99-year lease on the land to 2046.

41.2 It was proposed by Cllr Clarke, seconded by Cllr Boyer and **RESOLVED** by full council that the recommendation from the Recreation and Amenities Committee be accepted that Proludic be appointed to replace the playground at Millworth Lane at a cost of £96, 514 plus VAT, plus a contingency of 10%, subject to obtaining a formal licence from Shinfield Association for the contractors to enter the land to undertake the works. This amount would be taken from the council's reserves. Council further **RESOLVED** to delegate authority to the Recreation and Amenities Committee to oversee and progress all the related works.

Cllr Peer abstained from the decision.

18/42

Spencers Wood Carnival 2018

42.1 Cllr Hughes advised members that the 2018 Spencers Wood Carnival was taking place on Saturday 15th September 2018 on Spencer's Wood Recreation Ground. As main sponsors, the parish council would have a its own gazebo in a prominent position on the ground with 2 main themes: (i) "Stop speeding - 30 m.p.h. maximum; and (ii) "No more development "campaign against future development in the parish, following on from the public meeting held in the parish hall on 14th August.

42.2 Cllr Hughes asked for volunteers to man the parish council's stall throughout the day, and also assist the Clerk with the erection and dismantling of the stall at the beginning and the end. It was agreed the Clerk would circulate a rota over the next few days for members to complete. Cllr Gray advised she was not available that day.

18/43

Invoices for payment

It was proposed and **RESOLVED** that invoices 170 – 209 for August, including salaries for July, be **APPROVED** and paid. Please see appendix 1.

18/44

Correspondence

The following items of correspondence were noted:

- WBC's Major Developments Newsletter highlighting the "Minerals and Waste Plan Consultation", which included a drop-in session on 10th September from 4.30 – 8pm. At the Three Mile Cross Church Centre. Members expressed considerable concerns that this event was not in the format originally anticipated and asked the Clerk to contact WBC to this effect, requesting instead a formal public meeting;
- Notification from WBC on opening of Ryeish Green sports hub on 20th August, and invitation to the official opening event on Wednesday 26th September at 7pm;
- BALC July Newsletter, including confirmation that the BALC County Executive Officer was leaving BALC on 3rd August. Cllr Peer advised council that the BALC Executive was currently looking at "cluster" arrangement with other councils for the next 6 months;
- Planning meeting on 27th September, 7.30 – 9pm at St Mary's Church for local organisations and businesses to consider celebrations for the 950th Anniversary of St. Mary's Church in 2019;
- Thames Valley Police Emergency Services Day in Arborfield on 25th October 2018.

18/45

Date of next meeting

The date of the next meeting was confirmed as Monday 10 September 2018.

The meeting closed at 20.55 hrs.

Action items:

Minute Ref	Details	Action by
40.2	Seek legal deed of variation from University of Reading to extend contractual obligation for planning permission for new community centre by 6 months to March 2019	Clerk
40.3	Seek clarity with AOC on CDM compliance for new community centre	Clerk
41.2	Seek licence from Shinfield Association to enter land at Millworth Lane Recreation Ground and undertake improvement works to playground	Clerk
41.2	Oversee and progress all works related to refurbishment of of Millworth Lane playground	Cllr Clarke, and R&A committee
42.2	Sign up to man parish council's stand for at least one hour at Spencers Wood Carnival	All councillors

APPENDIX 1: Invoice and payment items for the August 2018 council meeting

Invoice	Grant	Cost centre	Payee	Purchase	Date	Method of Payment	net	vat	total
170		4355/201	Hillier Fox	SPH Retention - paid 1/8/18	Jul-18	Paid	2,769.56	553.89	3,323.45
171		4075/101	BT	Telephone Rental, Calls , Broadband - will be direct debited	Jul-18	Paid	40.00	8.00	48.00
172		41**/301	AOC Architecture Ltd	Design Fees - New Community Centre	Jul-18	BACS	7,592.00	1,518.40	9,110.40
173		4086/401	D2D Distribution	Distribution Newsletter June 2018	Jun-18	BACS	485.00	97.00	582.00
174		4040/101	BALC	Course Fee - L James	Jul-18	BACS	86.00	17.20	103.20
175		4085/401	Carrera UK	Website Fee July 2018	Jul-18	BACS	86.66	17.33	103.99
176		4203/208	Graffiti Events	Mural Graffiti Workshop - Youth Club Activities - Paid 13/8/18	Jul-18	Paid	350.00	0.00	350.00
177		4400	Nicholas Smith	Grounds Maintenance Various Open Space Sites	Jul-18	BACS	310.00	0.00	310.00
178		4047/101	MFG Corporate	IT Services and Mthly Support	Jul-18	BACS	376.46	75.29	451.75
179		4251	Castle Water	Water and Waste Charges	Jul-18	BACS	109.55		109.55
180:194		Various	Various	Salaries - paid 26/7/18	Jul-18	Paid	10,816.69		10,816.69
195		4401/205	Tudor Environmental	Large Compactor Bags	Jul-18	BACS	79.00	15.80	94.80
196		4203/208	Medical Services	First Aid Training for 2 Youth Workers	Jul-18	BACS	120.00		120.00
197		4402/205	Property Protection - S Povey	Installation of 3 Millenium Benches & Repairs Grazeley	Jul-18	BACS	3,000.00		3,000.00
198		4047/101	RBS	Software Support Additional Users	Jul-18	BACS	370.00	74.00	444.00
199		4254/206	Pest UK	Wasp Nest Millworth Lane Allotments	Jul-18	BACS	40.00	8.00	48.00
200		4403/205	Queensbury Shelters	Bus Shelter Repairs Brookers Hill / Hollow Lane & Cleaning	Jul-18	BACS	1,396.06	279.21	1,675.27
201		4254/201	Royal Electrics	Installation of Emregency Lighting and other wks	Jul-18	BACS	1,200.00	240.00	1,440.00
202		4257/201	Minster Cleaning	Office and Hall Cleaning	Aug-18	BACS	628.34	125.67	754.01
203		4400/205	Wessex Tree Services	Removal of Trees and Ivy and shrubs adj SPH	Jul-18	BACS	485.00		485.00
204		4403/20	Nigel Jefferies Landscapes	Grds Maintenance - Various Sites	Jul-18	BACS	594.00	118.80	712.80
205		4008/101	K Taylor	Mileage executing duties	Jul-18	BACS	27.90		27.90
206		4254/201	A1 Locksmiths	Spare Keys SPH	Aug-18	BACS	49.16	9.83	58.99
207		4075/101	BT Telecom	One Call Bill - Various Lines and Sites	May - July	BACS	816.50	163.30	979.80
				Telephone, Rental, Calls and Broadband	August	DD	41.50	8.30	49.80
208		Various	Barclaycard	Office Exps and Emergency Purchase of Cartridges for Toilets - will be paid by DD	Jul-18	DD	285.61	46.42	332.03
209		4357/201	Oakleaf Building Surveyors	Fees - Refurbishment of SPH.	Jul-18	BACS	1,960.82	392.16	2,352.98
				Total Invoices			34,115.81	3,768.60	37,884.41

Reconciliation	BACS	19,812.45	3,151.99	22,964.44
	DD	327.11	54.72	381.83
	Paid	13,976.25	561.89	14,538.14
	Total	34,115.81	3,768.60	37,884.41