

Minutes approved on:	
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Minutes of a meeting of Shinfield Parish Council held on Monday 19 August 2019 at Three Mile Cross church centre, commencing 19.30 hrs.

Present: Cllr's N Boyer, E Brown, I Clarke, P Emmet, A Grimes, L James, P Jahromi, D Lias, I Montgomery, D Peer,

Attending: Mike Balbini (Clerk), Jo Skidmore (Committee Secretary), Mr P Darley (resident), Mr M O'Brian (resident) and B/Cllr J Frewin.

19/81 Public Questions

81.1 There were no public questions.

19/82 Apologies and declarations of members' interests

82.1 Apologies were received from B/Cllr. Batth

82.2 There were no declarations of interest.

82.3 There were no changes to members' declarations of pecuniary interests.

19/83 83.1 Minutes

It was noted that pages two and three of the minutes had not been circulated to members and **AGREED** that these would be presented at the September Council meeting for sign off.

The minutes of the Council meeting held on 15 July 2019 that had been circulated were **APPROVED**.

Proposed: Cllr. Clarke Seconded: Cllr. Lias Approved Unanimously

83.2 Matters Arising from Previous Meeting

23.3.2.3 Spencers Wood Pavilion Business Case

See agenda item 84.3.2.

49.3.2.2 Cllr. Lias to evaluate the content of the SPC website and provide feedback to Cllr. Grimes. A proposal would then be submitted to F&GP.

See agenda item 88.

49.3.2.4 Loddon Reach grant application to be added to next Council agenda

It was confirmed that accounts had been received from Loddon Reach and that a grant had been approved at the Recreation and Amenities meeting that took place on 25 July.

49.3.3.3 Decision making policy and framework to be developed.

This item was noted as ongoing.

54.3 Meeting to be organised between consortium and SPC on development of land

This item was noted as ongoing.

60.3.3 Clerk to ascertain ownership of land referred to as common land within the parish

This item was noted as ongoing.

60.5.3 Clerk to collate a list of questions and forward them to the Chair for submission to the executive.

No further questions had been received. Members were asked to give this their consideration.

73.14 Clerk to invite Susan Parsonage CEO, WBC the choice of three meeting dates to attend a parish council meeting and visit the ward

The Clerk confirmed that he would progress this having returned from leave.

78.1 Cllr. Brown to prepare a report on behalf of SPC for submission to the Clerk by 29 August to be presented at the Planning and Highways Committee meeting in September

This item was noted as in progress.

79. Clerk to investigate improvements to aid the acoustics in the meeting room at the Church

The Clerk noted the use of microphones in the meeting room which it was agreed improved the quality of sound at the meeting table however guests sat away from the table were unable to hear. They were invited to join the meeting table.

80. Cllr Lias to prepare an update to the monthly development report for WBC

This item was noted as complete and to be presented at the next Development Board Meeting.

83.3 Matters Arising

There were no other matters arising.

19/84

Reports

84.1 Chair's Report

Cllr. Grimes noted the amount of activity in the Parish during July and August noting the following:

- The forum for residents south of the M4 had taken place which had appeared successful.
- The funeral for Cllr. Hughes had taken place at which Cllr. Grimes had given a eulogy. A request had been made by the wife of Cllr. Hughes for a memorial in the new community centre and an appropriate solution was being sought.
- SPC had become involved in the response to the CEMEX UK planning application attending meetings of RAGE and SOS and the Aborfield public meeting earlier in the month. Cllr. Grimes and Cllr. Peer would be meeting with the Chair and Chair of Planning of Aborfield Parish Council the following night to consider how they and SPC may work together.
- Cllr. Grimes and Cllr. Peer had met with Reading University and discussed a range of issues including:
 - Planning consent for the community centre
 - The consortium retail proposal
 - Boundary treatment to the community centre

- Planning application from CEMEX UK. It had been agreed that technical reports would be forwarded to SPC for information.
- Cllr. Grimes and Cllr. Clarke had met with representatives of the borough and discussed issues including:
 - The bus link which was couple of weeks from completion. A request had been made to WBC to confirm when the bus timetable would be available and how the bus service would link in with current services in Spencers Wood. The School Green roundabout extension to the bus route had been delayed until Summer 2020.
 - Deardon field and Ryeish football pitches swap
 - Pride in our Parish initiative. It was confirmed that WBC was considering issuing a licence to SPC to enable it to cultivate verges by highways at six locations.
 - Safety on the Hyde End Road footpath had been raised as the hedges had become overgrown. WBC had been encouraged to consider options to give the path a sense of greater personal safety. SPC had also agreed to give thought to how it might be maintained going forward.

Cllr. Lias noted that he had raised concerns with WBC regarding the concurrent closures of Church Lane and Hyde End Road and the diversion on Ryeish Lane diversion. It was acknowledged that the diversion was due to emergency work which could not be planned for.

- Cllr. Grimes had met with Chris Leslie at Shinfield United Charities and the overage agreement had now been agreed. They were now awaiting a response from their respective lawyers who it was hoped would implement their joint wishes.

84.2 Borough Councilors' Report

84.2.1 B/Cllr. Frewin noted the following:

- B/Cllr. Frewin was pushing with the housing department at WBC for action on anti-social behavior at Chestnut Crescent
- Footpath onto Hyde End Road: Cllr. Frewin had raised the issue with WBC.
- Concerns about safety at the Blackboy roundabout had been discussed. Some of the markings on the roundabout would be refreshed and a sign replaced to improve safety. Planners had stated that it was as designed. The roundabout would be reviewed after one year.
- Blackboy pub parking: Concerns had been raised about parking. The restaurant manager had been in contact with W/Bllrs to discuss concerns.
- B/Cllr. Frewin had raised the issue of speed limits which were now in design.
- Borough constitution changes - resident and other question put to WBC would now be recorded, monitored and left open until a response had been given
- Borough constitution – B/Cllr. Frewin had raised concerns about how consultations are managed citing the recent footpaths document which was 93 pages long and therefore not accessible.
- B/Cllr. Frewin had been working with property developers at Three Mile Cross to build relationships and encourage positive behavior during construction.
- The TPO process was being challenged in an aim to make it more customer friendly.
- B/Cllr. Frewin had been seconded on to the scrutiny committee.

84.2.2 Cllr. Frewin was asked about two missing footpaths. The Clerk undertook to get more information about the path to the west of the new school. B/Cllr Frewin confirmed that the missing footpath on Hyde End Road had been was in progress and with planning.

84.2.3 The Clerk noted that a resident had enquired about a missing children's play area and

undertook to obtain further details.

84.2.4 Cllr. Lias raised the issue of Carneys yard on Church Lane illegally being used for the storage of heavy goods vehicles without a licence. B/Cllr. Frewin undertook to follow the matter up with enforcements. Cllr. Grimes agreed to write to WBC planning on the issue copying in the B/Cllrs and Wayne Smith. The matter was referred to the Planning and Highways committee.

82.2.5 Written updates provided by B/Cllrs Batth and Munro prior to the meeting were noted. The Clerk undertook to contact the B/Cllrs to request that the updates provided are more parish specific.

84.3 Committee Reports

84.3.1 Planning and Highways Committee 4 July 2019

84.3.1.1 Cllr. Peer presented the minutes from 4 July and confirmed that minutes from the 1 August meeting would be presented at the September Council meeting.

83.3.1.2 Cllr. Clarke raised the issue of vegetation covering signage on Hyde End Road and asked if the Facilities Manager could clear it. The Clerk noted that this had been discussed however there were a number of health and safety issues to consider before carrying out work on highways. The Clerk considered that the task was the responsibility of WBC.

83.3.1.3 It was noted that signage coverage was an issue across the parish and agreed that the Clerk would invite the Head of Highways at WBC to look around the Parish copying in the B/cllrs. Cllr. Grimes asked members to get evidence of where signs were covered to provide as evidence to WBC.

83.3.1.4 Cllr. Peer confirmed that the ongoing enforcement issue at Mallards was now being dealt with robustly.

83.3.1.5 The minutes of 4 July were **APPROVED** as follows:

Proposed: Cllr. Emmet Seconded: Cllr. Brown Approved Unanimously

83.3.1.6 The re-submission of a planning application from CEMEX UK for a gravel extraction site in Aborfield was discussed. It was confirmed that a meeting had been held by local groups to inform residents of the proposals. The application had attracted significant media interest and large numbers of people had objected to the site via the WBC website. Hundreds of e-mails had been received by Cllr. Grimes and Cllr. Peer regarding the issue.

83.3.1.7 B/Cllr. Frewin noted that the planning application was, in places, factually incorrect and confirmed that work was taking place to provide robust response in preparation for the planning meeting at WBC on 11 September.

83.3.1.8 Cllr. Peer expressed thanks to all those involved in responding to date noting the scale of the efforts made.

83.3.1.9. The Clerk undertook to obtain a map from Pear mapping detailing the boundaries of Aborfield and Shinfield and marking the planned gravel extraction area.

83.3.1.10 Cllr. Peer requested that the Clerk compile a list of sports clubs in the area that could be contacted to engender support for the campaign noting the potential affect that the site could have on health.

83.3.1.11 It was **PROPOSED** that SPC fund up to 10 banners with the SPC logo on for the express purpose of supporting the principle of objection to the CEMEX UK planning application in line with the response made to the original planning application by the Planning and Highways committee.

Proposed: Cllr. Jahromi Seconded: Cllr. Boyer Approved by Majority

83.3.1.12 Cllr. Peer confirmed that David Learner, a consultant, had been commissioned by Cllr. Lias to draft a preliminary report for SPC on the CEMEX planning application which she was in receipt of.

83.3.1.12 A query was raised about a statement in the SPC newsletter stating that pedestrian access from Hyde End Lane to Shinfield Meadows was now approved and awaiting completion. The Clerk undertook to circulate clarity of the approval to members along with drawings.

83.3.1.13 Cllr. Clarke reminded members to provide the Clerk and his staff with items for the parish newsletter.

83.3.1.14 Cllr. Lias confirmed that he was in the process of collating information on the CEMEX application under the heading of management of waste in line with guidance contained in the CPI booklet how to respond to a planning application.

84.3.2 Recreation & Amenities Committee 25 July 2019

The minutes of 25 July were **APPROVED** as follows:

Proposed: Cllr. Emmet Seconded: Cllr. James Approved Unanimously

Cllr. Clarke highlighted the following points:

- The Millworth Lane lease was now with the solicitors. Heads of terms had been received to take over the new allotments at Deardon Lane, the field extension at the new school and the extension of Deardon field which would be sent to the solicitors for checking.
- WBC was in the process of looking at obtaining a licence for SPC to plant bulbs on verges by highways at six sites.
- An open space between Hyde End Lane and Ryeish Lane had been designated to SPC to maintain noting that it would need to have an allotment in it in order to meet the agreement.
- The Deardon Field allotments would be opening on either 3 or 4 of September.
- A meeting would be taking place on 10 September at Spencers Wood pavilion to discuss the development. Mark Redfearn from WBC would be attending and all members were welcome.

84.3.3 Verbal reports from committees that had not convened since the last Full Council meeting

It was noted that the Finance and General Purposes committee would convene on 10th September. Cllr. James stated that he would be putting together proposals for approving expenditure and committee minutes and focusing on CIL priorities.

84.4 Reports from outside bodies

84.4.1 Home-Start AGM

The report circulated prior to the meeting was noted. Cllr. Brown noted that Home-Start had raised the issue of the increase of the number of children in the parish going forward and had asked SPC to give consideration to what facilities for children would be available in the new community centre.

84.4.2 The Fields Neighbourhood Action Group

A report had been circulated prior to the meeting. Cllr. Peer noted continuing issues with anti-social behavior on the estate opposite the SPC offices. B/Cllr Frewin asked that CCTV footage was forwarded to him so that he could Raise the issue with WBC.

The Clerk undertook to arrange for a letter of condolence to the police HQ in Kidlington to be sent by Chris Young at the NAG on behalf of SPC in respect of the loss of PC Andrew Harper.

84.4.3 The Community Centre

Cllr. Grimes confirmed that the design pack was virtually complete for tender. Cllr. Grimes had written to the consortium for a licence for land at the north of the site and a small triangle of land and sought confirmation from Chris Howard that this issue would not stop consent for the hall being given. SPC had negotiated with the GP practice on parking. The Clerk was asked to place the expression of interest on contract finder within 72 hours. The decision date for planning permission had been extended to 11 September. The most recent project team meeting had looked at how to market the building and professional advice was being sought. A consultant was also being hired to consider catering options.

B/Cllr. Frewin left the meeting.

19/85 SPC Project Listing

85.1 The SPC project listing was **NOTED**.

85.2 Cllr. Clarke requested that the listing was amended to show that the Deardon Field lease had not yet been received.

19/86 Neighbourhood CIL proportion report from WBC

86.1 Cllr. Grimes provided an overview of the CIL allocation report and breakdown of CIL by development report that had been provided by WBC.

86.2 The CIL allocation report up to the end of May and the breakdown of CIL by development report were **NOTED**.

86.3 The Core Strategy Highway summary was **NOTED**.

19/87 Invoices for Payment

The report of invoices for payment circulated prior to the meeting was **APPROVED**.

19/88 Website Update

The report circulated prior to the meeting was **NOTED**.

19/89 **By-Election**

89.1 Cllr. Grimes explained that should membership of Council drop below ten, SPC would no longer be functional as a parish council and subject to intervention by the local authority. In order to mitigate the risk it was necessary to arrange a by-election. SPC was seeking to obtain the general power of competence after the Clerk had obtained the CILCA qualification.

89.2 It was confirmed that to initiate a by-election ten people were required to write to Wokingham Democratic Services. The Clerk undertook to check whether a template letter for people to sign would be acceptable to Democratic Services and if so to arrange it within one week.

89.3 It was confirmed that vacancies existed in the following wards: Shinfield North (x2) Shinfield South (x1) and Shinfield Village (x2). Three potential candidates had stepped forward and the Clerk was following up on a possible fourth candidate.

89.4 The Clerk undertook to verify costs related to the election for sign off at the next Finance and General Purposes committee meeting.

19/90 **Correspondence**

90.1 The Clerk had received a request from the COO of Farley Farms to speak with members regarding the CEMEX UK planning application. He was asked to set up an evening meeting with Cllr. Grimes and Cllr. Peer.

90.2 An invite had been received from the Citizens Advice Bureau in Wokingham to an 80th anniversary celebration on 27th September. The Clerk would send details to Cllr. Montgomery and Cllr. James.

90.3 There were no further items of correspondence.

19/91 Next Meeting: 16 September 2019

Exclusion of the Press and the Public It was resolved that, in view of the confidential nature of the business transacted in relation to personal and business information, public interest that the public and press were excluded and asked to withdraw from the next items on the agenda.

Philip Darley and Mark O'Brien left the meeting.

19/92 92.1 The Clerk noted that although distribution of SPC newsletters had improved he felt that issues still existed with the current distributors. Three quotes had been obtained to carry out distribution going forward, including the current supplier, which were considered.

It was **PROPOSED** that Shareplan Leaflet Distribution be awarded the contract with the provision that if performance fell below 90% coverage SPC had the right to cancel it.

Proposed: Cllr. Boyer Seconded: Cllr. Montgomery Approved unanimously

92.3 Monthly Major Development report from WBC

92.3.1 A request from WBC for a payment of 3k relating to a footbridge in Grazeley were discussed. It was **AGREED** that a response should be made by the Clerk stating that this was regular maintenance of the footpath not subject to development pressures, therefore not covered by CIL and that the costs should be met by WBC.

92.3.2 It was **AGREED** that a Wellpoint health kiosk was not required as there was nowhere to locate it.

92.3.3 It was requested that the Clerk obtain from WBC examples of the fresh design and costing of village gates as detailed in the report.

92.3.4 The monthly major development report from WBC was **NOTED**.

The meeting closed at 22:10pm

Action Items:

Minute Ref	Details	Action By:
23.3.2.3	Spencers Wood Pavilion Business Case Business Case to be presented for the provision of new facilities at Spencers Wood.	Cllr. Clarke
49.3.2.2	Cllr. Lias to evaluate the content of the SPC website and provide feedback to Cllr. Grimes. A proposal would then be submitted to F&GP. Cllr. Lias to seek three tenders for work on the website for consideration to F&GP. This item was noted as ongoing.	Cllr. Lias
49.3.2.4	Loddon Reach grant application This item is now closed and the grant was approved at the last R&A Committee Meeting.	Clerk
49.3.3.3	Decision making policy and framework to be developed. Cllr Grimes to bring to Council a policy for developing assets in the parish	Cllr. Grimes
54.3	Meeting to be organised between the consortium and SPC on development of land. To be arranged and Clerk start to pull together an agenda for the meeting.	Clerk
60.3.3	Clerk to ascertain ownership of land referred to as common land within the parish.	Clerk
73.14	Clerk to invite Susan Parsonage CEO, WBC the choice of three meeting dates to attend a parish council meeting and visit the ward	Clerk
78.1	Cllr. Brown to prepare a report on behalf of SPC for submission to the Clerk by 29 August to be presented at the Planning and Highways Committee meeting in September	Cllr. Brown
83.2.2	Clerk to acquire more information on footpath to the west of the new school is apparently missing.	Clerk
83.2.3	Clerk noted to obtain further information from resident about a missing children's play area.	Clerk
83.2.4	Cllr. Grimes to write to enforcements copying in B/Cllrs. and Wayne Smith regarding the storage of vehicles at a Carneys.	Cllr. Grimes
83.2.5	Clerk to contact B/Cllrs to request more parish specific updates going forward.	Clerk
83.3.1	Clerk to invite the Head of Highways to meet with B/Cllrs and SPC to look at signage in the area covered by foliage. Members to get evidence of obscured signage in the parish.	Clerk and all
83.3.1.9	Clerk to obtain map of SPC and Aborfield boundaries and Cemex planned site.	Clerk
83.1.1.12	Clerk to circulate a drawing of the access from Hyde End Road to Shinfield Meadows with clarity of the approval.	Clerk
84.4.2	Clerk to arrange for NAG to write on behalf of SPC to Police HQ in Kidlington to express condolences on the loss of PC Andrew Harper	Clerk
84.4.3	Clerk to arrange for expression of interest to be placed on contract finder within 72 hours	Clerk
89.2	Clerk to check whether a template would be acceptable to obtain ten signatures to trigger a by election and if so to prepare one within one week.	Clerk

89.4	Clerk to confirm by-election costs.	Clerk
90.1	Clerk to set up an evening meeting with COO of Farley Farms, Cllr. Peer and Cllr. Grimes.	Clerk
92.3.1	Clerk to write to WBC to say that SPC did not consider that SPC should pay for the footbridge over the Grazeley footpath.	Clerk
92.3.3	Clerk required to obtain costing and design of new village gateway signs from WBC.	Clerk

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