

Minutes of a meeting of Full Council
Held on Wednesday, 22nd October 2025
At School Green Centre commencing at 19:30

Present: Cllrs Bowler, Boyer (Chair), Clarke, Hoyle, James, Johnson, Jones, Masseron, Montgomery and Peer

Attending: B Winton (Clerk)
BCllr Glover

25/101 Public Questions

101.1 BCllr Glover asked the following question

“In the light of the recent, unprecedented call for a parish council election in Shinfield North, making it less likely in the future that Shinfield Parish Council can recruit members through co-option, will the Parish Council consider submitting a response to the second consultation on the Community Governance Review, after thinking carefully about the practicality of the two large wards and the cost of administering elections in them.”

The Clerk advised that WBC Electoral Services had advised that the TOTAL costs for by-elections in two wards would be “around £8,000” depending upon how costs are shared with Earley Town Council who are having a by-election on the same day.

The Clerk advised that Full Council resolved at their meeting on 23rd July (25/81.1) to request a 10/8 for a two-ward council having rejected the original proposal from WBC for a 10/7/1 split. The Council voted 14 For 1 Against.

The Clerk drew members attention to Standing Orders 15a. “A resolution ... shall not be reversed within 6th months except by a special motion which requires written notice and is proposed by at least two members of the council or by a motion moved in pursuance of a report or recommendation of a committee).

15b prohibits another special motion for at least 6 months.



The WBC Officer managing the Governance Review had advised:

"From the consultation perspective there is nothing preventing Shinfield Parish Council responding to the consultation and:

- a) Reject the consultation proposal and reiterate previous position that the Parish Council wishes to become unwarded
- b) Support the 3-ward proposal put forward by WBC
- c) Reject the consultation proposal for 3 wards and support the Local Government Boundary Commission for England proposal from 2023 to have six wards including a new Shinfield Northeast ward. It was noted that the Northeast ward was expected to become part of Earley Town Council as part of the current review.
https://www.lgbce.org.uk/sites/default/files/2023-07/workingham_fr - shinfield.pdf
- d) Reject the consultation proposal for 3 wards and propose a different warding arrangement

It was anticipated that the required requests for a Special Motion would be received in which case the Clerk would arrange a single item special meeting of the Council.

25/102

Apologies and declaration of members' interests

- 102.1 Apologies for absence had been received from Cllrs Jahromi & Matic and the Deputy Clerk
- 102.2 There were no declarations of members' interest
- 102.3 Changes to members declaration of pecuniary interest

25/103

Minutes of the Full Council Meetings held on 24th September 2025 and 13th October 2025

- 103.1 Minutes of the Full Council Meeting held on 24th September 2025

The minutes of the meeting held on 24th September 2025 were approved and signed by Cllr Boyer as a correct record.

Proposed: Cllr Montgomery
Seconded: Cllr Clarke
Approved: Unanimously



103.2 Information on matters arising from the minutes of meeting held on 24th September 25:

- 25/86.1 ➤ Deputy Clerk to send all Cllrs nomination forms for the position of Chair of Shinfield Parish Council.

This had been done.

- Deputy Clerk to send out the agenda for an extraordinary meeting of Full Council to be held on 13th October.

This had been done.

25/89.2

- 25/25.2 Clerk to respond to Ministry of Housing, Communities and Local Government (MHCLG)

- Clerk to write to West Berkshire Council

This was on the agenda at Item 12

- Clerk to follow up with Defence Nuclear Organisation (DNO)

This was on the agenda at Item 12.

Cllr Jones joined the meeting

- 25/78.2 BCllr Rance to send the report on students affected by SEND provision to the Deputy Clerk for circulation

This has been done.

- 25/79.4 Clerk to circulate aerial images taken by Cllr Johnson of the areas discussed at the Planning and Highways Meeting held on 9th July 2025 to members of the council

This has been done.

- 25/79.8 Clerk to contact the Spring Gardens Focus Group to ask if Shinfield Parish Council could have an official representative at their meetings

This has been done.

- 25/91.1 Cllr Masseron and Clerk to revisit the standing orders to ensure that they cover amendments

It was agreed that this matter was now closed.

NB

- 25/91.3 Clerk to progress registering the land next to Alder Grove School as an asset of community value and report to the next meeting of Planning and Highways Committee

The Clerk to progress these. However it was recognised that the land adjacent to Alder Grove School was not likely to progress as it would not be possible to demonstrate community value as it was currently only a field.

ACTION – Clerk to progress registering the land next to Alder Grove School as an asset of community value and report to the next meeting of Planning and Highways Committee

- 25/92.1 An update and further discussion on the “Tin Roof Café” to be added to the agenda of the Extraordinary Meeting of Full Council on 13th October 2025

This had been done.

- 25/93.1 Clerk to add an agenda item on café expenditure to the Extraordinary Full Council meeting to be held on 13th October 2025

This had been done.

25/104

Extraordinary Full Council meeting held on 13th October 2025:

- 104.1 The Minutes of the Extraordinary Full Council meeting held on 13th October 2025:

The minutes of the meeting held on 13th October 2025 were approved and signed by Cllr Boyer as a correct record.

Proposed: Cllr Clarke
Seconded: Cllr Johnson
Approved: Unanimously

- 104.2 Information on matters arising from the minutes of meeting held on 13th October 2025:

- 25/98.1 Clerk to ensure that the vacancies for Cllrs Fernandes and Lias were advised to Wokingham Borough Council

This had been done.

25/105

Report from Borough Councillors

- 105.1 Report from Borough Councillors

Members **NOTED** the written reports from BCllrs Glover and Rance

Cllr Clarke thanked both BCllrs for their work in the parish.



105.2 Questions arising from the reports of the BCllrs

Cllr Hoyle followed up the issue of recycling bins at School Green Centre, and it was agreed to refer the matter back to the Facilities Committee.

BCllr Rance left the meeting

25/106

Reports from Committees and associated Working Parties

106.1 Members received the draft minutes of the Facilities Committee held on 1st October 2025 and an update from the Chair

Cllr Clarke drew members attention to the state of the orchard on Hyde End Lane.

Members **NOTED** the minutes of the Facilities Committee held on 1ST October 2025

106.2 Members received the draft minutes of the Children and Young Adults Committee held on 2nd October 2025 and an update from the Chair

Cllr Bowler had joined the committee. The Clerk was asked to convey to Oakbank School how smart pupils looked in their new uniforms.

Members **NOTED** the minutes of the Children and Young Adults Committee held on 2nd October 2025

ACTION – Clerk asked to convey to Oakbank School how smart pupils looked in their new uniforms

ACTION – Clerk to set up an Education Working Party meeting with Prue Bray et al

106.3 Members received the draft minutes of the Planning and Highways Committee held on 8th October 2025 and an update from the Chair

Members **NOTED** the minutes of the Planning and Highways Committee held on 8th October 2025

106.4 Members received the draft minutes of the Finance and General Purposes Committee held on 15th October 2025 and an update from the Chair

Members **NOTED** the minutes of the Finance & General Purposes Committee held on 15th October 2025

106.5 **Report from the Chair of the Council**

The Chair advised that he had been reaching out the Chairs of each of the council's committees.

106.6 **Reports from Outside Bodies**

There were no reports from outside bodies, but Cllr Montgomery advised that he would be attending the next AWE meeting the following week.

25/107 **School Green Centre Cafe**

107.1 Update from the Café working party on the initial period of trading of the Café

The Clerk advised that the café had made a good start in its first 9 days of trading. Hot food service had begun on Monday 20th October. Lowest days Trading was Monday (£219) where the weather was terrible, but the highest was yesterday £680.25. Total Take for 9 days is £3,609 or £401.04 but still too early to take any trend data.

Hot drinks make up most of the top 10 items on sale. Cakes were selling well which was not the case with the previous operator.

25/108 **Neighbourhood Plan Renewal Working Party**

108.1 The next meeting of the Working Party was scheduled for 23rd October.

25/109 **Grant Applications**

109.1 The grant applications approved by the Grants Working Party and endorsed by the Finance and General-Purpose committee were put forward for ratification by Full Council.

Members agreed to approve the proposed grants in their entirety.

Proposed: Cllr Clarke

Seconded: Cllr Montgomery

Approved: Unanimously

ACTION – Clerk to arrange payment of the approved grants

109.2 A Capital grant application received from St Barnabas Church to permit further discussion with the church.

The Clerk clarified that this was not a request to authorise any grant but rather to confirm that further discussions could take place with St Barnabas regarding their request.

SPC policy is not to award grants to religious organisations unless they can show that the funding can be made use of by non-religious groups. In this case members felt that consideration of a grant was appropriate. The plans presented would allow services to resume in the church thereby freeing up the adjacent hall for community activities. It also provides greater flexibility in the Nave which would have the pews replaced with more flexible seating.

ACTION – Clerk to follow up the request for a capital grant form St Barnabas and open a dialogue with the church

25/110

Requests to Release Reserve Funds

- 110.1 A request from the Facilities Committee and endorsed by the Finance & General Purposes committee for the early release of funds from the Millworth Lane Recreation Ground Refurbishment project to remove two wooden Sheds and other items from the site.

The release of funds (£5,000) was approved in accordance with the quote obtained by the Facilities Manager. The Clerk was asked to ensure that the cost of ASB across the parish was communicated to residents.

Proposed: Cllr Hoyle
Seconded: Cllr Peer
Approved: Unanimously

ACTION – Clerk to ensure that the cost of ASB across the parish was communicated to residents.

- 110.2 A request from the Facilities Committee and endorsed by the Finance & General Purposes committee to release from General Reserves £4,000 to allow the Ryeish Green Pavilion Working Party to appoint a specialist to assist with the process of assessing options for the building.

Cllr Bowler offered to join the working party.

Proposed: Cllr Johnson
Seconded: Cllr Hoyle
Approved: Unanimously

25/111

Terms and Reference

- 111.1 The Terms of Reference for Ryeish Green Pavilion Working Party

Members considered the draft terms of reference for the Ryeish Green Pavilion Working Party.

Amendments were proposed to allow the working party to set their meeting schedule as required and also to appoint consultants as required within the working party's delegated authority.

Members agreed to adopt the terms of reference with these amendments.

Proposed: Cllr Johnson
Seconded: Cllr Peer
Approved: Unanimously

111.2 The Terms of Reference for the Neighbourhood Plan renewal

It was clarified that the Working Party would be responsible for making recommendations to the Planning & Highways Committee, but decision-making authority lay with the committee.

Proposed: Cllr Johnson

Seconded: Cllr Peer

Approved: Unanimously

25/112 Invoices for payment

The Clerk advised that Cllr Clarke had asked for clarification on some invoices and Cllr Clarke confirmed that he was content with the information that had been provided to him.

112.1 Lloyds bank payment of invoice within the Clerk's financial delegation.

Members **NOTED** the payments made within the Clerk's financial delegation

112.2 Barclays bank payment of invoice within the Clerk's financial delegation.

Members **NOTED** the payments made on Barclaycard within the Clerk's financial delegation

112.3 Payment due to be made that are out the Clerk's financial delegation.

There were no scheduled payments outside the Clerk's delegation.

25/113 Correspondence

113.1 Discussion on response from Defence Nuclear Organisation Secretariat

This had been covered earlier in the meeting.

25/114 Date of Next Meeting

114.1 The date of the next Full Council meetings will be held on 19th November 2025

Meeting ended at 21.00

List of Actions

25/91.3	Clerk to progress registering the land next to Alder Grove School as an asset of community value and report to the next meeting of Planning and Highways Committee	Clerk
25/106.2	Clerk asked to convey to Oakbank School how smart pupils looked in their new uniforms	Clerk
25/106.2	Clerk to set up an Education Working Party meeting with Prue Bray et al	Clerk
25/109.1	Clerk to arrange payment of the approved grants	Clerk
25/109.2	Clerk to follow up the request for a capital grant from St Barnabas and open a dialogue with the church	Clerk
25/110.1	Clerk to ensure that the cost of ASB across the parish was communicated to residents.	Clerk

NB

