

Minutes of a meeting of Full Council
Held on Wednesday, 23rd July 2025
At School Green Centre commencing at 19:30

Present: Cllrs Bowler* (Co-opted at minute 76.1), Clarke, Hoyle, Jahromi, James, Johnson, Jones, Lias, Masseron, Matic, Montgomery, Peer and Tatla (Chair)

Attending: BCllr Glover, Gray and Rance
B Winton (Chief Executive and Clerk)
S Herring (Deputy Clerk)

2 members of the public

25/74 Public Questions

74.1 There were no public questions.

25/75 Apologies and declaration of members' interests

75.1 Apologies for absence had been received from Cllr Boyer.

75.2 There were no declarations of members' interest

75.3 There were no changes to members declaration of pecuniary interest

25/76 Councillor Co-option

76.1 Wokingham Borough Council had confirmed that the vacancy created by the resignation of Cllr Grimes could now be filled by co-option. Members therefore considered the co-option of Corrine Bowler who had previously observed several council meetings, submitted a written statement outlining her background and the reason for wishing to become a councillor, and answered questions from councillors at the meeting. It was **AGREED** that Corrine Bowler be co-opted as a member of Shinfield Parish Council with immediate effect.

Members unanimously APPROVED the appointment of Corrine Bowler as Councillor for Spencers Wood and Three Mile Cross ward.

Cllr Bowler signed her acceptance of office and joined the meeting.

N. Mamer.
24/9/25

25/77 Minutes of the Annual Council Meetings held on 28th May 2025 and 25th June 2025

77.1 Minutes of the Annual Council meeting held on 28th May 2025

The minutes of the Annual Council Meeting held on 28th May 2025 were re-presented for approval following the request to amend the last sentence of minute 25/55.2.

"For the public to understand the commitment of individual councillors it was agreed to publish the attendance record of both parish and borough councillors at the Annual Council Meeting."

Proposed: Cllr Matic
Seconded: Cllr Peer
Approved: Unanimously

The minutes of the Annual Council meeting held on 28th May were approved and signed by the Chair as a correct record.

77.2 The minutes of the Annual Council meeting held on 25th June 2025

The minutes of the meeting held on 25th June 2025 were approved and signed by the Chair as a correct record

Proposed: Cllr Jahromi
Seconded: Cllr Clarke
Approved: Unanimously

77.3 The following matters arising from the meeting held on 25th June 2025 were discussed:

25/64.1 Deputy Clerk to amend the wording accordingly and represent the minutes for signing at the Full Council meeting on 23rd July 2025

This had been done.

Clerk to publish a table showing attendance of both parish and borough councillors in the papers for the Annual Council Meeting.

This would be done at the Annual Council meeting in 2026 as agreed at the June Full Council meeting.

25/25.2 Clerk to present responses from government departments to the Full Council meeting in July, subject to a response being received in relation to the significance of DEPZs.

Responses had been received from the following departments:-

- Ministry of Housing, Communities and Local Government (MHCLG)
- Ministry of Defence (MOD)
- Defence Nuclear Organisation (DNO)
- Office for Nuclear Regulation (ONR)

The Clerk reported that these responses did little more than reaffirm the belief that the DEPZ will act as a check on development within it. There was little recognition of the point SPC were making.

No responses had been received, despite reminders, from:-

- Foreign and Commonwealth Office
- Department of Work and Pensions
- Any Leader or Chief Executive of a Council

ACTION –

- Clerk to circulate responses to Councillors
- Clerk to respond to MHCLG
- Clerk to write to West Berkshire Council
- Clerk to follow up with DNO

- 25/37.1 Clerk to request that all clerks prepare a joint case to present to WBC regarding enforcing planning obligations with developers

The Clerk would do this at the next Clerks' Forum in October 2025.

ACTION – Clerk to request that all clerks prepare a joint case to present to WBC regarding enforcing planning obligations with developers at the Clerk's Forum in October 2025.

- 25/42.2 Clerk to report back once the lease had been signed by Fresh Berkshire Ltd (trading as Crumbs Ltd) and SPC

This has not yet been signed.

- 25/65.5 Clerk to display the notice of public access to AGAR on the parish notice boards and council website from 27th June to 7th August 2025

This had been done.

- 25/65.7 Clerk to inform Claire O'Connell of her reappointment as Internal Auditor for Shinfield Parish Council

This had been done.

- 25/68.1 Clerk to update the Standing Orders on the Council website

This had been done. A hard copy of the Standing Orders was distributed to all Councillors.

- 25/69.1 Clerk to arrange the implementation of the Equality, Diversity and Inclusion Policy

This had been circulated to all staff.

- 25/70.1 Clerk and Chair to develop an outline of a parish vision

This was on the agenda – see minute 82.1

25/78 Report from Borough Councillors

78.1 Report from Borough Councillors

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

78.2 Questions arising from the reports of the BCllrs

- Cllr Tatla referred to BCllr Rance's report relating to the SEND Governors Forum with WBC. Cllr Tatla would like to know how critical the situation was in Wokingham Borough and how many Shinfield Parish students were affected. BCllr Gray reported that this was one of the weakest areas, partly due to a high turnover of staff and increased demand. It was expected that this should improve. Cllr Rance agreed to investigate the numbers affected.
- Cllr Clarke raised the issue of maintenance on roundabouts. BCllr Rance reported that there simply was no money available to carry out this work. Cllr Masseron noted that sponsorship for roundabouts was the same price regardless of the size of the roundabout and suggested that there should be a price range relevant to the size.
- Cllr Clarke expressed concerns over the unfinished Taylor Wimpey sites and requested that WBC enforcement department follow these up.
- BCllr Gray reported that the papers for WBC Full Council meeting were on the website with details of the proposals for parish/town council boundary changes.
- Cllr Johnson asked whether there would be a pedestrian crossing by Lidl – WBC were monitoring the road but there were no plans to install a dedicated crossing.
- Cllr Jahromi reported that there was poor mobile phone signal in the area. BCllr Gray said that this was an issue for the phone companies and not WBC.

ACTION – BCllr Rance to investigate numbers of students affected by SEND provision in the parish.

25/79 Reports from Committees and associated Working Parties

79.1 Facilities Committee held on 2nd July 2025 and an update from the Chair

Cllr Johnson reported that Paul Westcott, University of Reading (UoR) was looking in more detail at the 3g pitch option. If agreement for the 3g pitch goes ahead work can then start on the redevelopment of Millworth Lane.

Members **NOTED** the minutes of the Facilities Committee held on 2nd July 2025

79.2 **Art Culture and Events Committee** held on 3rd July 2025 and an update from the Chair

Cllr Matic reported that the cinema will be operating as a film club. There were currently 300 members on the SPC Cinema Facebook page. Films would be chosen by the members.

Members **NOTED** the minutes of the Arts Culture and Events Committee held on 3rd July 2025

79.3 The revised terms of reference for the Art Culture and Events committee

Members **NOTED** the amendment to the terms of reference relating to the change in frequency of meetings.

79.4 **Minutes of the Planning and Highways Committee** held on 9th July 2025 and an Update from the Chair

Cllr Johnson offered to provide some aerial images to help with the areas discussed.

Members **NOTED** the minutes of the Planning and Highways Committee held on 9th July 2025

ACTION – Cllr Johnson to provide some aerial images to help with the areas discussed

79.5 **Minutes of the Staff Committee** dated 16th July 2025 and an Update from the Chair

Cllr James reported that the annual reviews of staff had taken place and there were no concerns. One member of the Customer Care Team would be leaving at the end of July.

Members **NOTED** the minutes of the Staffing Committee held on 16th July 2025

79.6 **Corporate Governance Working Party**

Work had now begun on reviewing the Financial Regulations with meetings taking place on a fortnightly basis. The model Financial Regulations produced by NALC were assisting with the process.

79.7 **Report from the Chair of the Council**

Cllr Tatla reported that she had written to Yuan Yang, MP requesting her to support the view of SPC in relation to the proposed new primary school. She was interested in the data relating to places in the next 5-10 years. BCllr Gray had access to this data and explained that circumstances in Shinfield were different to the rest of the borough. Cllr Tatla also stressed that the proposed development at Loddon Garden Village would add to the pressure of places in the parish where there was already a shortage of spaces.

Cllrs Tatla and Montgomery would be attending a meeting with Greenshaw Learning Trust and the Headteacher of Oakbank School on 9th September and would feedback

any information to Council at the meeting in September. Concern was expressed regarding the lack of numbers starting in September 2025 and the likelihood that these students would not be experiencing a full curriculum. The situation may also reduce the attraction of specialist teachers to the school. These factors would hugely disadvantage the students attending the school now and needs to be addressed urgently. Greenshaw Learning Trust would be taking over the running of the school in September 2025.

ACTION – Cllr Tatla to feed back any information to Council from the meeting with Greenshaw Trust at the Full Council meeting in September 2025.

79.8 Reports from Outside Bodies

Berkshire Association of Local Councils (BALC)

Cllr Peer had attended this meeting and had nothing to report.

Grazeley Village Hall

Cllr Lias reported that he had still not been able to contact anyone at the village hall.

Fields Neighbourhood Action Group (FNAG)

Cllr Peer had attended and reported that there was a wide range of attendance including the police.

Spring Gardens Focus Group

This had not previously been identified as having official council representation, however, Cllr Masseron had attended a meeting and reported that the group would welcome a Spencers Wood Village Centre.

ACTION – Clerk to contact the Spring Gardens Focus Group to ask if Shinfield Parish Council could have an official representative at the meetings

79.9 Spencers Wood Village Hall – Shinfield Parish Council Trustees

Following a request from Spencers Wood Village Hall it was confirmed that at the Annual Council meeting held on 28th May that Cllrs James and Matic would be the Shinfield Parish Council trustees.

ACTION – Clerk to inform Spencers Wood Village Hall of the SPC Trustees

25/80 Community Infrastructure Levy (CIL)

80.1 Request for funding towards a pedestrian crossing on Shinfield Road

Wokingham Borough Council had requested £50k from Shinfield Parish Council towards a pedestrian crossing on Shinfield Road (near Crosfields School). SPC had previously requested improvements to the safety of roads in the parish, that did not include the proposed crossing, and to date WBC had ignored these requests. It was therefore proposed that SPC refuse the request for funding.

Proposed: Cllr Lias
Seconded: Cllr Clarke
Agreed: Unanimously

ACTION – Clerk to inform WBC of the decision of the Council to refuse a contribution towards funding a pedestrian crossing on Shinfield Road

25/81 Community Governance Review

81.1 Ward boundaries for Shinfield Parish Council (SPC)

Following a previous consultation from WBC on ward boundaries, WBC were proposing that SPC be reduced to three wards. These would be represented by 18 councillors with a three-way split of wards with 10, 7 and 1 parish councillor. BCllr Glover explained that the proposed ward boundary with 1 parish councillor was to align the boundary with the parliamentary boundary.

Members proposed that SPC request a two ward split with 10 and 8 councillors

Proposed: Cllr Peer
Seconded: Cllr Jahromi
Agreed: 14 for, 1 against

ACTION – Clerk to submit proposal for a two ward split with 10 and 8 councillors to WBC

20:46 BCllrs Gray and Rance left the meeting

25/82 Vision

82.1 An outline of a parish vision was circulated with the papers. Members agreed in principle to the plan.

25/83 Invoices for Payment

83.1 Payments made within the Clerk's financial delegation

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



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

83.3 **Payments outside the Clerk's financial delegation**

There were no payments outside the Clerk's delegation.

25/84 Correspondence

- 84.1 It was **RESOLVED** that in accordance with the Public bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting as discussions on catering at the School Green Centre may be prejudicial to the special nature of the business.

Proposed: Cllr Masseron
Seconded: Cllr Peer
Agreed: Unanimously

84.2 **Crumbs Café**

The Clerk set out details of correspondence from Crumbs Café received after the agenda had been published. As this had not been an agenda item any decisions could not take place at this meeting. It was proposed that an extraordinary meeting of Full Council would be called to discuss the proposals from Crumbs Cafe at the School Green Centre on Tuesday, 29th July 2025, when the Catering Working Party would submit proposals for consideration.

Proposed: Cllr Lias
Seconded: Cllr Peer
Agreed: Unanimously

ACTION – Clerk to send out notification for an extraordinary Full Council meeting to be held on Tuesday, 29th July 2025.

25/85 Date of Next Meeting

- 85.1 The date of the next Full Council meeting will be held on 29th July 2025

Meeting ended at 21:45

List of Actions

25/77		
25/25.2	➤ Clerk to circulate responses to Councillors from the various government departments	Clerk
	➤ Clerk to respond to MHCLG	Clerk
	➤ Clerk to write to West Berkshire Council	Clerk
	➤ Clerk to follow up with DNO	Clerk
25/37.1	Clerk to request that all clerks prepare a joint case to present to WBC regarding enforcing planning obligations with developers at the Clerk's Forum in October 2025	Clerk
25/78.2	BCllr Rance to investigate numbers of students affected by SEND provision in the parish	BCllr Rance
25/79.4	Cllr Johnson to provide some aerial images to help with the areas discussed	Cllr Johnson
25/79.7	Cllr Tatla to feed back any information to Council from the meeting with Greenshaw Trust at the Full Council meeting in September 2025	Cllr Tatla
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	Clerk
25/79.9	Clerk to inform Spencers Wood Village Hall of the SPC Trustees	Clerk
25/80.1	Clerk to inform WBC of the decision of the Council to refuse a contribution towards funding a pedestrian crossing on Shinfield Road	Clerk
25/81.1	Clerk to submit proposal for a two ward split with 10 and 8 councillors to WBC	Clerk
25/84.2	Clerk to send out notification for an extraordinary Full Council meeting to be held on Tuesday, 29 th July 2025	Clerk