

Minutes of a meeting of Full Council
Held on Wednesday, 25th February 2026
At School Green Centre commencing at 19:30

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

Attending: B Winton (Clerk)
S Herring (Deputy Clerk)
BCllrs Gray and Glover

2 members of the public

26/16 Public Questions

16.1 Receive and consider questions from the public.

There were no public questions.

26/17 Apologies and declaration of members' interests

17.1 Apologies for absence

Apologies had been received from Cllrs Jahromi and Matic

17.2 Declarations of members' interest

Changes to members declaration of pecuniary interest

The Clerk advised that the following Declaration of Pecuniary Interest forms had been update:-

Cllr Johnson updated on 30th January 2026
Cllrs Boyer and Rance updated on 25th February 2026

26/18 Minutes of the Full Council Meetings held on 17th December 2025

18.1 The minutes of the meeting held on 28th January 2026 were approved and signed by Cllr Boyer as a correct record.

Proposed: Cllr Pollock
Seconded: Cllr Clarke
Approved: 12 for and 1 abstention


25.3.26

18.2 Matters arising from the minutes of the meeting held on 28th January 2026

26/4.2 Deputy Clerk to add the following items to the agenda of the Planning and Highways Committee meeting:-

- Lighting along Cutbush Lane
- Junction at Beke Avenue and Westall Street

This had been done.

26/7.1 Clerk to arrange for the Member/Officer Conduct Protocol to be published on the SPC website and circulated to all Councillors and members of the staff

This had been done.

26/8.1 Clerk to implement the approved long term staffing recommendations at the appropriate times

This will be done.

26/9.1 Perimeter fencing for High Copse pitches

- Facilities Manager to obtain the necessary planning consents

A pre-application had been submitted.

- Facilities Manager to order the fencing, subject to receiving planning consents

This would be done once the outcome of the Football Foundation Grant had been received.

- Clerk to submit an application for Grant Funding to the Football Foundation to assist with the cost

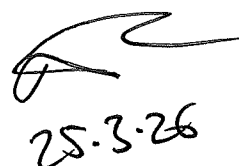
The Clerk had chased twice to confirm when verification of the site would be completed to allow a grant application to be submitted.

26/10.1 Clerk to make the necessary arrangements for the Annual Parish Meeting to be held on 29th April 2026

This was on the agenda – see minute 22.1

26/12.1 Cllr Poole to meet with the Clerk and Deputy Clerk to explore possible improvements to the Tin Roof Café

This was on the agenda – see minute 23.1



25.3.26

26/19

Reports from Borough Councillors

19.1 Report from Borough Councillors

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

19.2 Questions arising from the reports of the BCllrs

- Wrenbridge site - Cllr Rance had been kept informed by a resident regarding the site. Cllr Boyer had met with the developers. BCllr Gray reported that they had apologised for the demolition process. A meeting took place with residents online on 5th March. Construction was expected to commence soon.
- The Chapters – BCllr Gray reported that a meeting had taken place and clear plans were now in place. There would be approximately six months of work before occupation. It was expected that the public would be informed of the plans in a couple of weeks.
- Outstanding work by a Developer – the orchard on Ryeish Lane was dead and the issues with unfinished work on the environmental field continued. Wokingham Borough Council (WBC) would be taking legal action.
- Swallowfield Bridge – BCllr Glover reported that the driver did report the damage. The bridge was now open with two-way traffic lights.
- Homeowners Rights Network – Cllr Hoyle requested further details on this from BCllr Rance.

ACTION – BCllr Rance to provide Cllr Hoyle with further details on the Homeowners Rights Network.

The Chair thanked BCllrs Glover, Gray and Rance for their reports

19:45 *BCllr Gray left the meeting*

26/20

Reports from Committees and associated Working Parties

20.1 Members received the draft minutes of the Facilities Committee held on 4th February 2026 and an update from the Chair.

Cllr Johnson highlighted the following points:-

- Cricket tender process for High Copse was progressing
- High Copse pitch fencing plans were underway
- Heads of Terms for the tennis club were under negotiation
- Response from the University of Reading (UoR) regarding land acquisition should be notified by mid to late March

Members **NOTED** the minutes of the Facilities Committee


15.3.26

- 20.2 Members received the draft minutes of the Children and Young Adults Committee held on 5th February 2026 and an update from the Chair.

The following points were highlighted from the minutes:-

- Rachel Walker, Youth Leader and Nikki Bray, Youth Worker had attended the committee meeting and reported that two members of the Youth Club were undertaking the Bronze Duke of Edinburgh Award
- Cllrs Montgomery and Peer, and the Clerk attended a NALC webinar "Future Leaders: Attracting Young Talent to Parish and Town Councils"

Members NOTED the minutes of the Children and Young Adults Committee

- 20.3 Members received the draft minutes of the Planning and Highways Committee held on 11th February 2026 and an update from the Chair

Cllr Boyer highlighted the following points from the minutes:-

- A member of the public had asked questions relating to the proposed development of Loddon Garden Village. The member of the public would be invited to join the Traffic Working Party.
- Planning applications for
PA242484 - Land to North of Arborfield Road – 191 dwellings
PA252138 - Land East and West of Hyde End Road – 183 dwellings
would be decided upon at the WBC planning meeting in March
- Shinfield Parish Council (SPC) would be submitting their response to PA PA252498 Loddon Garden Village application in March.

Members NOTED the minutes of the Planning and Highways Committee

- 20.4 Members received the draft minutes of the Finance and General Purposes Committee held on 18th February 2026 and an update from the Chair

The following points were highlighted from the minutes:-

- Cllr Pollock had been invited to join the Committee.
- Authority to move money into a higher interest account had been approved for
 - B Winton, Chief Executive and Clerk to the Parish Council and
 - J Mason, Finance Manager
- Financial viability of the café – this would be reviewed regularly; a meeting of the catering working party had been arranged to discuss improvements.

Members NOTED the minutes of the Finance and General Purposes Committee



25.3.26

20.5 Report from the Chair of the Council

Cllr Boyer reported that he had attended:-

- A meeting with Wrenbridge (previously Shire Hall). The building was down and spoil was being removed. Building would start in June for approximately 18 months. Access remained the same and signage would be erected to prevent lorries driving into the estate. The current footpath would be kept open for as much as possible. The site would be open. Wrenbridge will be sending out periodic newsletters.
- A meeting with the local Clerks and Chairs at Arborfield.

20.6 Reports from Outside Bodies

Natural History Museum

The Clerk had attended an online meeting with the Natural History Museum engagement board. The building was nearly complete, and they hoped to hold the next meeting on site. Cllr Pollock offered to be the representative for SPC.

Oakbank School

Cllr Montgomery and the Clerk had attended a meeting with the Headteacher of Oakbank School. Discussions included safeguarding and facilities. Classroom doors were open and the children were quiet. Cllr Clarke reported that the students were much quieter and well behaved outside the school. Two students would sit on the SPC Public Art Selection Panel.

26/21

Corporate Governance

21.1 Potential breach of the Code of Conduct

The Clerk had referred a potential breach of the Code of Conduct to the Monitoring Officer at WBC, however, to date the Monitoring Officer had not received anything. The Clerk would circulate a note to explain a 'related person'. This would be included as a regular item on future agendas.

ACTION – Clerk to circulate information regarding a 'related person'

21.2 Corporate Governance Working Party

It was expected that the revised Financial Regulations would be presented to the Finance and General Purposes Committee at their April Meeting.

Cllr Pollock was now a member of the Working Party.



Handwritten signature and date: 25.3.26

21.3 Shinfield Parish Council – Standing Orders

The Clerk advised that new councillors had been joining committees. However, he was conscious that the Standing Orders referred to appointing councillors at the Annual Meeting but were silent on what happened at other times. The Clerk had therefore presented some proposed amendments to the Standing Orders to the Finance and General Purposes Committee to clarify arrangements. Recommendations from the Finance and General Purposes Committee were issued with the papers of this meeting.

Recommendation 1 was that Full Council is the body that appoints councillors to committees

Recommendation 2 was that Full Council can also remove a councillor from a committee for the reasons given

Cllr Masseron proposed that “or where Full Council wishes to rebalance the number of members on each committee” be removed. This was seconded by Cllr Pollock. There was however no further vote and the motion failed.

Recommendation 3 was another clarification this time on what happens if we had a situation where the Chair resigns (and should also include “dies”) mid-year

Members **AGREED** to approve the three proposed recommendations to changes in the standing orders as they were presented.

Proposed: Cllr James
Seconded: Cllr Johnson
Approved: 4 for, 1 against, 6 abstentions

ACTION – Clerk to update the SPC Standing Orders according to the agreed amendments

21.4 Appointment of Councillors to Committees

Current membership of committees had been circulated with the papers.

Members **APPROVED** the appointment of the following members to respective committees: -

Arts, Culture and Events Committee	Cllr Rance
Children and Young Adults Committee	Cllrs Rance and Pollock
Finance and General Purposes Committee	Cllr Pollock

Proposed: Cllr James
Seconded: Cllr Montgomery
Approved: Unanimously



26/22

Annual Parish Meeting

22.1 Proposed format for the Annual Parish Meeting 2026

At the previous meeting Full Council approved the format recommended by the Arts, Culture & Events Committee. The comedian had been booked and was working on their set; the awards would shortly be shared with residents including the process for nominations. Publication should be repeated on a regular basis throughout the weeks leading up to the meeting to ensure good attendance. BCLr Glover suggested that voluntary groups be asked to deliver leaflets.

ACTION – Clerk to arrange for the publication of the Annual Parish Meeting 2026 and awards process.

26/23

School Green Centre Cafe

23.1 The Clerk reported the following:-

There had been no significant change in café sales performance. The half-term week was reflected as last year, in that the Art Exhibition does draw people into the café. Unfortunately, the previous week was poor reflecting the weather and the M4 closure which had impacted on traffic in the area which fed through to reduced numbers in the building.

Cllr Poole had met with the Clerk and Deputy Clerk for an initial discussion. Officers were liaising with the council's insurers regarding the ability to have a deep fat fryer in the kitchen to speed up the fulfilment of orders. A meeting of the Catering Working Party was required to consider a number of items.

ACTION: - Deputy Clerk to arrange a meeting of the Café Working Party

26/24

Bus Service

24.1 The Clerk had received a request from WBC enquiring about possible enhancements to bus services. This was considered at the Finance and General Purposes Committee. The usage statistics of the 600 service did not seem to warrant the increase to a 30 minute service at a cost of £150-£200K per annum Monday to Saturday and an additional £50K per annum for Sunday.

Rebecca Brooks, WBC, would be invited to a meeting to give a much fuller statement on the proposals.

It was AGREED that it was unlikely SPC could support bus services through existing CIL funding at the current time, however, it maybe possible to consider for S106 monies from the new housing estates.

ACTION –

- Deputy Clerk to add 'bus services' to the agenda of the next Planning and Highways meeting
- Clerk to arrange a meeting with Rebecca Brookes, WBC



25-3-26

26/25

Grants

- 25.1 The proposals, circulated with the papers for the meeting, set out the timetable for this years annual grant awards; these were in line with those applied in 2025. The Finance and General Purposes Committee recommended that these be adopted for 2026.

Members AGREED to adopt the proposals put forward for the annual grant awards for 2026.

Proposed: Cllr Montgomery
Seconded: Cllr Pollock
Approved: Unanimously

26/26

Invoices for payment

- 26.1 Lloyds bank payment of invoice within the Clerk's financial delegation.
Members **NOTED** the payments made within the Clerk's financial delegation
- 26.2 Barclays bank payment of invoice within the Clerk's financial delegation.
Members **NOTED** the payments made on Barclaycard within the Clerk's financial delegation
- 26.3 Payment due to be made that are out the Clerk's financial delegation.
There were no scheduled payments outside the Clerk's delegation.

26/27

Correspondence

- 27.1 Shinfield Village Ward – election of Councillor
The deadline for nominations for the above vacancy was 4.00 p.m. on 25th February 2026.
The election would take place on Tuesday 24th March. The polling station would be at the School Green Centre.
Members NOTED the arrangements for the election of a Councillor to SPC for the Shinfield Village Ward
- 27.2 The Clerk reported that the MP would be attending the Remembrance Service in November 2026 on the School Green.
- 27.3 The organisers of Shinfield 10K had offered three free places to members and staff of the Council.

26/28

Date of Next Meeting

- 28.1 The date of the next Full Council meetings will be held on 25th March 2026 at School Green Centre

Meeting ended at 20:51


25-3-26

List of Actions

26/19.2	BCllr Rance to provide Cllr Hoyle with further details on the Homeowners Rights Network.	BCllr Rance
26/21.1	Clerk to circulate information regarding a 'related person'	Clerk
26/21.3	Clerk to update the SPC Standing Orders according to the agreed amendments	Clerk
26/22.1	Clerk to arrange for the publication of the Annual Parish Meeting 2026 and awards process	Clerk
26/23.1	Deputy Clerk to arrange a meeting of the Café Working Party	Deputy Clerk
26/24.1	➤ Deputy Clerk to add 'bus services' to the agenda of the next Planning and Highways meeting ➤ Clerk to arrange a meeting with Rebecca Brookes, WBC	Deputy Clerk Clerk


25.3.26