

To all members of Shinfield Parish Council

Notice is hereby given, and you are summoned to attend a Meeting of the Full Council on Wednesday, 29 July 2026, commencing at 19:30 at the School Green Centre.



Bruce Winton
Chief Executive and Clerk to the Parish Council
23rd July 2026

Members: Cllrs Bowler, Boyer (Chair), Clarke, Hoyle, Jahromi, James, Johnson, Masseron, Matic, Montgomery, Peer, Pollock A, Pollock H, Poole and Rance

Agenda

84. Public Questions

- 84.1 To **RECEIVE** and **CONSIDER** questions from the public

85. Apologies and declaration of members' interest

- 85.1 To **RECEIVE** and **CONSIDER** members' apologies for absence
85.2 To **RECEIVE** and **CONSIDER** declarations of members' interests
85.3 To **RECEIVE** and **CONSIDER** changes to members' declarations of pecuniary interest

86. Minutes of the Council Meeting held on 24th June 2026

- 86.1 To **APPROVE** the minutes of the Council meeting held on 24th June 2026* as a correct record of the meeting
86.2 To **RECEIVE** information on matters arising

87. Code of Conduct

- 87.1 To **RECEIVE** and **NOTE** a report from the Wokingham Borough Council Monitoring Officer regarding a Code of Conduct Breach by Cllr Masseron*

88. Reports from Borough Councillors

- 88.1 To **RECEIVE** and **NOTE** reports from Borough Councillors*
- 88.2 To raise any questions to Wokingham Borough Council via the Borough Councillors

89. Reports from Committees and associated Working Parties

- 89.1 To **RECEIVE** and **NOTE** the draft minutes of the Facilities Committee held on 1st July 2026* and an update from the Chair
- 89.2 To **RECEIVE** and **NOTE** the draft minutes of the Arts, Culture and Events Committee held on 2nd July 2026* and an update from the Chair
- 89.3 To **RECEIVE** and **NOTE** the draft minutes of the Planning and Highways Committee held 8th July 2026* and an update from the Chair
- 89.4 To **RECEIVE** and **NOTE** the draft minutes of the Staffing Committee dated 15th July 2026* and an update from the Chair
- 89.5 To **RECEIVE** a verbal report from the Chair of the Council
- 89.6 To **RECEIVE** reports from outside bodies

90. Corporate Governance

- 90.1 To **RECEIVE** and **CONSIDER** approval of the Terms of Reference of the Facilities Committee as recommended by the Committee*
- 90.2 To **RECEIVE** and **CONSIDER** approval of the Terms of Reference of the Arts, Culture and Events Committee*
- 90.3 To **RECEIVE** and **CONSIDER** approval of the Terms of Reference of the Planning and Highways Committee*
- 90.4 To **RECEIVE** and **CONSIDER** approval of the Terms of Reference of the Staffing Committee*
- 90.5 To **RECEIVE** and **CONSIDER** a request from the Planning and Highways Committee for Cllr Bowler to join the committee
- 90.6 To **RECEIVE** and **CONSIDER** the appointment of Mrs R Tatla to the Children and Young Adults Committee as a non-councillor without voting rights (as allowed in Standing Order 11a)

91. Capital Grant to Shinfield Players Theatre

- 91.1 To **RECEIVE** and **CONSIDER** a request from Shinfield Players Theatre to vary a grant of £20,000 approved in November 2023 for new dressing rooms to be used instead on essential foundation repairs*

92. Community Engagement

- 92.1 To **RECEIVE** and **CONSIDER** options and costings on proposals for parish newsletters from the Arts, Culture and Events Committee

93. Invoices for payment

- 93.1 To **RECEIVE** and **NOTE** Lloyds Bank payment of invoices within the Clerk's financial delegation*
- 93.2 To **RECEIVE** and **NOTE** Barclaycard payment of invoices within the Clerk's financial delegation*
- 93.3 To **RECEIVE** and **APPROVE** payments due to be made that are outside the Clerk's financial delegation*

94. Correspondence

- 94.1 To **RECEIVE** and **NOTE** any correspondence received

95. Cafe

- 95.1 To **RESOLVE** that, in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, namely matters under investigation, unverified allegations concerning identifiable third parties and commercially sensitive information
- 95.2 To **RECEIVE** and **CONSIDER** a financial report on the café**
- 95.3 To **RECEIVE** and **CONSIDER** a report from the Café Working Party***

96. High Copse Pavilion and pitches

- 96.1 To **RESOLVE** that, in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, namely matters under investigation, unverified allegations concerning identifiable third parties and commercially sensitive information
- 96.2 To **RECEIVE** and **CONSIDER** a report from the Facilities Committee Chair regarding recent events and future use of the pitches at High Copse***

97. Date of Next Meeting

- 97.1 The date of the next Full Council Meeting will be held on 23rd September 2026

* Report attached

** Report to follow

*** Report to members of the Council only

Minutes of a meeting of Full Council
Held on Wednesday, 24th June 2026
At the School Green Centre commencing at 19:30

Present: Cllrs Bowler, Boyer (Chair), Clarke, Hoyle, James, Johnson, Masseron, Matic,
and H Pollock

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

1 member of the public

26/71 Public Questions

71.1 There were no public questions.

26/72 Apologies and declaration of members' interests

72.1 Apologies for absence

Apologies had been received from Cllrs Jahromi, Montgomery, Peer,
A Pollock and Poole

72.2 Declarations of members' interest

Changes to members declaration of pecuniary interest

Cllrs Bowler and Masseron declared an interest as members of the Shinfield
Players.

It was noted that Cllr Rance is also a Borough Councillor and Cllr Hoyle is
related to BCllr Glover.

Minutes of the Annual Council Meeting held on 27th May 2026

- 73.1 The minutes of the meeting held on 27th May 2026 were approved and signed by Cllr Boyer as a correct record.

Proposed: Cllr Rance
Seconded: Cllr H Pollock
Approved: Unanimously

- 73.2 Matters arising from the minutes of the meeting held on 27th May 2026

- 26/55.1 All Councillors to review their declaration of pecuniary interest form and send any updates to the Clerk

No updates had been received.

- 26/56.1 Clerk to add 'Newsletters' to the agenda of the Arts, Culture and Events Committee (ACE) for further discussion and costings.

This had been done. There had been a meeting on the subject on 23rd June, and a recommendation will go to Art, Culture and Events committee.

- 26/56.1 Clerk to add 'Newsletters' to the agenda of the next Full Council meeting

This will be added to the next agenda after it has been discussed at the ACE Committee in July.

ACTION – Clerk to add newsletter recommendations from the ACE Committee to Full Council

- 26/57.1.7 Clerk to invite Cllr Poole to join a standing committee

The Clerk had invited Cllr Poole to join at least one standing committee. Cllr Poole had responded that he would give this consideration.

ACTION – Cllr Poole to confirm if he wishes to joint a standing committee

- 26.58.1 Clerk to circulate an action list from meetings by the end of the week following the meeting.

This was in process.

ACTION – Clerk to circulate a post-meeting action list to all Councillors

- 26/58.1 Clerk to send out diary notifications to all members

This had been done.

- 26/59.1 Clerk to confirm with Cllr Jahromi that he was still able to be the representative of Shinfield United Charities and the Youth Club

Cllr Jahromi had confirmed that he would continue to stay on the ACE, Planning and Highways and Facilities Committees. He would continue to be the representative for Shinfield United Charity and wished to be removed as representative for the Youth Club.

- 26/59.1 Clerk to contact the Natural History Museum Liaison group for the meeting schedule

The meetings were only set one at a time and currently there was no date set for the next meeting.

- 26/59.1 Clerk to enquire if there were community groups for the British Museum and Kew Botanical Gardens

The Clerk had not yet followed up this action.

ACTION – Clerk to enquire if there were community groups for the British Museum and Kew Botanical Gardens

- 26/59.1 Clerk to provide contact details for Grazeley Village Hall Committee to Cllr A Pollock

This had been done.

- 26/62.2 Clerk to explore the legal feasibility of ownership of Millworth Lane (not
(26/45.4.1) recreation ground)

The Clerk advised that it would be advisable to wait until the layout of the recreation ground had been finalised.

ACTION – Full Council to decide on whether to claim ownership of the lane at Millworth Lane in due course

- 26/63.2 Facilities Manager to arrange for the war memorial area on Shinfield Park to be tidied.

This was on the Facilities Team action list.

ACTION – Facilities Team to clean the war memorials at School Green and Shinfield Park

- 26/64.1 Clerk to arrange for a 'bin map' to be circulated to members

This had been done.

- 26/64.1 Clerk to continue with the sports masterplan work to inform a long-term solution.

This was in progress and on the agenda for the Facilities Committee meeting on 1st July.

- 26/65.1 Clerk to arrange for the revised Standing Orders to be updated accordingly and published on the website

This had been done.

- 26/66.1 Clerk and Facilities Manager to proceed with the solar PV installation programme and with the 'Quick-Wins'

This was in progress.

ACTION – Clerk and Energy Consultant to continue to work on the solar PV Tender specification

- 26/67.1 Clerk to confirm the final design with the artist and start the legal agreement and preparations

This had been done and work would be starting on the formal agreement.

ACTION – Clerk to progress the formal agreement with the artist for the public art project

- 26/67.1 Clerk to arrange for community engagement on the final art design

This will take place once the formal contract with the artist was in place as this will include community engagement.

ACTION – Clerk to ensure that community engagement is built into the artists agreement

- 26/67.1 Arts, Culture and Events Committee to initiate fundraising for the public art project

This was on the agenda of the ACE Committee

ACTION – Clerk to add public art fundraising to ACE agenda

26/74 Annual Accounts and Annual Governance and Accountability Return – Year ending 31st March 2026

- 74.1 Internal Audit Report

Members **NOTED** the report of the internal auditor.

74.2 Financial Statement for year ended 31st March 2026

Members **APPROVED** the Financial Statement for year ended 31st March 2026.

Proposed: Cllr Matic
Seconded: Cllr Clarke
Approved: Unanimously

74.3 Section 1 – Annual Governance Statement 2026/26

Members **APPROVED** the Annual Governance Statement 2025/26 – Section 1 signed by the Chair and the Clerk

Proposed: Cllr Bowler
Seconded: Cllr Rance
Approved: Unanimously

74.4 Section 2 – Accounting Statements 2025/2026

Members **APPROVED** the Accounting Statements 2025/2026 – Section 2 signed by the Chair

Proposed: Cllr Bowler
Seconded: Cllr Rance
Approved: Unanimously

74.5 Notice of public access to Annual Governance and Accountability Return (AGAR)

Members **NOTED** of public access to AGAR

ACTION - Clerk to display the notice of public access to AGAR on the parish notice boards and council website from 30th June to 10th August 2026

74.6 Internal Auditor

Members **AGREED** to appoint Claire O’Connell as the Internal Auditor for 2026/2027

Proposed: Cllr Matic
Seconded: Cllr Bowler
Approved: Unanimously

ACTION - Clerk to inform Claire O’Connell of her reappointment as Internal Auditor for Shinfield Parish Council

Reports from Borough Councillors

75.1 Report from Borough Councillors

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

The Chair thanked the BCllrs for their reports.

75.2 Questions arising from the reports of the BCllrs

Matters discussed from BCllr Rance's report:-

- Cllr Clarke reported that the pupils' behaviour and language along Hyde End Lane had improved significantly.

Matters discussed from BCllr Glover's and BCllr Johnson's joint report:-

- Cllr Clarke raised concerns over the parking being a danger to children along Mitford Close, Three Mile Cross where the two garages operate.
- Cllr Hoyle drew attention to large numbers of gin bottles that were found by the Day Lewis pharmacy in Spencers Wood.
- Cllr Clarke raised an issue relating to numerous cars parked on Hunters Way, Spencers Wood, believed to be staff from the nearby Nursery. This problem had arisen following the car park at the back of the nursery being converted to a playground.
- Basingstoke Road layby needed tidying up and the bushes cut back.
- Lambs Lane required some signage to alert road users that there were children walking along the road as there were no plans to improve the footpath.

Matters discussed from BCllr Gray's report:-

This report had been made available at the meeting.

- BCllr Gray stated that it would be useful to hear from the residents of Shinfield Meadows regarding mobile phone signals.

ACTION –

- BCllrs to note and monitor parking problems around the pharmacy, Hunters Way and Highlands area
- BCllr Gray to follow up with WBC and relevant parties regarding mobile phone signal issues

20:05

BCllrs Glover and Gray left the meeting

Reports from Committees and associated Working Parties

- 76.1 Members received the draft minutes of the Facilities Committee held on 3rd June 2026 and an update from the Chair.

The following points were highlighted from the minutes: -

Cllr Johnson thanked the committee for their assistance in dealing with the huge agenda that currently sat with the committee.

- Cllr A Pollock was currently reviewing all the documentation relating to Ryesh Pavilion. A decision had not yet been made on the future of this site.
- Shinfield Rangers Football Club were donating and installing two 9 aside football goals at High Copse for community use.
- Information from the University of Reading (UoR) was expected on 1st July 2026 regarding the cost of the land at Millworth Lane.
- A joint meeting between the UoR and SPC would take place on 8th July.
- Tennis Club contacts had been away so nothing further to report on their lease arrangements.

Members NOTED the minutes of the Facilities Committee

- 76.2 Members received the draft minutes of the Children and Young Adults Committee held on 4th June 2026 and an update from the Chair.

Members NOTED the minutes of the Children and Young Adults Committee

- 76.3 Members received the draft minutes of the Planning and Highways Committee held on 10th June 2026 and an update from the Chair

The following points were highlighted from the minutes:-

- Cllr Boyer reported that this committee was currently relatively quiet.
- Update of the Neighborhood Plan with assistance from a consultant was going ahead.

Members NOTED the minutes of the Planning and Highways Committee

Cllr Bowler requested to join the Planning and Highways Committee meeting.

ACTION – Clerk to add Cllr Bowler as a potential committee member to the agenda of the next Planning and Highways Committee meeting and Full Council meeting

76.4 Members received the draft minutes of the Finance and General Purposes Committee held on 17th June 2026 and an update from the Chair

The following points were highlighted from the minutes:-

- Cllr A Pollock had been appointed as Vice-Chair of the Committee.
- Shinfield Players had requested that the grant allocated for a new dressing room roof be diverted to repairing the foundation and toilets.

ACTION –

- Members of the Finance and General Purposes Committee to consider the request from Shinfield Players to redirect the capital grant
- Clerk to add to the next meeting of Full Council

Members NOTED the minutes of the Finance and General Purposes Committee

76.5 Report from the Chair of the Council

Cllr Boyer had nothing to report this month.

76.6 Reports from Outside Bodies

There were no reports from outside bodies this month.

26/77

Corporate Governance

77.1 IT Policy

The Finance and General Purposes Committee presented an IT policy for approval.

Members **APPROVED** the IT Policy as presented by the Finance and General Purposes Committee

Proposed: Cllr Clarke
Seconded: Cllr Johnson
Approved: Unanimously

ACTION –

- Clerk to arrange for the IT Policy to be circulated to staff and councillors
- Review of IT policy to be within the next four year cycle of council meetings (between May 2027 and April 2031)

- 77.2 Terms of Reference for the Finance and General Purposes Committee
- Members **APPROVED** the revised Terms of Reference for the Finance and General Purposes Committee as presented by the Finance and General Purposes Committee
- Proposed: Cllr Matic
 Seconded: Cllr Johnson
 Approved: Unanimously
- 77.3 Appointment of a non-councillor to the Children and Young Adults Committee
- A proposal was made to appoint Mrs R Tatla as a non-councillor with voting rights to the Children and Young Adults Committee. Members of the Committee had been supportive of this appointment.
- Cllr Masseron questioned whether voting rights were available to a non-councillor on a standing committee. The matter would be deferred to the next Full Council meeting so the Clerk could check the relevant legislation.
- ACTION –**
- Clerk to clarify the legislation in relation to non-councillors
 - Clerk to add to the next agenda of Full Council
- 20:25 Cllr Johnson left the meeting
- 77.4 Attendance report at council meetings for 2025/2026
- The Clerk presented the attendance report for the year 2025/26 for the Full Council and Standing Committees.
- Members **NOTED** the attendance report
- 26/78 Cafe**
- 78.1 Update on the operation of the Tin Roof Café
- The Clerk had circulated a report on the current financial position of the café and trends in sales at various times of the day/week and details of the most sold items. Despite previous optimism the income had plateaued, and trends showed footfall was significantly affected by the weather and school holidays, however, it was recognised that the café performed extremely well during large council events. More publicity banners had been displayed around the parish.
- The Café Working Party had taken the decision to reduce staffing and this had been achieved by the resignation of two members of staff and shifts being reorganised.

The Café Working Party would be meeting on Wednesday, 1st July to explore options for the future viability of the café.

ACTION –

- Café Working Party to consider the performance of the café and report back to Full Council
- Café Working Party to consider ending the evening opening trial
- Café Working Party to review options for the future café model

26/79

Funding Requests

79.1 The following requests for funding from the Community Infrastructure Levy (CIL) were recommended by the Finance and General Purposes Committee

79.1.1 Electric Tricycle for staff transport - £4,000 + VAT

Members **AGREED** to the purchase of an Electric Tricycle for staff to use around the parish

Proposed: Cllr Matic
Seconded: Cllr James
Approved: 5 in favour, 3 against, 1 abstention

ACTION – Clerk and Facilities Team to procure and prepare risk assessment, training and safety arrangements for use of the electric cargo tricycle

79.1.2 Public Notice Boards - £2,500 + VAT

Members **AGREED** to the purchase and installation of parish notice boards at Frensham Green and High Copse

Proposed: Cllr Hoyle
Seconded: Cllr Clarke
Approved: Unanimously

ACTION – Facilities Team to purchase and arrange for the installation of noticeboards at Frensham Green and High Copse

79.1.3 2 Picnic Benches at High Copse - £4,000 + VAT

Members **AGREED** to the purchase and installation of 2 picnic benches at High Copse

Proposed: Cllr Clarke
Seconded: Cllr Hoyle
Approved: Unanimously

ACTION – Clerk and Facilities Team to purchase and install two picnic benches at High Copse

79.1.4 Shading to the Tin Roof Café patio area - £10,000 + VAT

Proposed: Cllr Matic
Seconded: Cllr None
Approved: No vote taken.

To reduce to the sum to £5,000 + VAT

Proposed: Cllr Hoyle
Seconded: Cllr James
Approved: 3 for, 4 against, 1 abstention

Members **AGREED** to defer this item until the Café Working Party/Facilities Committee had considered all the options for the future of the café.

ACTION – Café Working Party/Facilities Committee to reconsider the shading options for the cafe

79.1.5 Renewal of the Neighbourhood Plan - £12,000 + VAT

Members **AGREED** to the funding for the renewal of the Neighbourhood Plan

Proposed: Cllr Hoyle
Seconded: Cllr Clarke
Approved: 8 for, 1 against

ACTION –

- Clerk to add to the agenda of the next Planning and Highways Committee meeting
- Clerk to appoint the consultant to proceed with the Neighborhood Plan renewal work

26/80

Community Engagement

80.1 Voluntary Car Service

Cllr Clarke reported that the Voluntary Car Service were grateful to Shinfield Parish Council for the use of a room at Spencers Wood Pavilion. Currently there were 12 drivers, however, more were needed. Approximately 24,000 miles were covered in a year primarily taking members of the parish to medical appointments. The service was extensively used and valued by those who used it.

ACTION – Clerk to arrange for publicity for more volunteers

80.2 Clements Close Community Fun Day

A request had been received from the Wokingham Borough Council (WBC) Community Engagement Officer for participation in the Clements Close Community Fun Day on 29th July 2026. Cllr Rance offered to attend as a representative of Shinfield Parish Council (SPC).

ACTION –

- Clerk to inform WBC Community Engagement Officer of Cllr Rance's offer to represent SPC
- Cllr Rance to attend the Fun Day to represent SPC

26/81

Invoices for payment

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

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

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

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

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

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

26/82

Correspondence

82.1 School Green Car Park

The Clerk had received the following request :-

"Councillor Adrian Betteridge and Matthew Gould Head of Network Management for Wokingham BC would like to meet with Councillors to discuss and identify options and further consultation to improve the operation and management of School Green car park.

We would greatly appreciate it if you could share dates that Councillors would have availability for the meeting."

The Clerk had suggested that they attend the next meeting of the Planning and Highways Committee to discuss WBC's improvements to the operation and management of the School Green car park.

ACTION –

- Clerk to invite BClr Betteridge and M Gould to attend the meeting of the Planning and Highways Committee on 8th July 2026
- Clerk to raise ongoing suspected trading from the School Green car park at this meeting
- Clerk to add to the next agenda of Full Council

82.2 Joint meeting between the University of Reading (UoR and SPC)

The Clerk reported that the next joint meeting between the UoR and SPC would take place on 8th July at 18:00 at the School Green Centre.

ACTION – Cllrs to attend the joint meeting between UoR and SPC on 8th July at 18:00

26/83

Date of Next Meeting

83.1 The date of the next Full Council Meeting will be held on 29th July 2026 at the School Green Centre

To note: this meeting has been rescheduled due to room availability

Meeting ended at 21:10

List of Actions

Minute Number	Action	Responsibility
26/56.1	Clerk to add newsletter recommendations from the ACE Committee to Full Council	Clerk
26/57.1.7	Cllr Poole to confirm if he wishes to joint a standing committee	Cllr Poole
26/58.1	Clerk to circulate a post-meeting action list to all Councillors	Clerk
26/59.1	Clerk to enquire if there were community groups for the British Museum and Kew Botanical Gardens	Clerk
26/62.2	Full Council to decide on whether to claim ownership of the lane at Millworth Lane in due course	Full Council
26/63.2	Facilities Team to clean the war memorials at School Green and Shinfield Park	Facilities Team
26/66.1	Clerk and Energy Consultant to continue to work on the solar PV Tender specification	Clerk / Energy Consultant
26/67.1	Clerk to progress the formal agreement with the artist for the public art project	Clerk
26/67.1	Clerk to ensure that community engagement is built into the artists agreement	Clerk
26/67.1	Clerk to add public art fundraising to ACE agenda	Clerk
26/74.5	Clerk to display the notice of public access to AGAR on the parish notice boards and council website from 30 th June to 10 th August 2026	Clerk
26/74.6	Clerk to inform Claire O'Connell of her reappointment as Internal Auditor for Shinfield Parish Council	Clerk
26/75.6	BCllrs to note and monitor parking problems around the pharmacy, Hunters Way and Highlands area	BCllrs
26/75.6	BCllr Gray to follow up with WBC and relevant parties regarding mobile phone signal issues	BCllr Gray
26/76.3	Clerk to add Cllr Bowler as a potential committee member to the agenda of the next Planning and Highways Committee meeting and Full Council meeting	Clerk
26/76.4	Members of the Finance and General Purposes Committee to consider the request from Shinfield Players to redirect the capital grant	F&GP
26/76.4	Clerk to add to the next meeting of Full Council	Clerk
26/76.3	Clerk to add Cllr Bowler as a potential committee member to the agenda of the next Planning and Highways Committee meeting and Full Council meeting	Clerk
26/76.4	Members of the Finance and General Purposes Committee to consider the request from Shinfield Players to redirect the capital grant	F&GP Committee / Clerk
26/76.4	Clerk to add to the next meeting of Full Council	Clerk
26/77.1	Clerk to arrange for the IT Policy to be circulated to staff and councillors	Clerk

26/77.1	Review of IT Policy to be within the next four-year cycle of council meetings between May 2027 and April 2031	Full Council
26/77.3	Clerk to clarify the legislation in relation to non-councillors	Clerk
26/77.3	Clerk to add non-councillor appointment to the next agenda of Full Council	Clerk
26/78.1	Café Working Party to consider the performance of the café and report back to Full Council	Café Working Party
26/78.1	Café Working Party to consider ending the evening opening trial	Café Working Party
26/78.1	Café Working Party to review options for the future café model	Café Working Party
26/79.1.1	Clerk and Facilities Team to procure and prepare risk assessment, training and safety arrangements for use of the electric cargo tricycle	Clerk and Facilities Team
26/79.1.2	Facilities Team to purchase and arrange for the installation of noticeboards at Frensham Green and High Copse	Facilities Team
26/79.1.3	Clerk and Facilities Team to purchase and install two picnic benches at High Copse	Clerk and Facilities Team
26/79.1.4	Café Working Party/Facilities Committee to reconsider the shading options for the café	Café Working Party/Facilities Committee
26/79.1.5	Clerk to add Neighbourhood Plan renewal to the agenda of the next Planning and Highways Committee meeting	Clerk
26/79.1.5	Clerk to appoint the consultant to proceed with the Neighbourhood Plan renewal work	Clerk
26/80.1	Clerk to arrange publicity for more volunteers for the Voluntary Car Service	Clerk
26/80.2	Clerk to inform WBC Community Engagement Officer of Cllr Rance's offer to represent SPC at the Clements Close Community Fun Day	Clerk
26/80.2	Cllr Rance to attend the Fun Day to represent SPC	Cllr Rance
26/82.1	Clerk to invite BCllr Betteridge and M Gould to attend the Planning and Highways Committee meeting on 8th July 2026	Clerk
26/82.1	Clerk to raise ongoing suspected trading from the School Green car park at the Planning and Highways Committee meeting	Clerk
26/82.1	Clerk to add School Green car park correspondence to the next agenda of Full Council	Clerk
26/82.2	Cllrs to attend the joint meeting between UoR and SPC on 8th July at 18:00	Cllrs

The following notice is published on the Wokingham Borough Council website

COMPLAINT AGAINST COUNCILLOR MASSERON SHINFIELD PARISH COUNCIL

Decision

Following a complaint against Councillor Masseron, an assessment was conducted into allegations which centred on email correspondence sent by Councillor Masseron to all parish councillors criticising the actions and advice of the Parish Clerk.

This was contrary to Shinfield Parish Council's Code of Conduct which states:-

- 1.8.1 – Councillors must not behave in a way which a reasonable person would regard as disrespectful to others

In addition, the following aspects of the Council's Member/Officer Protocol were concluded to have been breached:

- The Nolan principles apply and that "These principles emphasise mutual respect, impartiality and professionalism"
- That there should be "constructive communication" and
- "Members may robustly challenge ideas, proposals and policies, but must not direct personal criticism, attacks or offensive behaviour towards individuals"

Councillor Masseron has been asked to make a written apology to the complainant, and partake in mediation with the complainant.

In accordance with Rule 8.9.13.3 of the Borough Council's Constitution, the decision notice was published on the Council's website on 6 July 2026. A copy of the decision notice has been sent to the complainant, the Subject Member, and the Independent Person. Shinfield Parish Council has been requested to report the decision to its next Council meeting.

Email received on 2nd July 2026 from Andrew Moulton, Service Director Governance, Wokingham Borough Council to B Winton, Chief Executive and Clerk to Shinfield Parish Council

I am writing to confirm the outcome of your complaint against Councillor Masseron.

Your complaint has been carefully considered by one of our independent persons and myself. We also received a comprehensive written response to the complaint from Councillor Masseron in which she strongly refuted that she had breached the Code.

My remit is restricted to considering whether there is evidence that a councillor has breached the Code although I acknowledge in this case that there is a broader context which both you and Councillor Masseron have described to me at length.

Both the independent person and myself noted the relationship difficulties described in the information provided by both parties and also questioned what the Chairman of the Council had done to resolve this noting that the Council will have policies and duties to protect its employees.

You alleged that Councillor Masseron had breached two clauses of Shinfield Parish Council's Code of Conduct, namely:

1.8.1 – Councillors must not behave in a way which a reasonable person would regard as disrespectful to others

- 1.8.2 – Councillors must not act in a way which a reasonable person would regard as bullying or intimidating

You also referred to the Member/Officer Protocol which states:

The Nolan principles apply and that "These principles emphasise mutual respect, impartiality and professionalism"

- That there should be "constructive communication" and
- "Members may robustly challenge ideas, proposals and policies, but must not direct personal criticism, attacks or offensive behaviour towards individuals"

The key evidence supporting your complaint was Councillor Masseron's email dated 30 April 2026 sent at 5.39pm to all Shinfield Parish Councillors in which she states you may have "mised" her and the Council although this was qualified using the word "unintentionally."

Whilst it was a single email and there was some qualification to the personal criticism, raising her concerns in this manner through an email to all councillors was considered

to be inappropriate and a breach of the respect clause of the Code of Conduct. This finding relates to the conduct of Councillor Masseron as opposed to whether there was any legitimacy to her concerns.

Councillor Masseron stated in her response to the complaint that:

“I believe that I, and the council, were misled by the Clerk, intentionally or not, when he created the position of Vice Chair for Corporate Governance, a position he supported and wanted at the time, and the procedure by which he introduced it to the council. When the Clerk no longer supported that position or perhaps me in it, he then found the time and inclination to do the due diligence and autonomously removed all traces of it from the SOs.

It is important to me and my integrity that all councillors are aware that it was the Clerk and not myself who inappropriately created the position in the first instance. I would not have accepted the role had I been properly advised by the Clerk.

I am happy to accept an apology from the Clerk for misleading me, whether intentionally or not.”

Regarding the allegations of bullying and intimidation, it was concluded that the evidence presented did not meet the threshold set out in the Code.

I attach a copy of the Decision Notice which will be published next week.

I will be writing to Councillor Maseron shortly to advise her of the outcome, ask her to make a written apology to yourself, and take part in mediation should she and you be willing to do so. Any further action would be a decision for Shinfield Parish Council.

Email received on 3rd July 2026 from Cllr Masseron to the Clerk

I am writing to you in response to an email I have received from WBC Monitoring Officer regarding a code of conduct complaint you made in relation to an email I sent on 30th April, 2026.

I trust you have also received the finding, which for clarification, is as follows:

'Whilst it was a single email and there was some qualification to the personal criticism, raising your concerns in this manner through an email to all councillors was considered to be inappropriate and a breach of the respect clause of the Code of Conduct. The finding relates to your conduct in sending the email to all councillors as opposed to whether there was any legitimacy to your concerns about the clerk's performance or capability.'

There were no other breaches.

The Monitoring officer has asked that I provide to you a written apology for sending the email to all councillors. I therefore request that you accept an apology from me for sending the email to all councillors.

I have including Cllr Boyer and the Deputy Clerk in this email as the decision notice states that Shinfield Parish Council has been requested to report the decision at the next full council meeting, which will now be held on 29th July, 2026.

I request that in reporting this decision at the full council meeting on 29th July, 2026, it is made clear and impartially that this single breach of the code of conduct and apology is for sending the email to all councillors and NOT for the content of the email. This is clearly stated in the finding of the Monitoring Officer. I trust this will be reported accurately to the council and duly in the minutes of the meeting.

I trust that this now concludes the matter satisfactorily for all concerned.

BOROUGH COUNCILLOR REPORTS

BCllr Rance

14.6.26 A resident of Shinfield Park wrote reminding me that WBC had promised the Crosfield Crossing would start mid year where we are now at. I have heard nothing and Executive for Highways has kept quiet. Today I wrote.

15.6.26 Am losing count of the number of residents writing to me asking ‘when’ will this or that street, or roundabout’s grass/shrubs be cut. Driving around it is all so overgrown. Wrote WBC, but as usual they insist “go online”, give a number, and then clearly don’t bother. It’s similar with emails that I am writing on behalf of residents’ with different issues. Not even getting an acknowledgment.

15.6.26 Spotted one lone black bag of flytipped rubbish. Reported it, and it was cleared next day.

16.6.26 Reply from the Executive Member for Highways – the start of Crosfields Crossing should begin between 27th July and 17th August, unless we have a very bad weather streak. Watch this space! **See 13th July remark**

16.6.26 I try to keep on top of issues at North Shinfield – there has been a big yellow van abandoned for best part of 6 months. Resident has contacted me several times. I have visited twice, taken photos, contacted WBC. NOTHING. They say not their responsibility. DVLC say it is not there’s. Have tried again today. Hope it goes! **16.7.26** It hasn’t!

17.6.26 Went “drive about” over much of Shinfield, looking at the overgrown trees, bushes, grass everywhere. Everywhere looks tatty. Was appalled to find several play parks in a dreadful condition. The play equipment bang slap in the middle of knee high weeds. Again, I took photos and sent into WBC. **16.7.26** one month – no response

17.6.06 Asked by resident to go see her. Had helped before over kitchen issues in her rented house. This time I heard the horror story of her being hospitalised with a burst appendix (self referred) after her Shinfield doctor told her **over the phone**, just to rest. She had told him of the appendix-area pain and at top of her legs. He focused on the legs. Unfortunately the appendix had burst at the time she rang the doctor but she did not know. 5 days later she was in A & E with life-threatening issues and a 3 ½ Operation ensued. Proof, if proof were needed, that telephone diagnoses by doctors who are not **seeing** patients is ludicrous and utterly dangerous. I am assisting her with a complaint to NHS England.

22.5.26 Wrote last month re the mass of Estate Agents boards. Estate Agents boards are governed primarily by the Town & Country Planning Regulations 2007 applying where signs are placed on public land. Wrote to WBC. **19.6.26** Got reply that this is an ASB not Planning Enforcement. I have seen another mass of boards along Shinfield Road (took photo) and now there is one *bizarrely right at the entrance to Pippin Grove Play Park on Monarch Estate*. Took photo. Am following up! **23.06.26** Reply from ASB team. They were

pleased with photos of the boards and intend to write to ED's in question. It is unlawful to put up signs other than on a property.

22.6.26 Thought I would SHARE with you about SHARE!! We continue to thank SPC/School Green for the use of the room and thankful for the air conditioning. Today was massively hot. We had the biggest proliferation of Bread, Cakes, Oranges, Potatoes, other fruit and veg and 90 Papaya. I thought we'll never get rid of so much let alone the Papaya. Yes we did!!

25.6.26 So now we know what the huge green fencing has been erected for at 1 Ilbury, Shinfield. The plan is to build 2 dwellings.

27.6.26 Another resident in high dudgeon about the overgrowth of trees/hedges/verges around Cutbush Lane. I decided to tell the truth, rather than waffle about how I would take photos and contact WBC. We are constantly told "there is no money", so it will get done, when it gets done.....!

1st/2nd July Was flabbergasted to see the 3.8 miles from University Bridge to Sindlesham Mill, Lower Earley, that all the trees/bushes have been flailed **again**. This was done 4 months ago in **February**. The Verge was cut **again 2 weeks** ago. So it did NOT need doing again. The B3270 is a straight road (width 18-24 feet), the pavement is 6 foot wide. Then comes 5 foot wide grass verge. No encumbrances whatsoever. No sight lines blurred. Cars travel with no problem. So why was this cut **again** and at What Expense? Who works out these schedules? Those two days must have cost WBC a fortune which could have been used on any given verge, roundabout, play park. It is a disgrace. I am asking this at Full Council 23.7.26

4.7.26 Beech Hill resident contacted me about mother in law who has self-funded her care in Parsons Grange since 2022 after Stroke/Dementia. The old lady's funds were dwindling. They informed WBC in 2025 but told they "were too early"! Since February 2026 residents have known that by **9th August 2026** there **would be just £23,000 left, the WBC threshold**. Will their mother be allowed to stay at Parsons G (fees are £2250 pw) WBC pay approx. only £1000. Residents made calls/emails to WBC who shuffled them between 5 Officers who replied Automatically, with the **promise of a Depletion Statement** which has **not arrived**, nor any discussions. Residents asked if I could help which amounted to writing detailed report/ sending emails to all and sundry. Replies from 3 were 'Out of the office until 16th July'. My harassment worked - suddenly someone saw the light. Social Worker has been despatched to Beech Hill 'for a chat'. Another appalling scenario.

7.7.26 Met husband and wife in road off Fullbrook. They bought the house because it has a garage with an added bit which had Planning Permission and used for a small business. The wife is now running small business from it. However, someone has taken exception made complaints to WBC who are 'investigating'. A beauty business seems fairly innocuous to me!

This same couple have 2 children. Both at Shinfield schools. The boy of 6 has very Special Needs and receives just 2 hours 'tuition' daily and 'babysat' for the rest of the

day. The couple contacted WBC who have said they have approached **50(!) special needs schools and not one will take this little chap**. I am now in the middle of assisting the couple.

9.7.26 Resident informed me of huge fly tip of rubble in Cutbush Lane East. There are huge concrete bollards in the middle of this lane if entered from Eastern Relief Road. I drove to the other end via South Avenue (The Studios). There is one thin bollard and a bit of pavement. I guess the Tipper drove through there to do his dump! Informed WBC.

10.7.26 WBC gardeners beginning to cut grasses, but still too many overgrown sight lines, roundabouts, verges and major Road Signs covered by overgrown branches.

11.07.26 Ended up in RBH for 7 hours – have Bursitis/Cellulitis in right arm from elbow to wrist! Must stop using my shears to cut down all the parish's wild weeds!!

Good News – 13.7.26 together with Vishal Srinivisan and Andrew Gray, I have been informed a new Puffin Crossing outside Crosfields school will begin Mon 27th July lasting 5 weeks. Disruption to traffic will be managed by lights etc.

13.7.26 Notified of the renewal of Street Trading for Shinfield Take Away – I agreed/no objection

14.7.26 Have seen Shinfield resident has made Planning Application for a Shepherd's Hut. What is a Shepherd's Hut?

15.7.26 Attended 2nd meeting of Corporate Parenting Board. Some useful work going on at WBC who are providing an Independent Visitor/Befriending for Young People in care. We were informed of how many children are in care and how many leavers are being supported. We learned about CICC – Children in Care Council, Care Leavers Forum, Youth Council, SEND

20.7.26 Two residents 'accosted' me at SHARE today, to complain about filthy overcrowded bins in Tabby Drive, and on School Green. Wanted me to do something about it as 'You are the Borough Councillor'!

Any additional reports from BCllrs Edmunds, Gray, Glover, Johnson and Srinivasan will be circulated at the meeting

Minutes of a meeting of
The Facilities Committee
held on Wednesday 1st July 2026
at the School Green Centre commencing at 19:30

Present: Cllrs Bowler, Boyer, Clarke, James, Johnson (Chair) and Peer

Attending: B Winton (Clerk)
S Ali (Facilities Manager)
S Herring (Deputy Clerk)
2 Members of the public

26/FC/80 Public Questions

80.1 There were no public questions.

Agenda item 92.2 was taken at this point of the meeting.

19:40 *1 Member of the public left the meeting*

26/FC/81 Apologies and declarations of Members' Interest

81.1 Apologies had been received from Cllrs Jahromi and Masseron

81.2 Declarations of Members' pecuniary interests and any related person interest

Cllr Johnson declared membership of the padel tennis company which may be referred to later in proceedings.

There were no other declarations of Members interests or related person interests.

26/FC/82 Minutes of the Previous Meeting

82.1 The minutes of the Facilities Committee meeting held on 3rd June 2026 were approved as a correct record and signed by Cllr Johnson, subject to apologies being recorded for Cllr Jahromi.

Proposed: Cllr Boyer
Seconded: Cllr Clarke
Approved: Unanimously

82.2 The following matters arising from the meeting held on 1st March 2026 were discussed:

26/FC/66.3 Cllr Clarke to sign the declaration of acceptance of office as the Vice-Chair of the Facilities Committee for 2026/2027.

This had been done.

26/FC/69.2 Cllr Johnson to arrange a meeting with the WBC sports lead.
(42.1)

Cllr Johnson had arranged a meeting on a couple of occasions that was subsequently cancelled.

ACTION - Cllr Johnson to arrange a meeting with the WBC sports lead.

26/FC/69.2 Cllr Johnson to follow up with University of Reading (UoR) regarding the
(42.1) land for a mountain bike track.

This was on the agenda – see minute 90.1

26/FC/69.2 Facilities Manager to progress the installation of timber fence and obtain
(54.1) clarification that it could be installed under permitted development.

This was on the agenda – see minute 85.2

26/FC/69.2 Clerk to resubmit the Football Foundation fence grant application.
(54.1)

This had been done.

26/FC/69.2 Facilities Manager to submit the planning application for the installation of
(58.1) the community shelter.

This had been done – see minute 88.1

26/FC/69.2 Cllr Johnson to fly a drone over Orchard Rise allotments.
(59.1)

Not yet done.

ACTION - Cllr Johnson to fly a drone over Orchard Rise allotments

26/FC/69.2 Clerk to arrange for quotes for insuring an electric bike.
(61.1)

The Finance Manager was requesting quotes.

ACTION – Finance Manager to arrange for quotes for insuring an electric bike

26/FC/69.2 Facilities Manager to prepare a risk assessment for use of an electric bike
(61.1) by council staff once purchased.

The draft had been prepared and would be reviewed after the initial use

- 26/FC/69.2 (62.1) Facilities Manager to order 'fly-tipping' stickers for bins and arrange for them to be installed.

These had arrived and were awaiting installation on the SPC bins.

ACTION – Facilities Manager to arrange for stickers to be installed on bins

- 26/FC/69.2 (62.2) Clerk to add to the next agenda of the Finance and General Purposes Committee the purchase of notice boards for Frensham Green and High Copse.

This had been done – see minute 92.3

- 26/FC/70.1 Clerk to contact Mr Gulley to request the submission of a business case.

This was on the agenda – see minute 84.1

- 26/FC/70.1 Clerk to contact AH Lansley for a business plan for their proposed rental options.

This was on the agenda – see minute 84.1

- 26/FC/70.1 Cllr Masseron to research any available grants suitable for the refurbishment of the Ryeish Pavilion.

This was on the agenda – see minute 84.1

- 26/FC/70.1 Deputy Clerk to add Ryeish Pavilion to the agenda of the next meeting.

This had been done.

- 26/FC/70.1 Clerk to publish full survey results on the website and social media

This would be done at an appropriate time once SPC was clear on the message that needed to be delivered.

ACTION - Clerk to publish full survey results on the website and social media

- 26/FC/71.2 Facilities Manager to obtain quotes for alternative surfacing for the overflow car park at High Copse

This was in progress and on the agenda – see minute 85.1

- 26/FC/71.3 Facilities Manager to complete handover of cricket equipment at High Copse

This had been done. See minute 85.3 relating to cricket nets.

26/FC/71.4 Facilities Manager to obtain quotes for a 20 cubic meter tank and irrigation equipment

This was on the agenda – see minute 85.1

26/FC/71.4 Facilities Manager to confirm if an extraction licence was required for High Copse

This was on the agenda – see minute 85.4

26/FC/71.6 Facilities Manager to obtain a quote for an instant hot water boiler for the kitchen at High Copse

The expected date of installation would be 2nd July 2026.

26/FC/71.6 Clerk to add a request for funding for a hot water boiler to the agenda of the Finance and General Purposes Committee

The cost of an instant hot water boiler was £1800+VAT and would be paid for out of the remaining balance for High Copse fit out budget.

26/FC/71.7 Cllr Johnson to inform Shinfield Rangers of the decision of the committee and to thank them for their offer of marking the pitch and donating the goal posts

ACTION – Clerk to send written permission to Shinfield Rangers Football Club to mark the community use pitch and to concrete in goals (no nets).

26/FC/71.7 Facilities Manager to obtain quotes for suitable picnic benches and installation

This was on the agenda – see minute 85.6

26/FC/71.7 Clerk to add to the agenda of the Finance and General Purposes Committee in June

This had been done – see minute 85.6

26/FC/72.1 Clerk to arrange Teams meetings with the sports master planners

This was on the agenda – see minute 86.1

26/FC/72.2 Facilities Manager to expedite submission of the planning application for the Fitness Centre at Millworth Lane

This was on the agenda – see minute 86.2

26/FC/72.4 Clerk to arrange for a draft lease for the Tennis Club to be drawn up

This was still in progress

26/FC/73.1 Facilities Manager to obtain a quote for the installation of Yeoman Sheild in the Pound Green Room

This was on the agenda – see minute 87.1

26/FC/73.1 Clerk to add the above to the agenda of the Finance and General Purposes Committee meeting in June to request approval of funding

This had been done – see minute 87.1

26/FC/73.1 Facilities Manager to obtain quotes for redecoration of the Three Mile Cross Room, removal of the existing cabinets and installation of more suitable storage cupboards

This was on the agenda – see minute 87.1

26/FC/73.1 Deputy Clerk to add to the agenda of the next meeting of the Facilities Committee

This had been done.

26/FC/73.2 Facilities Manager to order new chairs for the School Green Centre

These had been ordered

26/FC/73.2 Facilities Manager to obtain quotes for professional cleaning for the remaining chairs

This was in progress.

26/FC/73.2 Clerk to arrange for quotes for both types of parasols and an awning option for the café patio area for consideration at the next meeting

This was on the agenda – see minute 87.2

26/FC/74.1 Facilities Manager to submit the planning application for the installation of the community shelter

This was on the agenda – see minute 88.1

26/FC/75.1 Facilities Manager to investigate a way forward to improve the utilisation of the allotments at Orchard Rise

This was on the agenda – see minute 89.3

26/FC/75.2 Facilities Manager to report on recommendations for a perimeter fence and secured gate at the Hartley Court Allotments at the next meeting of the Facilities Committee

This was on the agenda – see minute 89.4

26/FC/76.1 Clerk and Facilities Manager to put forward a proposal for maintenance of PV panels for each site

This was on the agenda – see minute 91.1

26/FC/76.1 Deputy Clerk to add energy matters to the next agenda

This had been done.

26/FC/77.2 Clerk to confirm to the SPC Volunteer Person via email of the decision of the committee regarding Deardon Orchard.

This had been done.

26/FC/77.2 Clerk to circulate the report to members of the Committee

This had been done.

26/FC/77.2 Clerk to propose future community engagement plan for Deardon Orchard

This was on the agenda – see minute 92.2

26/FC/77.3 Clerk to contact Andy Glencross, WBC to inform him of the decision of the committee and to obtain agreement on the actual commuted sum before SPC agreed to take this over.

This had been done.

- Star Rise Play Area was £82,592.72 less monies to cover maintenance of the site from 2023 – 2026. Balance £66,074.18.
- The Clerk had informed WBC that SPC were in favour of the play area being used to create a kickabout area with some picnic benches.
- The committee were not prepared to take over the management of this area.

ACTION – Clerk to ask WBC for their commitment to maintain this area

26/FC/77.3 Clerk to recommend to WBC that the money set aside for a multi-use games area (MUGA) be spent at Frensham Green

This had been done

26/FC/78.1 Cllr Johnson to discuss pitch capacity further with Shinfield Rangers Football Club (SRFC)

Cllr Johson reported that SRFC had 47 teams since the change in dynamics. 650 children were signed up of which 300 were girls.

26/FC/78.1 Facilities Manager to draft Heads of Terms with Virtu Juniors Football Club once Cllr Johnson had assessed the pitch capacity

ACTION - Facilities Manager and Cllr Johnson to meet to discuss the viability of Virtu Juniors Football Club using the Manor Ground on a Sunday

26/FC/83

Terms of Reference

83.1 Members **APPROVED** the Terms of Reference for the Facilities Committee for 2026/27 as presented.

Proposed: Cllr Boyer
Seconded: Cllr Clarke
Approved: Unanimously

ACTION – Deputy Clerk to add to the agenda of the Full Council meeting in July

26/FC/84

Ryeish Pavilion Working Party

84.1 Update on actions from the last meeting:-

Cllr A Pollock was reviewing the documentation, submitted at the previous meeting, by the Ryeish Pavillion Working Party. Actions from the previous meeting had been put on hold until after the review to ensure of the direction of travel was appropriate.

- Cllr A Pollock to report back on a review of the documentation by 5th August 2026 prior to the Finance and General Purposes Committee meeting on 12th August 2026.
- Clerk to bring forward any relevant items from the previous meeting to the next meeting of the committee
- Clerk to add to the agenda of the next meeting

26/FC/85

High Copse Items

85.1 Overflow Carpark

The Facilities Manager reported that quotes for fully engineered overflow car park were in excess of £120K + VAT. As a medium term solution, the Facilities Team would carry out a temporary solution with grasscrete matting for approximately £7K as it was anticipated that this would have low usage. Facilities Manager was awaiting a quote from Cockburn Building and Ground Works for construction of an entrance to the identified area.

Members **AGREED** to progress with the solution presented by the Facilities Team and to monitor the demand for the overflow carpark

Proposed: Cllr Johnson
Seconded: Cllr James
Approved: 5 for, 1 abstention

ACTION – Facilities Manager to progress creating the overflow car park at High Copse

85.2 Perimeter Fence around the pitches

The Football Foundation grant had been submitted, and the Clerk had responded to subsequent queries. The Heras fencing would remain in place until after the fence had been installed.

ACTION – Clerk to report back to the Committee once he had received a response from the Football Foundation

85.3 Installation and funding of 3 lane cricket nets

The Shinfield Cricket Club (SCC) had requested three lane nets at an estimated cost of £60,000 + VAT. The club had been asked to apply for grant funding but they said they were unable to do this. In view of the Cricket Club not abiding by the terms and conditions of use, ie leaving the building unsecured after use and sub-letting, it was agreed that no further funds would be released until improvements were observed.

The UoR had constructed the sub-base but it was unclear as to whether they were responsible for surfacing the potential netted area.

ACTION –

- Facilities Manager to check with UoR regarding the surfacing of the 3 lane netted area
- Clerk and Facilities Manager to organise monthly meetings with SCC
- Clerk to check the Heads of Terms for provision of cricket nets and sub-letting

85.4 Water Irrigation for sports pitches at High Copse

The Facilities Manager was still investigating the purchase and installation of a 20 cubic meter tank with a cut off valve once the daily limit had been reached.

ACTION –

- Facilities Manager to contact SRFC for details of irrigation costings

85.5 Update on the installation of the containers at High Copse

The three containers were now installed and the relevant parties had been given the codes.

The white lettering on the containers should be removed/covered to make them more aesthetically pleasing.

ACTION – Facilities Manager to investigate how to remove the white lettering on the containers

85.6 Creation of a free play area and installation of picnic benches

Funding of up to £4,000 + VAT was approved by Full Council on 26th June 2026 for benches. (Minute reference 26/79.3).

It was **AGREED** to purchase benches made of recycled plastic to seat 6/8 people with access for a wheelchair, similar to those at the Deardon field.

ACTION – Facilities Manager to order benches for the High Copse community area

26/FC/86

Millworth Lane

86.1 Sports master planner for Millworth Lane

Due to other commitments the Clerk had not yet arranged a Teams meeting with the sports master planners:-

- STRI Group
- Sports Labs
- Toby Wintgens

ACTION –

- Clerk to arrange Teams meetings with the sports master planners
- Cllrs Boyer, James and Johnson and Facilities Manager to be invited to attend the Teams meetings.

86.2 Update for the Fitness Centre at Millworth Lane

The planning application (PA261353) had been submitted and to date no comments were showing on the WBC planning portal. The final date for comments was 9th July 2026. Sport England had confirmed their support for the application.

86.3 Installation of Padel courts

Cllr Johnson had met with Chiltern Padel to discuss the provision of external padel courts (no roof) at either Millworth Lane Recreation Ground or the High Copse site. A decision on where and when to site Padel Courts depended on the response from the UoR regarding various land options. The lead time was approximately 4 months from agreement to first play.

ACTION –

- Clerk to circulate the Chiltern Padel proposal to committee members
- Clerk to write to the UoR regarding the commitment of SPC to purchase Millworth Lane

86.4 Draft Heads of Terms between Shinfield Parish Council (SPC) and the Tennis Club

ACTION – Clerk to arrange for a draft lease for the Tennis Club to be drawn up

School Green Centre and School Green

- 87.1 Redecoration of the Pound Green Room, Three Mile Cross Room and Grazeley corridor

The Finance and General Purposes Committee had agreed for funding of up to £25,000 be released from the Long-Term Maintenance Reserve for the redecoration of the rooms and corridor.

ACTION – Facilities Manager to arrange for the schedule of work to take place

- 87.2 Shading to the Tin Roof Café patio area

Following discussion at Full Council it was agreed to put on hold any major expenditure for the café.

The committee **AGREED** to the purchase of 5 bright orange unbranded parasols, to cost less than £2K, to provide shading to the patio area over the summer months.

Proposed: Cllr Johnson
Seconded: Cllr Bowler
Approved: Unanimously

ACTION – Clerk to order parasols for the café patio area

- 87.3 Catering Working Party Recommendations to Full Council

The Catering Working Party met on 1st July to discuss proposals for the future of the café. The recommendations would be put forward to Full Council on 29th July 2026.

ACTION – Clerk to add to the agenda of the next meeting of Full Council

Spencers Wood Pavilion and Recreation Ground

- 88.1 Installation of Community Shelter

Planning application 261405 for the community Shelter at Spencers Wood Recreation Ground was now live with final comments due by 8th July 2024.

3 comments had been posted prior to the date of the committee meeting and included the following concerns:-

- Colour of the shelter should match the MUGA
- Sides and rear should be metal mesh not polycarbonate
- Shelter should be for all not just for youths
- ASB monitoring and CCTV required
- Consultation had not extended to the Basingstoke Road
- Incorrect location – why Spencers Wood

ACTION –

- Cllr Bowler to forward comments she had received to the committee
- Facilities Manager to implement installation of the shelter once planning had been approved

Allotments

89.1 Allotments Working Party

The Allotments Working Party had been held on 9th June 2026 with four allotment holders present representing Recreation Lane, Millworth Lane and Deardon Way. Items raised at the previous working party meeting including any updates were discussed.

It was agreed to review whether evening meetings would be preferable due to the lack of attendance by allotment holders.

Previously two plots at Recreation Lane (RL23 and RL24) had been considered for conversion into a parking area due to unmanageable marestail. The proposal had not proceeded due to cost; however, it was now felt that this needed revisiting.

It had been reported that the container adjacent to the Millworth Lane allotment site was being used as access to the allotments from individuals climbing on the container and jumping over the fence. The Facilities Manager reported that the container held old football memorabilia that was no longer required by the football clubs.

ACTION –

- Facilities Manager to obtain quotes for converting plots RL23 and RL24 to a parking area
- Facilities Manager to contact Raymond Berkeley regarding the football memorabilia
- Facilities Manager to arrange for the container to be moved to the Manor Ground for storage, subject to relevant planning permissions

89.2 Allocation of vacant allotment plots

4 allotment plots were either awaiting clearance or under offer. The Facilities Team were working to clear and cover the plots. Once clearance had taken place the plots would be offered to the next people on the waiting list.

Other vacant plots were at Orchard Rise; these had not been offered as they were prone to flooding.

ACTION – Facilities Manager to expedite the clearance and release of the relevant allotment plots

89.3 Flooding at Orchard Rise Allotments

There were approximately 8 allotment plots at Orchard Rise that could not be let due to extreme flooding. Andy Glencross, WBC had suggested converting these to raised beds, however, members of the committee felt that this was an additional expense that had not been budgeted. Members **AGREED** not to let out these plots unless a viable solution could be found.

ACTION – Facilities Manager to discuss at the next meeting of the Allotments Working Party

89.4 Hartley Court Allotments – perimeter fence and secured gate

The Allotments Officer had contacted the allotment holders at Hartley Court for views regarding the perimeter fence and secured gate but had not received any feedback to date.

ACTION –

- Facilities Manager to follow up on responses from allotment holders at Hartley Court Allotments
- Facilities Manager to obtain quotes for perimeter fencing and secured gate at Hartley Court Allotments
- Clerk to report on whether the sheep owner in the adjacent field was continuing to pay the annual rent

26/FC/90

Land Matters with the University of Reading (UoR)

The UoR were due to meet on 1st July and a report on land matters was expected imminently. The next joint meeting between Shinfield Parish Council (SPC) and the UoR was scheduled for 8th July.

ACTION – Clerk to report back to the Committee once a response from the UoR regarding Land Matters had been received

26/FC/91

Energy Matters

91.1 An update on microgeneration within the Shinfield Parish Council (SPC) estate

The Clerk reported that the energy consultant was working on the tender specification. This would need to be published on 'Find a Tender'.

Parish Wide Items

92.1 Waste Bins

A map identifying the waste bins had been circulated to councillors. The following were recommended: -

Remove

Church Lane (Playground) (4)

SWP Rec (17)

SWP Rec (18)

RG Pavilion - either (20) or (21)

Relocate

SWP Rec (42) to Car Park entrance

Hollow Lane (41) move to the end of FP12

Query

Opposite St Michaels Church (8)

Hyde End Road (Corner of Grovelands) (23) – Complaints received

Anson Crescent (38) – swap with WBC? Not cost effective to have one collection north of M4

Map correction

Fullbrook Avenue (25) was moved on to Hyde End Road and map should be updated

ACTION – Cllr Johnson to review the options presented

92.2 Improvements to Deardon Orchard

The consultant's report had been received but there were no costings.

It was recommended:

- to commission the first two phases with a view to attracting a cohort of volunteers to be engaged for the future phases.
- To install a short piece of timber fence to act as a brace for the hedge while it was establishing itself. This would also allow banners to publicise the project.

Proposed: Cllr Johnson

Seconded: Cllr Peer

Agreed: Unanimously

ACTION –

- Clerk to distribute the report received from Tree Solutions
- Clerk to request the cost for Option 1
- Clerk to request the cost of the complete project

92.3 Parish Notice Boards at Frensham Green and High Copse

The Deputy Clerk had met with Shabina Maher, WBC and members of the community to discuss the position of a Parish Notice Board at Frensham Green. The identified position and been communicated to WBC who had now approved the position.

The Facilities Manager suggested the notice board at High Copse be sited adjacent to the cycle racks along the footpath.

Members of the Committee **AGREED** to the suggested sites and funding had been approved by Full Council on 24th June 2026.

ACTION –

- Facilities Manager to order the noticeboards and arrange for the installation at the identified sites

26/FC/93

Correspondence

93.1 Inpost Locker

A proposal had been put forward to install and 'Inpost Locker' at High Copse, however, this site was not deemed suitable as it was remote and the carpark would not be accessible 24hours of the day. Overall, members felt that a locker would benefit the public and whilst recognising that some services were offered by the Post Office and Esso garage these were only during opening hours.

It was therefore suggested that a more suitable location may be on the Lidl site.

ACTION – Cllr Johnson and Clerk to contact Lidl to ask if they would consider this facility on their site

25/FC/94

Date of the Next Meeting

94.1 To **NOTE** the next meeting of the Facilities Committee will be held on Wednesday 2nd September 2026

The meeting ended at 21:20

List of Actions

<u>Minute</u>	<u>Action</u>	<u>Responsibility</u>
26/FC/82.2		
26/FC/69.2 (42.1)	Cllr Johnson to arrange a meeting with the WBC sports lead	Cllr Johnson
26/FC/69.2 (59.1)	Cllr Johnson to fly a drone over Orchard Rise allotments	Cllr Johnson
26/FC/69.2 (61.1)	Finance Manager to arrange for quotes for insuring an electric bike	Finance Manager
26/FC/69.2 (62.1)	Facilities Manager to arrange for stickers to be installed on bins	Facilities Manager
26/FC/70.1	Clerk to publish Ryeish Pavilion full survey results on the website and social media	Clerk
26/FC/71.7	Clerk to send written permission to Shinfield Rangers Football Club to mark the community use pitch and to concrete in goals (no nets)	Clerk
26/FC/77.3	Clerk to ask WBC for their commitment to maintain the Star Rise play area	Clerk
26/FC/78.1	Facilities Manager and Cllr Johnson to meet to discuss the viability of Virtu Juniors Football Club using the Manor Ground on a Sunday	Facilities Manager & Cllr Johnson
26/FC/83.1	Deputy Clerk to add Terms of Reference of the Facilities Committee to the agenda of Full Council in July	Deputy Clerk
26/FC/84.1	Cllr A Pollock to report back on a review of the documentation by 5 th August 2026 prior to the Finance and General Purposes Committee meeting on 12 th August 2026.	Cllr Pollock
26/FC/84.1	Clerk to bring forward any relevant items from the previous meeting to the next meeting of the committee	Clerk
26/FC/84.1	Clerk to add to the agenda of the next meeting	Clerk
26/FC/85.1	Facilities Manager to progress creating the overflow car park at High Copse	Clerk
26/FC/85.2	Clerk to report back to the Committee once he had received a response from the Football Foundation	Clerk
26/FC/85.3	Facilities Manager to check with UoR regarding the surfacing of the 3 lane netted area	Facilities Manager
26/FC/85.3	Clerk and Facilities Manager to organise monthly meetings with SCC	Clerk
26/FC/85.3	Clerk to check the Heads of Terms for provision of cricket nets and sub-letting	Clerk
26/FC/85.4	Facilities Manager to contact SRFC for details they had accessed for water irrigation for the sports pitches at High Copse	Facilities Manager

26/FC/85.5	Facilities Manager to investigate how to remove the white lettering on the containers	Facilities Manager
26/FC/85.6	Facilities Manager to order benches for the High Copse community area	Facilities Manager
26/FC/86.1	Clerk to arrange Teams meetings with the sports master planners	Clerk
26/FC/86.1	Cllrs Boyer, James and Johnson and Facilities Manager to be invited to attend the Teams meetings.	Clerk
26/FC/86.3	Clerk to circulate the Chiltern Padel proposal to committee members	Clerk
26/FC/86.3	Clerk to write to the UoR regarding the commitment of SPC to purchase Millworth Lane	Clerk
26/FC/86.4	Clerk to arrange for a draft lease for the Tennis Club to be drawn up	Clerk
26/FC/87.1	Facilities Manager to arrange for the schedule of work to take place	Facilities Manager
26/FC/87.2	Clerk to order parasols for the café patio area	Clerk
26/FC/87.3	Clerk to add Catering Working Party recommendations to the agenda of the next meeting of Full Council	Clerk
26/FC/88.1	Cllr Bowler to forward comments she had received to the committee	Cllr Bowler
26/FC/88.1	Facilities Manager to implement installation of the shelter once planning had been approved	Facilities Manager
26/FC/89.1	Facilities Manager to obtain quotes for converting plots RL23 and RL24 to a parking area	Facilities Manager
26/FC/89.1	Facilities Manager to contact Raymond Berkeley regarding the football memorabilia	Facilities Manager
26/FC/89.1	Facilities Manager to arrange for the container to be moved to the Manor Ground for storage, subject to relevant planning permissions	Facilities Manager
26/FC/89.2	Facilities Manager to expedite the clearance and release of the relevant allotment plots	Facilities Manager
26/FC/89.3	Facilities Manager to discuss the Orchard Rise Allotments at the next meeting of the Allotments Working Party	Facilities Manager
26/FC/89.4	Facilities Manager to follow up on responses from allotment holders at Hartley Court Allotments	Facilities Manager
26/FC/89.4	Facilities Manager to obtain quotes for perimeter fencing and secured gate at Hartley Court Allotments	Facilities Manager
26/FC/89.4	Clerk to report on whether the sheep owner in the adjacent field was continuing to pay the annual rent	Clerk

26/FC/90.1	Clerk to report back to the Committee once a response from the UoR regarding Land Matters had been received	Clerk
26/FC/92.1	Cllr Johnson to review the options presented	Cllr Johnson
26/FC/92.2	Clerk to distribute the report received from Tree Solutions	Clerk
26/FC/92.2	Clerk to request the cost for Option 1	Clerk
26/FC/92.2	Clerk to request the cost of the complete project	Clerk
26/FC/92.3	Facilities Manager to order the notice boards and arrange for the installation at the identified sites	Facilities Manager
26/FC/93.1	Cllr Johnson and Clerk to contact Lidl to ask if they would consider an Inpost locker facility on their site	Cllr Johnson and Clerk

Minutes of a meeting of
the Arts, Culture and Events Committee
Held on Thursday 2nd July 2026
at School Green Centre commencing at 19.30

Present: Cllrs Bowler, Matic (Chair), Montgomery, Peer & Rance

Attending: B Winton (Clerk)

26/ACE/38 Election of the Chair of the Arts, Culture & Events Committee

38.1 To receive nominations for the position of Chair of the Arts, Culture & Events Committee

Cllr Matic was nominated for the position of Chair of the Committee by Cllr Montgomery

38.2 Cllr Matic was duly elected as Chair of the Committee for 2026/2027

AGREED Unanimously

38.3 Cllr Matic signed the declaration of acceptance of office as the Chair of the Arts, Culture & Events Committee for 2026/2027

26/ACE/39 Election of the Vice-Chair of the Arts, Culture & Events Committee

39.1 To receive nominations for the position of Vice-Chair of the Arts, Culture & Events Committee

Cllr Bowler was nominated for the position of Chair of the Committee by Cllr Matic

39.2 Cllr Bowler was duly elected as Chair of the Committee for 2026/2027

AGREED Unanimously

39.3 Cllr Bowler signed the declaration of acceptance of office as the Chair of the Arts, Culture & Events Committee for 2026/2027

26/ACE/40 Public Questions

40.1 There were no public questions.

26/ACE/41

Apologies and declarations of Members' Interest

41.1

Approval of apologies for absence

Apologies had been received from Cllrs Jahromi & James.

41.2

Disclosure of Pecuniary Interests and Related Person Interests

It was noted that Cllr Rance is also a Borough Councillor.

There were no other declarations of members' interests.

26/ACE/42

Minutes of the previous meeting

42.1

The minutes of the committee meeting of 7th May 2026 were approved as a correct record and signed as such by Cllr Matic.

Proposed: Cllr Montgomery

Seconded: Cllr Bowler

Approved: Unanimously

42.2

Actions from the meeting held on 7th May 2026

17.1

Clerk to arrange lighting for panels in Ryeish Green room in 2027.

This had been booked with the company providing the panels. Consideration to be given to best means of providing power to the panels which may involve a site visit from the supplier to advise on options.

ACTION – Clerk to provide an update on lighting for the Art Panels at the next meeting

20.2

Clerk to deliver 19th June Quiz and review attendance

The quiz took place but only four teams took part. Those that did attend enjoyed the events and said they would encourage others to take part in 2027. The winning team asked for their Prize of £250 to be donated to SHARE and there is a photocall scheduled for Monday.

The Clerk recommended that the quiz is held again in 2027. The equivalent date would be Friday 18th June, or it could move to the Saturday 19th June.

It was agreed that there should be a charge for the event as it was felt that free admission may have discouraged entrants.

ACTION – It was agreed to repeat the event in 2027 holding it on Saturday 19th June.

20.2 Clerk to investigate potential support for operating bingo sessions.

The Clerk apologised for not being able to progress this matter. Cllr Bowler offered to conduct some further research. A request for volunteers could be included in the August newsletter.

ACTION – Cllr Bowler to research requirement for operating bingo sessions.

29.1 Clerk to send Cllr Matic link to meeting scheduled for 14th May with WBC Libraries team.

This had been done.

30.1 Clerk to arrange suitable celebration cake for SGC 5th Birthday Party

The Clerk advised that a local baker was in discussions with the Deputy Clerk about the potential for either a 3D or 2D birthday cake. We were awaiting quotes.

ACTION – Clerk to arrange suitable celebration cake for SGC 5th Birthday Party

30.1 Clerk to investigate music options for the SGC 5th Birthday Party

The Clerk had booked Paul Gudge's Ukelele band.

30.1 Clerk to issue formal invitations to the SGC 5th Birthday Party

The Clerk advised that formal invitations had been sent to:
Vice-Chancellor of University of Reading
AOC, School Green Centre architects
WBC Borough Mayor
Andrew Grimes
Yuan Yang MP and Clive Jones MP

30.1 Clerk to involve Youth Club in the SGC 5th Birthday Party

The Youth Club had been invited and were considering what their participation might be.

30.2 Clerk to confirm singers for Rockin' Around the Christmas Tree events

The Clerk had confirmed a singer for the Grazeley event on 28th November and was waiting for a response from a singer previously used for this event for the dates for School Green Centre (4th) and Frensham (11th)

ACTION – Clerk to confirm singers for Rockin' Around the Christmas Tree events

- 31.1 Clerk to add decision on Public Art to Full Council Agenda for May meeting

This had been done and the Continuum Design had been selected.

- 31.1 Clerk to discuss potential Hostile Vehicle Measures with the artist

This has not yet been discussed with the artist.

- 33.1 All to consider potential speakers for 2027 Annual Parish Meeting

Cllr Bowler provided a couple of potential speakers, and the Clerk would follow up with them.

ACTION – Clerk to follow up potential speakers for the Annual Parish Meeting in 2027 as suggested by Cllr Bowler

- 33.1 Clerk to book Ryeish Green Room for Annual Parish Meeting on 31st March 2027

Both the Ryeish Green and Pound Green rooms been booked.

- 33.2 Clerk to add Newsletter item to the agenda when the Community Engagement & Events Officer is in post

This is on the agenda at Item 46.1

26/ACE/43

Terms of Reference for the Arts, Culture & Events Committee

- 43.1 Members **CONFIRMED** the Terms of Reference for 2026/27.

ACTION – Clerk to add to Full Council for ratification

26/ACE/44

Developing Arts & Culture in the parish

- 44.1 **Book Festival**

Two authors had come forward as participants for the book festival to be held at School Green Centre at the end of August 2026. The likely format would be a 45-minute talk by author followed by Q&A then a book-signing (on sale or return) in the café

ACTION – Clerk to confirm arrangements for the Book Festival

Community Outreach

45.1 School Green Centre 5th “Birthday” Party on Saturday 7th November

The Clerk advised that:

- Invitations have been sent
- There has been a good response from regular hirers with regards to taking part in the event
- Arrangements for a cake were underway
- Live music had been booked

Once the regular hirers resumed after the summer holidays, the detailed schedule would be arranged.

ACTION – Clerk to continue to plan for the School Green Centre 5th Birthday Party event

45.2 Christmas Events

This had been covered earlier in the meeting.

45.3 Remembrance Sunday

The Clerk advised that the initial planning meeting for 2026 had been held. The only significant change planned would be relating to the position of the staging which would be moved and rotated slightly to avoid those on the stage having their backs to those standing on the Green.

Poppies still being received at a good rate. Sally will continue to lead on the poppies.

Parish Newsletters – Tackling Digital Exclusion

46.1 The proposal issued with the papers was discussed and

The Clerk introduced an initial mock-up of the approach outlined in the papers attached for the meeting. Members agreed that this was worth pursuing more and the Clerk was asked to arrange a more detailed mock up for the Full Council meeting later in the month.

ACTION – Clerk to add Hard Copy Newsletter to agenda for Full Council

47.1 Update regarding National Theatre Live

The Clerk provided an update on ticket sales for National Theatre Live screenings. The most recent *Les Liaisons Dangereuse* had attracted 35 to the regular screening (Friday 26th) and a further 20 to the relaxed screening on Sunday 28th

Members **NOTED the update**

47.2 Update on other potential screening partners

No further updates.

Public Art Project

Fundraising Plan

The Clerk advised that in addition to developers' contributions (£8,000) there were also the proceeds from the Art Exhibition (£1,900).

While there were some grants that could be applied for, it should be recognised that there was no guarantee of success for any of these. Options would include: National Lottery Awards for All England

- Funds projects that improve community spaces and bring people together
- Grants £300 to £20,000

Arts Council England

- Supports Visual Arts
- Grants up to £30,000

More locally there should be a scheme for sponsors with a range of option each of which would be recognised on a donor's board adjacent to the sculpture. E.g.

- Platinum – Most likely Local businesses – Say £2,500
- Gold - £1,000
- Silver - £500
- Bronze - £250
- Base - £20

Other potential fundraising opportunities might include:

- Artists Miniature
 - Ask/commission artist to create a small 6inch version of the artwork and/or
 - May be able to sell off cuts from the sculpture
- Art Exhibition Fundraiser
 - Options might be asking artists to donate a small canvas to be sold under a silent auction and/or
 - Raffle tickets for a prize
- Donate by Donut
 - This would entail the café stocking a donut made to resemble the artwork with a premium of say 50p on the selling price which goes towards the funding of the sculpture
- Run a Quiz night later in 2026 as a potential fundraiser for the artwork

It was agreed that there should be a working party to progress this further to be convened in August. Cllrs Bowler, Matic and Peer expressed an interest in taking part with the invitation to be open to all members of the committee.

ACTION – Clerk to convene a fundraising working party

ACTION – Clerk to develop a detailed fundraising plan for the public art

ACTION – Clerk to arrange a public art fundraising quiz for later in 2026

26/ACE/49

Budget Reporting

- 49.1 The budget report for ACE committee had been included with the papers.
Members **NOTED** the report.

26/ACE/50

Engagement Working Party

- 50.1 Any matters relating to the Engagement Working Party
This will not convene until new Community Engagement Officer is in place.

26/ACE/51

Correspondence

- 51.1 There was no correspondence to report.

26/ACE/37

Date of Next Meeting

- 37.1 The next meeting of the Arts, Culture and Events Committee will be held on Thursday 3rd September 2026 at 19.30.

Meeting closed at 20.50

List of Actions

Minute number	Action	Responsibility
17.1	Provide an update on lighting for the Art Panels at the next meeting.	Clerk
20.2	Repeat the quiz event in 2027, holding it on Saturday 19 th June.	Clerk
20.2	Research the requirements for operating bingo sessions.	Cllr Bowler
30.1	Arrange a suitable celebration cake for the School Green Centre 5 th Birthday Party.	Clerk
30.2	Confirm singers for Rockin' Around the Christmas Tree events.	Clerk
33.1	Follow up potential speakers for the Annual Parish Meeting in 2027 as suggested by Cllr Bowler.	Clerk
43.1	Add the Terms of Reference to Full Council for ratification.	Clerk
44.1	Confirm arrangements for the Book Festival.	Clerk
45.1	Continue to plan for the School Green Centre 5 th Birthday Party event.	Clerk
46.1	Add Hard Copy Newsletter to the agenda for Full Council.	Clerk
48.1	Convene a fundraising working party.	Clerk
48.1	Develop a detailed fundraising plan for the public art.	Clerk
48.1	Arrange a public art fundraising quiz for later in 2026.	Clerk

Minutes of a meeting of
Planning & Highways Committee
Held on Wednesday 8th July 2026
At School Green Centre commencing at 19:30

Present: Cllrs N Boyer, R Hoyle, L James, N Masseron, D Peer (Chair) and H Pollock

Attending: B Winton (Clerk)
S Herring (Deputy Clerk)
BCllr Johnson
4 Member of the Public

26/PC/67

Public Questions

67.1 To receive and consider any public question.

A member of the public, who lived opposite the bakery on the Basingstoke Road, Spencers Wood, had been involved in a recent serious accident. It was reported that vehicles were travelling too fast despite the speed limit being reduced to 30mph. Parking was another issue that caused problems as individuals were ignoring double yellow lines, and parking on the pavements resulting in reduced visibility for those exiting driveways. Lorries delivering to the One Stop Shop were causing additional hazards.

Possible steps that could be taken were:-

- The speed indicator device is relocated further along the road
- Community Speed Watch monitor this area of the Basingstoke Road
- Raise awareness with the Police
- Amend loading times for shops
- Introducing parking permits
- Hard physical changes to the road and parking

It was noted that the responsibility of this road was with WBC.

ACTION –

- Clerk to add to the list of traffic issues and discuss further with Wokingham Borough Council (WBC)
- BCllr Johnson to contact the Community Speed Watch team
- BCllr Johnson to ask for more volunteers for the Community Speed Watch team via social media

20:00 3 members of the public left the meeting

26/PC/68 Apologies and declarations of Members' Interest

- 68.1 Receive and consider approval of apologies for absence
- Apologies had been provided by Cllr Jahromi and BCllr Glover
- 68.2 Declarations of Interests
- Cllr Hoyle declared that he was related to BCllr Glover
- Cllr H Pollock declared that she was involved in the Campaign for Fairer Housing

26/PC/69 School Green Centre Car Park

- 69.1 Apologies had been received from BCllr Betteridge and M Gould, Head of Network Management, WBC
- Cllr Betteridge had cancelled attendance due to a borough ward commitment.
- Members discussed various concerns around the usage of the carpark and were concerned that the implementation of any potential charges could seriously affect hirers of the School Green Centre. If charges were to be implemented there should be a period of at least 2 hours free of charge. SPC would not be interested in buying the car park.
- ACTION – Deputy Clerk to invite Matt Gould, WBC and BCllr Betteridge to the next meeting of the committee in September 2026 to discuss the School Green Centre Car Park**

26/PC/70 Minutes of the Previous Meeting

- 70.1 The minutes of the Planning and Highways Committee held on 10th June 2026 were approved and signed as such by Cllr Peer.
- Proposed: Cllr Boyer
- Seconded: Cllr James
- Approved: Unanimously
- 70.2 Actions and Matters Arising from the meeting held on 10th June 2026
- 26/PC/59.2 Cllr H Pollock and Elaine Butler to request TPOs for the trees on land at (53.5) the Glebe
- This was in hand.
- 26/PC/59.2 Clerk to add land owned by the Diocese of Oxford to the next agenda (53.5)
- This was on the agenda – see minute 26/PC/78.1
- 26/PC/63.1 Facilities Manager to order a bundle of 5 solar powered CCTV cameras for siting at various locations around the parish when required
- This was in progress

26/PC/63.2 Clerk to arrange a meeting of the Traffic Working Party

This would be done.

ACTION - Clerk to arrange a meeting of the Traffic Working Party

26/PC/64.1 Clerk to add an agenda item to the next meeting of the Finance and General Purposes Committee for release of funding for the renewal of the Neighbourhood Development Plan

This had been done and approved by Full Council at their meeting held on 24th June, minute 26/79.1.5.

26/PC/64.1 Clerk to engage the Consultant once the release of funding was approved

This had been done and the first meeting of the working party was scheduled for 24th September.

26/PC/64.1 Clerk to contact the local residents' associations for nominations to join the SPNDP working party

This would be done.

ACTION – Clerk to contact the local residents' associations for nominations to join the SPNDP working party

26/PC/64.1 Cllr Peer to ask Cllr Bowler if she would be interested in joining the SPCNDP working party

Cllr Bowler had confirmed that she would like to be a member of the working party

26/PC/64.1 Cllr H Pollock to join the SPCNDP

This had been noted.

26/PC/64.2 Clerk to chase Wokingham Borough Council (WBC) for a response and report back to committee when a decision had been made on the Assets of Community Value submissions

This was on the agenda – see minute 26/PC/79.1

26/PC/65.2 Deputy Clerk to check on progress of fixing the lights on the 20mph school warning sign by Shinfield View Care Home

On checking the WBC website this was still showing as unresolved. The Deputy Clerk had chased this up but no response had been received to date.

26/PC/71

Terms of Reference

71.1 Terms of Reference for the Planning and Highways Committee

Members **APPROVED** the Terms of Reference for the Planning and Highways Committee for 2026/27 as presented.

Proposed: Cllr Boyer
Seconded: Cllr Peer
Approved: Unanimously

ACTION – Deputy Clerk to add to the agenda of the Full Council meeting in July

26/PC/72

Committee Membership

72.1 Cllr Bowler had requested to join the Planning and Highways Committee.

Cllr Bowler had recently attended a BALC training course on Introduction to Planning and had sent her apologies for this meeting as she was attending another training course.

Members of the committee **AGREED** to propose to Full Council that Cllr Bowler join the Planning and Highways Committee.

Proposed: Cllr Boyer
Seconded: Cllr Peer
Approved: Unanimously

ACTION – Deputy Clerk to add to the agenda of the Full Council meeting in July

26/PC/73

Schedule of Deposited Plans

73.1 Planning applications were circulated to members weekly. Plans deposited following the most recent Thursday planning email which required urgent attention would be forwarded as received.

The following application required consideration:-

73.2 PA261486 - 1 Ilbury Close

Cllr H Pollock had raised concerns regarding the planning application and Cllr Boyer had suggested a response that was approved by the Committee. It was also noted that this property was showing on the Live Enforcement Notices.

The Chair thanked Cllr H Pollock for bringing this to the attention of the Committee.

ACTION – Deputy Clerk to submit the response to the planning application on the WBC planning portal

- 73.3 PA261069 / 261070 / – Shinfield Infant And Nursery School, School Green, Shinfield, Wokingham, RG2 9EH

Proposal: Full application for the proposed installation of a replacement pedestrian gate following demolition of the existing front boundary dwarf wall, fencing and gate.

It was **NOTED** that this application had been approved.

26/PC/74

Appeals

- 74.1 Planning inspectorate appeals relating to Shinfield Parish

There were no new or ongoing cases relating to Shinfield Parish.

26/PC/75

Enforcement Notices

- 75.1 Closed Enforcements tables for June 2026

This month there were

5 cases deemed no breach
4 cases voluntary compliance
1 not expedient

Members **NOTED** the Closed Enforcement Tables

- 75.2 Outstanding Enforcements tables for June 2026

Bismillah House - 9 ongoing cases
10 new enforcement notices since the last meeting

Members **NOTED** the outstanding Enforcement tables

26/PC/76

Highways, Street Lighting and Footpath Matters

- 76.1 A verbal report on Highways, Street Lighting and Footpath matters

- Shinfield Volunteer Group Footpath Report
The Shinfield Volunteer Group Footpath Report – June 2026 had been circulated to members prior to the meeting. This would also be published in the August SPC electronic newsletter.
- Footpath 17 – this was on hold dependent on the budget and may be included with the funding for work on flooding on Church Lane.
- Shinfield Grange – cut back vegetation
- Footpath 20 – complaints had been received about brambles. SPC had dealt with this.

- 76.2 Traffic Matters

See correspondence 26/PC/80.2

- 76.3 A verbal report on any other Highways, Street Lighting and Footpath matters

Footpath along Grazeley Road

It was noted that there was no bus service to Grazeley and a footpath from Mere oak park and ride to Grazeley would give residents the opportunity of a 30min bus service into Reading. The creation of a 'non-firm' footpath would need to go along the edge of the field and permission would need to be obtained from the landowner. Cllr Masseron referred to the Active Travel Plan for proposed footpaths.

ACTION – BCLlr Johnson to raise with BCLlr Betteridge

Road Safety on Basingstoke Road

This had previously been discussed – see minute 26/PC/67.1

- 20:22 BCLlr Johnson left the meeting

26/PC/77

Renewal of Neighbourhood Development Plan (SPNDP)

- 77.1 The next meeting of the Working Party would follow the usual pattern of the evening after Full Council meeting starting with 24th September.

The ONH consultant had been commissioned to assist with the plan.

- 77.2 Assets of Community Value

See minute 26/PC/79.1

26/PC/78

Land owned by the Diocese of Oxford

- 78.1 A planning application had been submitted in 2011 for 175 dwellings on Shinfield Glebe but an appeal had been dismissed by the Secretary of State. Members felt that if this was resubmitted, it may have more chance of being approved due to changes in planning.

26/PC/79

Assets of Community Value

- 79.1 A verbal update on registering Assets of Community Value (ACV)

The Clerk had not received any further communication from WBC regarding the ACV that had been submitted.

ACTION – Clerk to chase Wokingham Borough Council (WBC) for a response and report back to committee when a decision had been made on the Assets of Community Value submissions.

Correspondence

80.1 West Berkshire Local Plan update

Members NOTED the West Berkshire Local Plan update

ACTION –

- All members of the committee to review the West Berkshire Local Plan update
- Clerk to request automatic notification relating to the West Berkshire Local Plan update

80.2 Approval of Grazeley 30mph speed limit

Members NOTED that the Traffic Regulation Order (TRO) for a reduction in speed limit to 30mph had been signed off and was likely to be implemented in the summer of 2026.

80.3 Church Lane traffic improvements

Wokingham Borough Council had acknowledged receipt of a residents petition and outlined the the current status.

“Any surveys, assessments or investigations that have been undertaken or are planned.

From Monday 6 July, an automatic traffic counter will be installed on Church Lane, just before St Mary’s Church. This will record the speed, volume and type of vehicles travelling in both directions. The equipment will consist of pneumatic tubes fixed to a lamp column and laid across the carriageway.

At the same time, cameras will be installed to monitor turning movements into and out of the road at both entry points. The three days with the highest traffic levels will then be analysed in detail. We expect this data to be returned to us by 24 July.

Alongside this work, officers will assess the feasibility of closing Church Lane to through traffic. A key consideration will be whether there is sufficient safe space for vehicles to turn around at either end of the road.

The next steps in the process.

Once these investigations are complete and a decision has been made on what measures may be possible, we will write to the lead petitioner with the outcome. If any measures can be taken forward, we will outline what they are, the next steps involved, and an indicative timeframe.

An indicative timeline for when residents can expect a formal response or decision.

Based on the current programme, we aim to provide a decision by 7 August. If this changes for any reason, we will provide a further update.”

Timetable

30 June 2026 Publish notice of intention to commence local plan preparation

6 July 2026 Call for Sites starts

“Landowners, developers and others are invited to suggest sites they believe have potential for development. The information gathered will be used to help us understand how development might be managed when preparing our new local plan – the Wokingham Borough Local Plan 2045.”

1 September 2026 Call for Sites Ends

5 October 2026 Scoping consultation starts

16 November 2026 Scoping consultation ends

26 February 2027 Publication of Gateway 1 self-assessment

8 November 2027 Consultation on local plan content and evidence starts

20 December 2027 Consultation on local plan content and evidence ends

14 February 2028 Gateway 2 advice sought

14 August 2028 Consultation on proposed Local Plan starts

9 October 2028 Consultation on proposed Local Plan ends

4 December 2028 Gateway 3 advice sought

5 March 2029 Submit for examination

31 July 2029 Adoption

25/PC/66

Date of the next meeting

66.1 The date of the next meeting will be Wednesday, 9th September 2026

The meeting ended at 20:55

List of actions

Minute	Action	Responsibility
26/PC/67.1	Clerk to add Basingstoke Road, Spencers Wood to the list of traffic issues and discuss further with Wokingham Borough Council (WBC)	Clerk
26/PC/67.1	BCllr Johnson to contact the Community Speed Watch team	BCllr Johnson
26/PC/67.1	BCllr Johnson to ask for more volunteers for the Community Speed Watch team via social media	BCllr Johnson
26/PC/69.1	Deputy Clerk to invite Matt Gould, WBC and BCllr Betteridge to the next meeting of the committee in September 2026 to discuss the School Green Centre Car Park	Deputy Clerk
26/PC/70.2 (26/PC/63.2)	Clerk to arrange a meeting of the Traffic Working Party	Clerk
26/PC/70.2 (26/PC/64.1)	Clerk to contact the local residents' associations for nominations to join the SPNDP working party	Clerk
26/PC/71.1	Deputy Clerk to add Terms of Reference to the agenda of the Full Council meeting in July	Deputy Clerk
26/PC/72.1	Deputy Clerk to add membership of the committee to the agenda of the Full Council meeting in July	Deputy Clerk
26/PC/73.2	Deputy Clerk to submit the response to planning application PA261486 on the WBC planning portal	Deputy Clerk
26/PC/76.3	BCllr Johnson to raise a potential footpath on Grazeley Road with BCllr Betteridge	BCllr Johnson
26/PC/79.1	Clerk to chase Wokingham Borough Council (WBC) for a response and report back to committee when a decision had been made on the Assets of Community Value submissions	Clerk
26/PC/80.1	All members of the committee to review the West Berkshire Local Plan update	All Committee members
26/PC/80.1	Clerk to request automatic notification relating to the West Berkshire Local Plan update	Clerk

Minutes of a meeting of
Staffing Committee
Held on Wednesday 15th July 2026
At School Green Centre commencing at 19.30

Present: Cllrs L James (Chair), Z Matic, I Montgomery and D Peer

Attending: S Herring (Deputy Clerk)

26/SC/20

Public Questions

20.1 There were no public questions.

26/SC/21

Election of Vice-Chair of Staffing Committee

21.1 To receive nominations for the position of Vice-Chair of the Staffing Committee

Cllr Peer was nominated for the position of Vice-Chair of the Staffing Committee by Cllr Matic.

21.2 Cllr Peer was duly elected as Vice-Chair of the Staffing Committee for 2026/2027

AGREED Unanimously

21.3 Cllr Peer signed the declaration of acceptance of office as the Vice-Chair of the Staffing Committee for 2026/2027

26/SC/22

Apologies and declarations of Members' Interests

22.1 Apologies for absence

There were no apologies for absence.

22.2 Members' declarations of pecuniary interests or related person interests.

There were no declarations on interests.

26/SC/23

Minutes of Previous Meetings

- 23.1 The minutes of the committee meeting held on 20th May 2026 were approved as a correct record and signed as such by Cllr James.

Proposed: Cllr Montgomery
Seconded: Cllr Matic
Approved: Unanimously

- 23.2 Matters arising from the minutes of the meeting held on 20th May 2026

25/SC/38.3 Clerk to arrange an IT Working Party meeting

This will be done.

- 13.2 Clerk to notify the Customer Care Team Supervisor of the change in title to Customer Care Team Manager

This had been done.

- 13.3 Clerk to report on the process of reducing total café hours at the next meeting of the committee

This was on the agenda – see minute 26/SC/24.3

- 14.1 Clerk to initiate recruitment process for Deputy Clerk, Community Engagement & Events Officer and PT Youth Worker

This was on the agenda – see minute 26/SC/25.1

- 14.1 Clerk to inform the Media & Communications Officer regarding the change to the proposed line management structure

This had been done.

- 15.1 Clerk to initiate the Staff Survey

This had been done and was on the agenda – see minute 26/SC/26

26/SC/24

General Review of Staffing

- 24.1 A verbal report on staffing matters and structure by the Deputy Clerk

The Deputy Clerk provided a verbal update on staffing within the council.

Members **NOTED** the Deputy Clerk's Report.

ACTION – Deputy Clerk to circulate list of points raised at a recent staff meeting to those present at the meeting

- 24.2 The Front of House Supervisor Role

The Deputy Clerk reported that one of the members of the Customer Care Team had agreed to cover the role on a three-month trial basis. A Customer Care Team Member would be advertised for 16 hours per week to assist with additional cover.

- 24.3 Changes to the Staffing arrangement for café

The Catering Working Party had proposed that the café opening hours be reduced from 7 to 5 days per week opening Monday to Friday from 09:00 to 17:00 only with weekend opening for events. The proposal was to employ a full-time café manager and two part-time staff totalling 85 hours per week. A few casual staff would be required to cover holiday and sickness periods.

The full proposal from the Catering Working Party would be presented to the Full Council meeting on 29th July 2026.

26/SC/25

Staff Recruitment

- 25.1 The Deputy Clerk reported on the following three posts:-

- 25.1.1 Deputy Clerk

To date six applications had been received. Interviews were scheduled for 31st July.

Cllrs James and Peer offered to be part of the interview panel, however, it was felt that one councillor and the Clerk would be sufficient. Details to be arranged with the Clerk.

Interviews would be scheduled for 31st July.

ACTION – Deputy Clerk to set up the interviews for 31st July 2026

25.1.2 Community Engagement & Events Officer

This position had now been advertised on the Shinfield Parish Council (SPC) website, social media and will appear in the August electronic newsletter. The closing date for applications was 14th August 2026.

25.1.3 Youth Worker (part-time)

This position had now been advertised on the Shinfield Parish Council (SPC) website, social media and will appear in the August electronic newsletter. The closing date for applications was 14th August 2026.

25.1.4 Customer Care Team Member and Caretaker

These positions had now been advertised on the Shinfield Parish Council (SPC) website and Indeed. The closing date for applications was 24th July 2026 with interviews scheduled for 29th July.

26/SC/26

Staff Survey

26.1 The Clerk circulated an analysis of the 2026 Staff Survey with the agenda. 11 responses had been received out of a potential 28. The survey had been sent to office staff, customer care team, facilities team, café staff, youth workers and litter pickers.

The main areas of improvements identified were: -

- Strengthen Internal Communication Processes
- Implement Structured Management and Performance Frameworks
- Review Pay Structures and Job Descriptions
- Improve Workforce Planning and Workload Monitoring
- Invest in Team Cohesion and Cross-Team Engagement
- Develop Organisational Processes and Knowledge Management
- Assess Workplace Facilities and Resource Requirements

Members **AGREED** that the above list of improvements were to be investigated and included in the future development of the organisation.

ACTION – Cllr James to discuss with the Clerk

26/SC/27

Training

27.1

Training provided since last meeting:

- One Councillor - Knowledge and Core Skills
- One Councillor - Introduction to Planning
- One Councillor - Introduction to Local Council Finance for Councillors
- One Councillor - Writing Grant Applications and Sourcing

There were no future courses booked.

Members noted the training update

27.2

The Clerk asked members to consider if he could undertake Foundation level Prince2 training to assist in major project planning.

This will be reviewed at a future meeting.

26/SC/28

Staff Security Matters

28.1

Staff Security

The Deputy Clerk advised that there had been no incidents involving the security of staff since the previous meeting. Personal alarms had been issued to the café staff and customer care team.

28.2

Anti-Social Behaviour (ASB)

The Deputy Clerk advised that there had been damage to the trampoline at the Millworth Lane park. This was scheduled for repair and would be submitted as an insurance claim. It was noted that significant staff time to secure areas after ASB should be recognised.

6/SC/29

Terms of Reference

29.1 Terms of Reference for the Staffing Committee

Members **APPROVED** the Terms of Reference for the Staffing Committee for 2026/27 as presented.

Proposed: Cllr Peer
Seconded: Cllr Montgomery
Approved: Unanimously

ACTION – Deputy Clerk to add to the agenda of the Full Council meeting in July

26/SC/30

Bradford Factor as a tool for managing staff absence

30.1 Details of the Bradford Factor as a tool for managing staff absence had been circulated with the agenda.

This would be used as a management tool to identify any areas of concern, however, individual circumstances would always be taken into consideration before any formal action was implemented.

Proposed: Cllr Matic
Seconded: Cllr Montgomery
Approved: Unanimously

ACTION – Clerk to monitor the process when put into practice.

26/SC/31

Date of Next meeting

31.1 The date of the next meeting was the Wednesday 11^h November 2026

The meeting ended at 20:55

Summary of Actions

Minute Ref.	Action	Responsibility
26/SC/24.1	Deputy Clerk to circulate list of points raised at a recent staff meeting to those present at the meeting	Deputy Clerk
26/SC/25.1	Deputy Clerk to set up the interviews for the Deputy Clerk role for 31 st July 2026	Deputy Clerk
26/SC/26.1	Cllr James to discuss the outcomes of the staff survey with the Clerk	Cllr James
6/SC/29.1	Deputy Clerk to add the Terms of Reference for the Staffing Committee to the agenda of the Full Council meeting in July	Deputy Clerk
26/SC/30.1	Clerk to monitor the process of the implementation of the Bradford Factor when put into practice	Clerk

Shinfield Parish Council Facilities Committee Terms of Reference

Status

- This is a standing committee of Shinfield Parish Council

Purpose

- The Facilities Committee is responsible for
 - Leisure and recreation facilities owned by the parish council
 - Developing relationships with local sports clubs and leisure groups
 - Developing relationships with Wokingham Borough Council on sports and leisure

Membership

- The Committee shall have at least four members
- The quorum for the committee is three members
- The committee will elect a Chair and one Vice-Chair annually at the first meeting of the committee held after the Annual Council Meeting in May each year
 - The Clerk shall invite nominations while issuing the papers for this meeting but nominations for Chair and Vice-Chair may also be made at the meeting itself
- The Deputy Clerk shall attend these meetings as clerk to the committee and produce minutes
 - The Deputy Clerk sets the agenda for the meeting in discussion with the Chair of the Committee and the Clerk to the council
- The Facilities Manager shall also attend the meetings to report on matters within their responsibility and provide guidance as appropriate to the committee

Meetings

- The committee will normally meet monthly and will meet at least TEN times per annum.
- Meetings will normally be held on the first Wednesday of each month

Aims and Objectives

- Ensuring the effective management, operation, security and repair of
 - Council buildings (including those leased to the council from the University of Reading)
 - Council land, playgrounds, public waste bins, bus shelters, open spaces and similar
 - Council operated Allotment sites
 - Council operated sports and leisure facilities
- Management of allocated Section 106 or Community Infrastructure Levy funds allocated to leisure and play facilities

Delegated powers

- The committee has the following delegated powers:
 - Delegation of work to the Clerk
 - Delegation of work to a Sub-Committee
 - To set the following (within the terms of the planning assumptions advised by Finance & General Purposes Committee)
 - Room Hire rates
 - Pitch and Court hire rates
 - Allotment charges
 - Budget setting (in conjunction with the Finance and General Purposes Committee) including
 - Fees & Charges Income for the committee's area of responsibility
 - Expenditure requirements for the committee's area of responsibility
 - The Committee has the power to spend within its budget
 - Budget may be reassigned against individual line items
 - Any proposal to exceed the total expenditure budget limit must be approved by the Finance and General Purposes Committee prior to that expenditure being committed or incurred
 - Where income is projected to be greater than budget target then this should be "surrendered" to Finance and General Purposes Committee to be used most effectively across the council

Reporting on the activities of the Committee

- The following reporting shall take place
 - The DRAFT minutes of each meeting of the committee will be tabled at the next Full Council meeting
 - The Chair, Deputy Clerk and Facilities Manager shall provide additional information on the committee's activities as requested by members

Training Recommendations

- There are currently no **recommended** training courses for members of this committee

Review

- The Committee shall review these terms of reference annually at the first meeting after the annual meeting of the council
- Additional reviews of these terms of reference may take place at any other time of the year
- Any amendments to these Terms of Reference are subject to ratification by Full Council

**Shinfield Parish Council
Arts, Culture & Events Committee
Terms of Reference**

Status

- This is a standing committee of Shinfield Parish Council

Purpose

- The Arts, Culture & Events (ACE) Committee is responsible for
 - The promotion of arts & culture within the parish
 - Developing relationships with Wokingham Borough Council and other appropriate groups and organisations (including arts societies and history clubs) with regards to arts and culture activities
 - Developing a parish wide events programme which the council will
 - Deliver directly or
 - Work with partners or
 - Support other organisations accordingly

Membership

- The Committee shall have at least four members
- The quorum for the committee is three members
- The committee will elect a Chair and may select a Vice-Chair annually at the first meeting of the committee held after the Annual Council Meeting in May each year
 - The Clerk shall invite nominations while issuing the papers for this meeting but nominations for Chair and Vice-Chair may also be made at the meeting itself
- The Clerk shall attend these meetings as clerk to the committee and produce minutes
 - The Clerk sets the agenda for the meeting in discussion with the Chair of the Committee

Meetings

- The committee will normally meet bi-monthly in odd numbered months
- Meetings will normally be held on the first Thursday after the first Wednesday of the month

Aims and Objectives

- Ensuring the effective planning, promotion and delivery of community events, activities and competitions
- Developing and delivering a range of in-house events for the benefit of the entire community or specific sub-sections of the community
- Supporting other community-based events as deemed appropriate by the committee or Full Council

Delegated powers

- The committee has the following delegated powers:
 - Delegation of work to the Clerk
 - Delegation of work to a Sub-Committee
 - To set the following (within the terms of the planning assumptions advised by Finance & General Purposes Committee)
 - Charges for exhibitions, community events and cinema screenings as created or managed by the council
 - Budget setting (in conjunction with the Finance and General Purposes Committee) including
 - Fees & Charges Income for the committee's area of responsibility
 - Expenditure requirements for the committee's area of responsibility
 - The Committee has the power to spend within its budget
 - Budget may be reassigned against individual line items
 - Any proposal to exceed the total expenditure budget limit must be approved by the Finance and General Purposes Committee prior to that expenditure being committed or incurred
 - Where income is projected to be greater than budget target then this should be "surrendered" to Finance and General Purposes Committee to be used most effectively across the council

Reporting on the activities of the Committee

- The following reporting shall take place
 - The DRAFT minutes of each meeting of the committee will be tabled at the next Full Council meeting
 - The Chair and Clerk shall provide additional information on the committee's activities as requested by members

Training Recommendations

- There are currently no **recommended** training courses for members of this committee

Review

- The Committee shall review these terms of reference annually at the first meeting after the annual meeting of the council
- If necessary additional reviews of these terms of reference may take place at any other time of the year
- Any amendments to these Terms of Reference are subject to ratification by Full Council

Shinfield Parish Council Planning & Highways Committee Terms of Reference

Status

- This is a standing committee of Shinfield Parish Council

Purpose

- The Planning & Highways (P&H) Committee is responsible for
 - Responding on behalf of the council as a statutory consultee of the Local Planning Authority (LPA) and the Local Highway Authority (LHA)
 - Developing relationships with other local statutory bodies in relation to planning and highways matters
 - Developing and maintaining the Neighbourhood Development Plan

Membership

- The Committee shall have at least four members
- The quorum for the committee is three members
- The committee will elect a Chair and one Vice-Chair annually at the first meeting of the committee held after the Annual Council Meeting in May each year
- The Clerk shall attend these meetings as clerk to the committee and produce minutes

Meetings

- The committee will normally meet monthly and will meet at least TEN times per annum
- Meetings will normally be held on the second Wednesday of each month

Aims and Objectives

- Ensuring submission, to the LPA, of considered comments on a schedule of planning applications in or affecting the parish, including
 - Section 106 (S106) and
 - Community Infrastructure Levy (CIL) allocations
- Submission, to the LPA, of considered comment on planning issues, planning policy and planning consultation documents
- Submission, to the LHA regarding traffic and highways issues including
 - Oversight of the Traffic Working Party
- Notification, to the LHA, of highway concerns and highway requirements in or affecting the parish
- Working with Wokingham Borough Council (WBC) regarding
 - Footpath issues
 - Monitoring bye ways and bridleways
 - Local Active Travel plans
- Management of street light installations, maintenance and repairs
- Overseeing the Council's Neighbourhood Development Plan

Delegated powers

- The committee has the following delegated powers:
 - Delegation of work to the Clerk
 - Delegation of work to a Sub-Committee
 - Budget setting (within the terms of the planning assumptions advised by Finance & General Purposes Committee)
 - The Committee has the power to spend within its budget
 - Budget may be reassigned against individual line items
 - Any proposal to exceed the total expenditure budget limit must be approved by the Finance and General Purposes Committee prior to that expenditure being committed or incurred
 - Where income is projected to be greater than budget target then this should be “surrendered” to Finance and General Purposes Committee to be used most effectively across the council

Reporting on the activities of the Committee

- The following reporting shall take place
 - The DRAFT minutes of each meeting of the committee will be tabled at the next Full Council meeting
 - The Chair and Clerk shall provide additional information on the committee’s activities as requested by members

Training Recommendations

- It is **recommended** that each member of this committee attends training as arranged through Hampshire Association of Local Councils on
 - “Introduction to Local Planning”
 - “Local Council Plans and Local Policy for Councils”
- Alternative courses covering the same syllabus would also be suitable training for members of the committee

Review

- The Committee shall review these terms of reference annually at the first meeting after the annual meeting of the council
- If necessary additional reviews of these terms of reference may take place at any other time of the year
- Any amendments to these Terms of Reference are subject to ratification by Full Council

Shinfield Parish Council Staffing Committee Terms of Reference

Status

- This is a standing committee of Shinfield Parish Council

Purpose

- The Staffing Committee is responsible for
 - Making decisions regarding staffing structure, policy and procedures (unless reserved for Full Council – see below)
 - Line Management of the Clerk (through the Chair of the Committee)

Membership

- The Committee shall have at least four and no more than five members
- The Committee shall comprise of
 - Vice-Chair of the Council as determined by Full Council
 - At least three other members of the Council as appointed by Full Council
 - Ideally appointees should have experience in one or more of the following areas
 - Employment law and best practice,
 - Management of staff and/or
 - Appropriate training agreed by the Council
 - The Chair of the Council shall not be a member of the committee
- Quorum
 - The quorum for the committee is three members.
- The Chair of the committee shall be the Vice-Chair of the Council
- The Committee shall elect a Vice-Chair annually at the first meeting of the committee held after the Annual Council Meeting in May each year
- The Clerk shall attend these meetings as clerk to the committee and to produce minutes

Meetings

- The committee will meet at least FOUR times per annum
- Meetings will normally be held on the third Wednesday of January, May, July & November (no meetings scheduled for March and September each year)

Aims and Objectives

- Ensuring that the council's staffing arrangements are adequate and robust to cope with current and anticipated workloads and make recommendations to Full Council for any variation to the structure
- Review and approving the individual job descriptions, hours and grades
- Ensuring that all legal arrangements are in place for each member of staff
- Ensuring that the appraisal system is applied fairly and consistently
- Managing the Clerk's performance including setting objectives and performance targets agreed with the Clerk for the reporting year
 - The Chair of Staffing Committee to conduct a formal Annual Review

- Overseeing the processes for staff recruitment and ensure implementation of an effective induction process for all new staff
- Overseeing the Council's policies for training and development of staff and members and make recommendations to the Council
- Overseeing the Council's policies in relation to Health and Safety matters
- Monitoring the Council employment policies and processes as listed in the Council's Employee Handbook and give guidance and make recommendations to Council
- Overseeing staff disciplinary issues in conjunction with the Clerk
- Ensuring that staff are aware of grievance policies and procedures
 - Where grievances are not, or cannot be, addressed by the Clerk, the committee shall act as the body to receive and resolve such grievances

Delegated powers

- The committee has the following delegated powers:
 - Delegation of work to the Clerk
 - Delegation of work to a Sub-Committee
 - The Committee has the power to spend within its budget
 - Budget may be reassigned against individual line items
 - Any proposal to exceed the total expenditure budget limit must be approved by the Finance and General Purposes Committee prior to that expenditure being committed or incurred

Reserved for Full Council

- The following items are reserved for Full Council
 - The appointment and dismissal of The Clerk, The Deputy Clerk, Facilities Manager and Responsible Finance Officer (if this role is not filled by the Clerk)
 - Approval of new staffing structures

Reporting on the activities of the Committee

- The following reporting shall take place
 - The DRAFT minutes of each meeting of the committee will be tabled at the next Full Council meeting
 - The Chair and Clerk shall provide additional information on the committee's activities as requested by members

Training Recommendations

- It is **recommended** that each member of this committee attends training as arranged through Hampshire Association of Local Councils on
 - "Managing Employees in Local Councils"
 - "Appraisals"
- Alternative courses covering the same syllabus would also be suitable training for members of the committee

Review

- The Committee shall review these terms of reference annually at the first meeting after the annual meeting of the council.

Shinfield Players Theatre Request to Reallocate Capital Grant Funding

Request

Shinfield Players Theatre (SPT) have requested that a capital grant of £20,000 intended for dressing room improvements is reassigned to conduct essential foundation repairs.

Background

In November 2023, Full Council approved a capital grant to SPT for £20,000 in support of planned work to refurbish dressing rooms. The funds were paid over in January 2024.

In February 2025 a request was made to delay the work due to:

- the change of freeholder of the land moving from the Ministry of Defence to the Department of Culture, Media and Sport
- The need to switch match funding set aside for the dressing rooms to address water damage to the fabric of the building

At the time assurance was given that the council's capital grant would be ringfenced for the dressing room project as per SPT email from 26th May 2026:

"I am writing to you regarding the generous grant which the Parish Council made to the Theatre in support of our planned project to build new dressing rooms to the side of our building, to give increased dressing room space, improve safeguarding facilities for our youth groups, and to provide an accessible toilet backstage.

The start of this project has unfortunately been delayed by an unexpected change in the freeholder of the land upon which our theatre stands, changing from the Ministry of Defence to the Department of Culture, requiring the lease for the land to be re-signed off. We are actively pursuing this sign off, but unfortunately, until this is done, we cannot apply for planning permission, or of course press forward with the build.

Since receiving the grant, we now find ourselves in the position of needing to temporarily redirect our matched funding away from the dressing room build to areas of greater need within the theatre. This has arisen due to water damage to the fabric of the building including our new toilets and the roof of our furniture store; also, a recent asbestos survey highlighted some urgent work that was required to encapsulate some areas of asbestos within the backstage area of the building to ensure the safety of our members. All unexpected costs at a time when the normal running costs of the building have risen dramatically.

I want to assure you that the money that you have given us will remain ringfenced for the dressing room project and we are organising fundraising events to regenerate the matched funding to go with this. We are obviously disappointed that we are unable to move forward with the dressing room build at this point, and will keep you updated with our plans."

Revised Request

The following request has now been received:

“Further to our email of February 2025 (attached) regarding the grant awarded for the dressing room refurbishment project, I am writing to provide an update and to seek the Council's approval to vary the use of the grant funding.

As outlined previously, during 2025 the theatre encountered a number of significant and unforeseen building issues, including roof repairs and asbestos remediation.

We are also continuing to address what has become the most serious matter: extensive water damage affecting the toilet facilities.

The investigation and resolution of this issue has required specialist surveys, professional advice from building surveyors and, due to the need for foundation improvements to address increased groundwater levels, a planning application. The process has been both lengthy and costly.

The current estimated cost of the required remedial and rebuilding works is approximately £60,000.

The theatre had intended to use its reserves to provide the match funding for the dressing room project. However, given the urgent need to undertake the toilet reconstruction works, we are no longer in a position to proceed with the dressing room refurbishment at this time.

Although temporary repairs have enabled the facilities to remain operational, the condition of the toilets continues to deteriorate. We are concerned that, without substantial intervention, they may become unusable. This would have a serious impact on the theatre's ability to operate, affecting performances, community activities and the income required to sustain the venue.

We therefore respectfully request the Council's permission to use the grant funding originally awarded for the dressing room project towards the toilet rebuilding project instead.

This funding would form part of the overall project cost and would be combined with the theatre's available reserves. The works are essential to safeguard the future operation of the theatre as a valued community asset. Once the theatre's financial position allows, our intention remains to rebuild reserves and pursue improvements to the dressing room facilities at a later date.

We would be grateful if the Council could consider this request and confirm in writing whether it is willing to approve this variation in the use of the grant funding.”

Ref	Date Paid	Payee Name	Amt Paid (inc VAT) £	Transaction Detail
Cafe				
001	19/06/2026	Kingdom Coffee International Ltd	209.73	Coffee & Syrups
002	19/06/2026	La Dolce Vita Caffè	122.05	Cakes & Traybakes
003	25/06/2026	La Dolce Vita Caffè	551.20	Cakes & Traybakes
004	06/07/2026	SYSCO GB Ltd	215.75	Food & Drink Supplies
005	07/07/2026	La Dolce Vita Caffè	457.10	Cakes & Traybakes
006	07/07/2026	Kingdom Coffee International Ltd	545.67	Coffee & Syrups 23/6/2026
007	29/06/2026	SYSCO GB Ltd	235.10	Food & Drink Supplies
Total Café			<u>2,336.60</u>	
Other Council Business				
008	18/06/2026	EDF Energy	1,747.14	Electricity May - High Copse (prior to KVA Chnages)
009	19/06/2026	Training at Work Group Limited	838.80	Emergency First Aid at Work (12 people)
010	19/06/2026	SKS Window Cleaning	420.00	Window Cleaning - SCG & SWP (4 mthly schedule) - Café)(2 mthly schedule)
011	19/06/2026	MD Fire Doors	2,084.40	Fire Door Remedials - School Green Centre
012	19/06/2026	Durant Cricket Limited	7,614.00	Sight Screens & Covers - High Copse
013	19/06/2026	Window Flowers Limited	3,046.98	6 mths Maintenance of Planters at SGC
014	19/06/2026	Kreatif Design Ltd	153.60	Hosting Council Website - 1 month
015	19/06/2026	Hampshire Association of Parish Councils	141.60	Planning Training for Councillor
016	19/06/2026	Absolute Brilliance Cleaning Limited	8,005.56	Cleaning 3 sites - May 2026
017	19/06/2026	The Royal National Theatre	1,021.62	Fees Payable for NTL Performances Screened at SGC
018	19/06/2026	Fcc Recycling (UK) Ltd	630.65	Fee for Disposing Waste Cleared from Allotments
019	19/06/2026	Enerveo Ltd	166.91	Street Lighting Repairs - Wheatfields Road
020	19/06/2026	Air It Limited	291.60	Adobe & Co Pilot for Facilities Manager - Annual
021	19/06/2026	Air It Limited	2,004.18	New High Spec Lap Top for Office
022	19/06/2026	Air It Limited	1,582.38	Monthly Microsoft 365 Support & Licences - June
023	19/06/2026	Air It Limited	1,899.90	Monthly Managed IT Support
024	22/06/2026	FibreNest	37.00	Broadband - The Manor June
025	22/06/2026	Everflow Utilities	326.32	Water & Waste - SGC - June
026	22/06/2026	Everflow Utilities	1,324.08	Water - June Allotments
027	22/06/2026	Everflow Utilities	156.05	Water & Waste - The Manor - June
028	22/06/2026	Everflow Utilities	136.85	Water & Waste - SWP - June
029	22/06/2026	Everflow Utilities	196.05	Water & Waste - High Copse - June
030	22/06/2026	Corona Energy Retail 4 Limited	53.77	Electricity School Green - Outside Meter - May
031	22/06/2026	Corona Energy Retail 4 Limited	46.15	Electricity Millworth Lane Pavilion - May
032	22/06/2026	Corona Energy Retail 4 Limited	409.99	Electricity Spencers Wood Pavilion May
033	22/06/2026	Corona Energy Retail 4 Limited	554.48	Electricity School Green Centre (Sth) - May
034	22/06/2026	Corona Energy Retail 4 Limited	267.44	Electricity Manor - May
035	22/06/2026	Rivervale	381.60	Van Rental - 1 Mth
036	22/06/2026	Peninsula Business Services	475.42	HR & HS Support - 1 Mth
037	22/06/2026	Telefonika UK Ltd	336.07	Mobile Phones 1 mth - Facilities & Office
038	24/06/2026	Multiple Employees	36,170.51	Net Pay - 33 staff - June
039	25/06/2026	Select Environmental Services	601.28	Commercial Waste Services - May (exc litter bins)
040	25/06/2026	Nigel Jeffries Landscaping Ltd	1,828.80	Grass Cutting Parks & Open Space - June
041	25/06/2026	Councillor	16.50	Mileage Claim
042	26/06/2026	Engie Power Limited	250.28	Electricity - Street Lighting - May 206
043	30/06/2026	Absolute Brilliance Cleaning Ltd	775.10	Cleaning 1 mth - High Copse
044	30/06/2026	Sunshine Commercial Services Ltd	5,063.52	Pitch Marking - 3 seasons - Manor
045	30/06/2026	Lloyds Bank plc	31.76	Monthly Fee & Charges for May
046	01/07/2026	Wokingham Borough Council	1,271.00	Business Rates 1/10th July - School Green Centre
047	01/07/2026	Wokingham Borough Council	1,160.00	Business Rates 1/10th July - High Copse Pavilion
048	01/07/2026	Wokingham Borough Council	188.00	Business Rates 1/10th July - Spencers Wood Pavilion
049	01/07/2026	Wokingham Borough Council	165.00	Business Rates 1/10th July - The Manor Pavilion
050	01/07/2026	Wokingham Borough Council	43.00	Business Rates 1/10th July - Millworth Lane Pavilion
051	02/07/2026	Nest Pension Contributions	3,247.53	Pension Contributions - June 2026
052	03/07/2026	Meta Fencing and Gates	14,518.80	Deposit for Fencing at High Copse Pitches
053	07/07/2026	Gartec Limited	294.00	Call Out to Lift - SGC
054	07/07/2026	BDS Surveyors	6,138.00	Archeological Brief & Revised Drawings - Fitness Zone at Millworth Park
055	07/07/2026	BDS Surveyors	900.00	Prep and Planning for Community Shelter
056	07/07/2026	Larkstel Ltd	10,076.37	The Manor & High Copse - Grounds & Pitch Maintenance June
057	07/07/2026	Ecovo Agricultural Consultancy	696.00	Consultants - Restoration Plan Deardon
058	07/07/2026	BEM Specialists Limited	2,016.00	Configure Mechanical Systems - SGC
059	07/07/2026	Reduce Energy Ltd	100.00	Consultants Fee - High Copse KVA
060	07/07/2026	National Association Local Councils	120.00	Recruitment - Deputy Clerk
061	07/07/2026	Hampshire Association of Parish Councils	214.80	Councillor training courses
062	07/07/2026	SLCC Enterprises Ltd	462.00	Subscription - Clerk - SLCC
063	07/07/2026	Claire Connell Accountancy	237.50	Final Audit Fee - AGAR
064	07/07/2026	Air It Limited	112.54	Internet - June
065	07/07/2026	Air It Limited	208.46	New Docking Station - Office
066	07/07/2026	Air It Limited	390.31	Phones - Main Office & Reception - SGC - June
067	07/07/2026	Fcc Recycling (UK) Ltd	378.39	Removing Rubbish from Allotment - 10th June - 3 Trips
068	07/07/2026	A1 Locksmiths (Berkshire) Ltd	30.00	New Lock - Allotment
069	07/07/2026	FibreNest	37.00	Internet July - The Manor
070	14/07/2026	HM Land Registry	14.00	Search Fee - Footpath Mere oak
071	15/07/2026	HMRC PAYE	<u>11,152.22</u>	PAYE & National Insurance Contributions June Payroll
Total Other Council Business			<u>135,259.26</u>	

Ref	Date Paid	Supplier	Amount Paid	Description
Café				
001	25/06/2026	Lidl	15.20	Supplies for Café
002	24/06/2026	Netagon Ltd	39.95	Fan for Cafe
Total Cafe			55.15	
Other Council Business				
003	01/06/2026	Safety Supplies	55.91	Helmet & Visor for Facilities
004	02/06/2026	Amazon EU	16.99	Wireless Doorbell - Reception
005	04/06/2026	Amazon EU	45.45	Flushing Mechanism for Ladies Toilet
006	06/06/2026	Adobe Systems Software Ireland	66.49	1 Mth Subscription
007	09/06/2026	Lidl	6.65	Refreshments for Allotment Holder Meeting
008	09/06/2026	Mailchimp	40.80	1 mth Subscription Mailing App - 1,500 messages
009	10/06/2026	ESDA Ltd	17.44	3 Piece Metro Siphon
010	10/06/2026	Amazon EU	20.37	Descaler / Cable Ties - Facilities
011	10/06/2026	Planning Portal	-205.00	Refund Planning Application
012	11/06/2026	Amazon EU	149.80	Personal Alarm Keys for Staff
013	15/06/2026	Portal Plan Quest Limited	245.50	Planning Application - Community Shelter
014	16/06/2026	Amazon EU	8.99	Cabinet Security Lock - Facilities
015	16/06/2026	Amazon EU	119.99	Facilities - Knapsack Weed Sprayer
016	16/06/2026	Facebook Advertising	10.00	Facebook Advertising - Recruitment
017	17/06/2026	Guardian News & Media Ltd	690.00	Recruitment Deputy Clerk
018	19/06/2026	Costco	159.72	Refreshments - Community Quiz Night
019	19/06/2026	Microsoft	898.99	Tablet & Accessories for R Walker
020	20/06/2026	Amazon EU	33.69	Facilities - Face Shield with Ear Defenders
021	20/06/2026	Defib Warehouse	267.60	Replacement Battery for Defibrillator
022	21/06/2026	Amazon EU	6.78	1 x No Fly Tipping Sign
023	21/06/2026	KPCM Display Ltd	16.76	3 x No Fly Tipping Signs
024	25/06/2026	Yeamtree Ltd	10.99	Leaflet Holder - Newsletters
025	25/06/2026	Amazon EU	52.47	Cables for Office
Total Other Council Business			2,736.38	

Payments Due to be Made Outside of the Clerk's Financial Delegation

There is one payment that requires Council approval

Enerveo – Completed Survey of 122 Street Lighting Columns within the Parish Council Assets.

£11,038.56 plus Vat @ 20%