

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, 24th September 2025, commencing at 19:30



Bruce Winton
Chief Executive and Clerk to the Parish Council
19th September 2025

Members: Cllrs Bowler, Boyer, Clarke, Fernandes, Hoyle, Jahromi, James (Vice Chair of Staffing and Finance), Johnson, Jones, Lias, Masseron (Vice Chair of Corporate Governance), Matic, Montgomery, and Peer

Agenda

1. **Resignation of the Chair of the Council**
 - 1.1 To **RECEIVE** and **NOTE** the resignation of the Chair of the Council
2. **Public Questions**
 - 2.1 To **RECEIVE** and **CONSIDER** questions from the public
3. **Apologies and declaration of members' interest**
 - 3.1 To **RECEIVE** and **CONSIDER** members' apologies for absence
 - 3.2 To **RECEIVE** and **CONSIDER** declarations of members' interests
 - 3.3 To **RECEIVE** and **CONSIDER** changes to members' declarations of pecuniary interest
4. **Minutes of the Full Council meetings held on 23rd July 2025 and 29th July 2025**
 - 4.1 To **RECEIVE** and **APPROVE** the minutes of Full Council meeting held on 23rd July 2025*
 - 4.2 To **RECEIVE** information on matters arising from the minutes of the meeting held on
 - 4.3 To **RECEIVE** and **APPROVE** the minutes of the Extraordinary Full Council meeting held on 29th July 2025*
 - 4.4 To **RECEIVE** information on matters arising from the minutes of the meeting held on

5. Reports from Borough Councillors

- 5.1 To **RECEIVE** and **NOTE** reports from Borough Councillors*
- 5.2 To raise any questions to Wokingham Borough Council via the Borough Councillors.

6. Reports from Committees and associated Working Parties

- 6.1 To **RECEIVE** and **NOTE** the draft minutes of the Facilities Committee held on 3rd September 2025* and an update from the Chair
- 6.2 To **RECEIVE** and **NOTE** the draft minutes of the Arts Culture and Events Committee held on 4th September 2025* and an update from the Chair
- 6.3 To **RECEIVE** and **NOTE** the draft minutes of the Planning and Highways Committee held on 10th September 2025* and an update from the Chair
- 6.4 To **RECEIVE** and **NOTE** a verbal report from the Corporate Governance Working Party
- 6.5 To **RECEIVE** a verbal report from the Chair of the Council
- 6.6 To **RECEIVE** reports from outside bodies

7. School Green Centre Cafe

- 7.1 To **RECEIVE** and **NOTE** a verbal update from the Café Working Party on the progress of the Café

8. Invoices for payment

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

9. Correspondence

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

10. Date of Next Meeting

- 10.1 The date of the next Full Council Meeting will be held on 22nd October 2025

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

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

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

2 members of the public

25/74 Public Questions

74.1 There were no public questions.

25/75 Apologies and declaration of members' interests

75.1 Apologies for absence had been received from Cllr Boyer.

75.2 There were no declarations of members' interest

75.3 There were no changes to members declaration of pecuniary interest

25/76 Councillor Co-option

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

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

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

25/77

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

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

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

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

Proposed: Cllr Matic
Seconded: Cllr Peer
Approved: Unanimously

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

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

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

Proposed: Cllr Jahromi
Seconded: Cllr Clarke
Approved: Unanimously

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

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

This had been done.

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

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

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

Responses had been received from the following departments:-

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

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

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

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

ACTION –

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

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

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

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

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

This has not yet been signed.

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

This had been done.

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

This had been done.

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

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

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

This had been circulated to all staff.

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

This was on the agenda – see minute 82.1

25/78

Report from Borough Councillors

78.1 Report from Borough Councillors

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

78.2 Questions arising from the reports of the BCllrs

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

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

25/79

Reports from Committees and associated Working Parties

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

79.6 **Corporate Governance Working Party**

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

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

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

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

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

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

79.8 Reports from Outside Bodies

Berkshire Association of Local Councils (BALC)

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

Grazeley Village Hall

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

Fields Neighbourhood Action Group (FNAG)

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

Spring Gardens Focus Group

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

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

79.9 Spencers Wood Village Hall – Shinfield Parish Council Trustees

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

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

25/80 Community Infrastructure Levy (CIL)

80.1 Request for funding towards a pedestrian crossing on Shinfield Road

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

Proposed: Cllr Lias
Seconded: Cllr Clarke
Agreed: Unanimously

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

25/81 Community Governance Review

81.1 Ward boundaries for Shinfield Parish Council (SPC)

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

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

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

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

20:46 BCllrs Gray and Rance left the meeting

25/82 Vision

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

25/83 Invoices for Payment

83.1 Payments made within the Clerk's financial delegation

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

83.2 Payments made on Barclaycard within the Clerk's financial delegation

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

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

There were no payments outside the Clerk's delegation.

25/84

Correspondence

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

Proposed: Cllr Masseron
Seconded: Cllr Peer
Agreed: Unanimously

84.2 Crumbs Café

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

Proposed: Cllr Lias
Seconded: Cllr Peer
Agreed: Unanimously

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

25/85

Date of Next Meeting

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

Meeting ended at 21:45

List of Actions

25/77		
25/25.2	➤ Clerk to circulate responses to Councillors from the various government departments	Clerk
	➤ Clerk to respond to MHCLG	Clerk
	➤ Clerk to write to West Berkshire Council	Clerk
	➤ Clerk to follow up with DNO	Clerk
25/37.1	Clerk to request that all clerks prepare a joint case to present to WBC regarding enforcing planning obligations with developers at the Clerk's Forum in October 2025	Clerk
25/78.2	BCllr Rance to investigate numbers of students affected by SEND provision in the parish	BCllr Rance
25/79.4	Cllr Johnson to provide some aerial images to help with the areas discussed	Cllr Johnson
25/79.7	Cllr Tatla to feed back any information to Council from the meeting with Greenshaw Trust at the Full Council meeting in September 2025	Cllr Tatla
25/79.8	Clerk to contact the Spring Gardens Focus Group to ask if Shinfield Parish Council could have an official representative at their meetings	Clerk
25/79.9	Clerk to inform Spencers Wood Village Hall of the SPC Trustees	Clerk
25/80.1	Clerk to inform WBC of the decision of the Council to refuse a contribution towards funding a pedestrian crossing on Shinfield Road	Clerk
25/81.1	Clerk to submit proposal for a two ward split with 10 and 8 councillors to WBC	Clerk
25/84.2	Clerk to send out notification for an extraordinary Full Council meeting to be held on Tuesday, 29 th July 2025	Clerk

Minutes of an extraordinary meeting of Full Council
held on Tuesday, 29th July 2025
at School Green Centre commencing at 19:30

It was **RESOLVED** at the meeting held on 23rd July 2025, that in accordance with the Public bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting as discussions on catering at the School Green Centre may be prejudicial to the special nature of the business.

Present: Cllrs Bowler, Jahromi, James, Johnson, Jones, Lias, Masseron, Matic, Montgomery, Peer and Tatla

Attending: B Winton (Chief Executive and Clerk)

25/86 Public Questions

86.1 There were no public questions

25/87 Apologies and declaration of members' interests

87.1 Apologies for absence had been received from Cllrs Boyer, Clarke, Hoyle and the Deputy Clerk

87.2 There were no declarations of members' interest and no changes to members declaration of pecuniary interest

87.3 There were no changes to members declaration of pecuniary interest

25/88 Catering at the School Green Centre

88.1 The Chair gave members a presentation on the matters leading to the current position regarding Crumbs continued operation of the café at School Green Centre. Crumbs had experienced large drops in income and had advised that they were no longer able to subsidise from their other venues. The Catering Working Party felt that the modest rent reduction they requested was not a serious attempt to reverse the current situation, the reduction in opening hours proposed had not been successful when tried by Robyn's Nest and Crumbs had made no proposals on how to reverse the decline in sales. The Working Party felt that agreeing to the proposal would only delay Crumbs' departure.

- 88.2 Consideration had been given by the Working Party to retendering the café, but it was felt that this was unlikely to be successful and would face the question as to why two operators had withdrawn from operating the café in just over three years. The Working Party put forward three recommendations to Full Council on the future operation of the café..
- 88.3 All members had an opportunity to raise any comments and concerns they had about the situation.
- 88.4 Members voted on the Recommendation 1 which was to end the contractual arrangement with Crumbs for the operation of the School Green Centre Cafe and bring the café operation in-house

Proposed: Cllr Jahromi
Seconded: Cllr Peer
Agreed: 10 In Favour, 1 Abstention

Members resolved to bring the café operation in house

- 88.5 Cllr Masseron proposed an amendment to Recommendation 2 to the effect that an experienced Café Manager be engaged to oversee the operation of the café. The Catering Working Party view was that this was not required at this stage but could be revisited if required. Consultancy support would be available.

Proposed: Cllr Masseron
Seconded: Cllr Matic
Agreed: 1 in Favour, 9 Against, 1 Abstention

Members rejected the proposal to engage an experienced Café Manager

- 88.6 Cllr Peer proposed an amendment to Recommendation 2 to the effect that the funds available for expenditure necessary to bring the café in house was increased from the proposed £5,000 to £10,000. The funding to come from general reserves.

Proposed: Cllr Lias
Seconded: Cllr Peer
Agreed: 11 in Favour

Members agreed to increase the set-up funding to £10,000

- 88.7 Members then voted on Recommendation 2 (as amended at 88.6) which was to bring the café in-house for a period of 6 months of operation from date of transfer from Crumbs. The intended end date for Crumbs was 30th September 2025 subject to negotiation.

Proposed: Cllr Jahromi
Seconded: Cllr Johnson
Agreed: 10 in Favour, 1 Abstention

Members agreed to bring the café in-house for a period of 6 months operation from date of transfer

- 88.8 Recommendation 3 was that a final decision on whether to retain the café in-house or to identify an alternative approach is made at the Full Council meeting in March 2026. Reports would be made at each Full Council meeting in the intervening period.

Proposed: Cllr Montgomery
Seconded: Cllr Lias
Agreed: 11 in Favour

Members agreed to defer a final decision on whether to retain the café in-house or to identify an alternative approach to the Full Council meeting in March 2026

25/89

Date of Next Meeting

- 89.1 The date of the next Full Council meeting is Wednesday, 24th September 2025 at 19:30

Meeting ended at 20.40

Borough Councillor Reports

Councillor Glover

At the next WBC council meeting, I shall be asking what the outcome of improvements to the school bus service has been.

Highways

3MX Traffic lights: The council is 'very keen to have these works completed by the developer as they are well overdue'. I suggested (an uncontrolled) pedestrian crossing south of Grazeley Road junction approx. where the 'Gateway/30mph sign' is proposed and also commented that this is (now) not the start of 30mph.

Village gates/speed limits more generally: conversation with a resident in 3MX [see below] raised this issue, and I would like the SIDs to be deployed around the parish again.

Cycleway marking: I'm told there will be a meeting about this tomorrow, so I may have some more information by next Wednesday.

Footway from Lailey Path to Infants' School: a meeting was held with consultants who will produce the plans to go for planning permission; the path will connect to the School Green footway and they have also been looking at 'some other requests made by the Circle Trust ... which has also led to a short delay'.

Hyde End Lane drainage: A gully outside Oakbank School was reported as having been blocked for years, and the Drainage team have put it on the annual cleanse list which is due in October/November/December. They also raised a 28-day work order to clear both it and a nearby one on the main part of the road. Resident was very pleased.

Swan Inn

On Monday 22 September, there is to be a Review of the Premises Licence under S51 of the Licensing Act, called for by residents, on account primarily, but not solely, on account of the bus parked in the play area.

MereOak Park and Ride

I've been notified that the council is preparing to submit a planning application for solar panels on canopies above the parking places. This has been received favourably by residents when posted on Facebook.

Planning

251536: The Planning officer told me that this application was invalid and had to be resubmitted as a full application with change of use of the amenity land to residential. They would not consider any enforcement until the application has had a chance to submit a valid application. I can't see that anything has been done since 2 Sept when I received that email.

I've also been dealing with various residents' concerns, including SEND school places, council housing needs, flood risk of individual properties, etc

Appendix: Discussion with residents in 3MX covered the following issues:

1. Lack of speed signs. We discussed village gateways in lieu of being able to put up repeaters.
2. Speeding motorists. I spoke to the Parish Clerk about reinstating the use of SIDs (Speed Indicator Devices).
3. Noisy motorists and motorbikes.
4. Electric bikes/electric scooters on pavements and roads.

5. Proposed traffic lights at Church Lane/Basingstoke Road. (These residents do not think lights are needed.)
6. Yellow lines outside 3MX Post Office seem unnecessary as parking there provided natural traffic calming.
7. Bonfires on allotments.
8. Litter along the roadside all the way to the Mill House.
9. Reporting of problems on Wokingham / Police websites being too difficult.

I suggested they come to the next 'Fields' Neighbourhood Action Group meeting.

Councillor Gray

I continue my work on the following committees:

- Children's Services Overview and Scrutiny Committee (Chair)
- Corporate Parenting Board
- Overview and Scrutiny Management Committee
- Community Governance Review Working Group
- Wokingham School Place Planning Stakeholder Group

Yuan held a coffee morning at School Green Centre on the 7th September which I attended and was reasonably well attended by residents. Key issues that were raised were management fees, Thames Water and schools.

Casework

- Ongoing work with residents and management company Trinity on Shinfield Meadows with maintenance of green spaces.
- Ongoing work with residents on SANG charges in Shinfield Gardens and Longacre/Shinfield Meadows. Reading University have made a proposal which meets quite a lot of the residents' proposals but not quite all. The residents are inclined to accept it I believe but there are a few details to iron out.
- Work with residents of Shinfield Park relating to the demolition of Shire Hall and prospective planning permission for the new development there. Main concerns are 24/7 nature of the proposed site, HGVs passing at unsociable hours and potential for more traffic on the B3290. All of these have been raised with the planning team but the date of the final decision has been pushed back by officers.
- Petition presented to council for a pedestrian crossing on Deardon Way/Bolton Drive, with around 200 signatures. Council have rejected it for now, but there may be a case to keep the area 20mph which I think would have support from residents.
- Working with residents of Garret Drive on some issues of street adoption. HML and Persimmon are impossible to get through to, so I am working on escalating this with Yuan and her team.

Councillor Rance

16.7.25 Message of despair from resident whose bathroom ceiling fell in on first day of council house occupation. 22 days in, ceiling still not mended. De-humidifier put in by WBC overflowed onto bathroom floor (tube was not connected properly).

16.7.25 Another despair email. Piggott resident who's been having problems for 2 years with unsociable neighbour, has written diary of events from 26.4.25 - 16 disturbances of loud arguing/music/cannabis smoking/children screaming (most after 9 pm!). Vivid/WBC will not sanction the offending neighbour.

16.7.25 Met with Sarah Bell, Jacky Steele (Yuan Yang, MP's office) + 5 residents re Management Fees

16.7.25 Took photo of rubbish at Chapters, as residents furious not moved. Tried WBC (apparently it's 'private' land) Residents also cross re Security car there, as believes it's 'guarding' the travellers (and paid for by the travellers!) I asked the guards. Security used to be a man and dog, then changed to men daytime, and now night and day **because** of the Travellers. There's now one caravan remaining.

18.7.25 Chrysanthemum Resident angry the sight lines at Mimosa are overgrown, as well as at Spinney in Carnation. Wrote to Cleaner & Greener who promised it would be cleared within 6 weeks. That was 9 weeks ago. NB. Most of the work completed as of 27.7.25 with exception of Spinney – that has to be in 3 weeks.

20.7.25 Carnation resident wrote commenting upon similar. He was almost apologetic asking for my assistance. He notices around the village 'nothing' being done. I asked for weeds at Hayes roundabout be **cut mid June**. I also went online as we are constantly directed. Councillors not meant to have 'direct' contact with officers. A driver cannot see over the top in any direction. **NB. See 25.07.25**

21.7.25 Piggott/Westall residents whose houses back onto each other, with alleyway in between want the alleyway closed off at one end. There are multi problems with drug users, youths in and out on bikes. They are prepared to pay for it! Emailed the officers (can't go online for this one). Waiting to hear back. **NB.4.08.25** Heard back. Not WBC problem. They must contact their Housing Assoc.

24.07.25 Contacted Officers (**29th April**) regarding Grenadier Parking issues on behalf of severely disabled resident. 3 months later had reply that "on review we will not be proceeding any further with this area" etc etc!!

24.07.25 Visited stressed single parent with 3 children (one diagnosed with autism/ADHD who needs her own bedroom) living in a 2 bed property. WBC do not believe she has enough difficulties to warrant a different banding, and say there are no available properties. I know there's a house at 15 Hyde End Rd, empty for 20 months and in Wychelm, empty for 2 years!

This Mother said due to WBC not cutting play parks' grass, residents doing it. These residents don't live on a private road but have been instructed to take black bins/green bags to road edge, rather than it be collected from individual properties. Several residents elderly and struggling to push the bins forward.

25.07.25 Drove through Church Lane/Hayes. Noted WBC gardeners had cut roundabout

No idea whether it was due to my long-ago request or done on 'schedule'. Nice to see. The grass was shorn but not the bushes in the middle and the sight line is as bad as it was!

SEND. Raj Tatla asked me to try and find out the proportion of waiting time for ADHD/Autism assessments. Difficult, as it was on a Shinfield St. Mary's Governors Forum. I know SEND demand increasing. Long waiting lists for ADHD diagnosis. Know 2 residents who have been told waiting lists are 18 months/2 years. Growth is at a faster pace than WBC is providing capacity. 2 SEND Special Free Schools to be built by DfE and likely not until 2028.

NB. Contacted Children's Services Consultant at WBC for more info. Was sent SEND presentation delivered to Local Government Association conference, which gives good account of current position locally/nationally. **I forwarded it to Raj 4.08.25**

27.07.25 Was fetching crates for Sunday food pickup and decided to look at Chapters. 3 Huge concrete blocks now across drive, but undeterred Travellers have moved wire fencing and driven over the ground to take up position again. There are 3 caravans and cars. Took photos and immediately sent to Anti-Social Team (who had promised to get back to me 16th July but hadn't). The huge pile of rubbish is still there which is Anchor's responsibility.

Addendum: Heard back from the ASB. Skip ordered to remove original waste. Eviction notice issued to Anchor plot around Chapters. Bloor own the bit of land Travellers now on. Legal team serving notice. Bloor must remove any waste. **Waste now gone. 1 caravan remains**

Noticed FB messages about rubbish around Lidl, Beke Avenue and volunteers/residents picking it up. Contacted Elisa Elschner, Government Affairs Lidl GB. I asked (nicely) why Lidl couldn't appoint someone weekly to pick up the rubbish. She acknowledged. Came back to me, Had liaised with the Manager. Regular pickups will begin. "Shinfield Sheriff is continuing to do a lot of picking up!"

4.08.25 Demolition at Wood site. Contacted by 2 Shinfield Park Residents very concerned about the process. Official times are 8am to 6pm M-F; Not at all Sat/Sun or BH's. Unfortunately, already work/noise/lorries beeping has begun from 7.15 am. WBC insist the residents 'monitor' the situation, then send in proof. This is such a huge project (not just a house/garage being altered) affecting 350 residents to noise/dust (**14.08.25** Huge dust falls reported)

Another concern is the documentation submitted by the developer containing errors/statements with no relevance to Shinfield Park ie Framework Travel Plan Section 3.3 says "At junction of Britannia Rd and A121 Roundabout, Station Approach runs in north/south alignment connection via 250m of highway. The link to the A10 etc etc."

Transport Statement Section 2.4 includes identical words. Clearly developer has not proof-read own documentation submitted for PA. Therefore, safe to conclude the 'Entire' proposal will have more inaccuracies. This is being brought to the attention of WBC urgently.

5.08.25 Met a Shinfield Park resident. Walked around whole area for hour. I know much more and understand concerns better. When demolition is done and buildings works complete, there will be 5 units rented out to different businesses, with lorries loading and unloading, 24/7 This is what is alarming residents, the noise levels and that one unit will be exceedingly close to 2 large houses. **NB**

15.08.25 The dust fallout from the demolition is huge today. Residents very cross. Taking action. **Within a few days, demolition gang brought out water sprays.**

Addendum: 26/27/28.08.25 Residents concerned re. asbestos/what is being done. Contacted relevant officers and was assured Developers have a duty to follow the Control of Asbestos Regulations 2012, which written criteria they gave to WBC in line with national guidance, and as a precautionary measure WBC informed their Environmental Health Officers of allegations. **1.9.25** Breaking of construction hours and breach relating to dust now Live Enforcement Cases.

Addendum: 25.08.25 Group of 30 people broke into the site, but were swiftly removed by Police

5.08.25 Concerning news about Emmbrook 6th form. No commitment has been given on when funding will be made available for the promised (in 2022) 6th form building or when work will start. Students are currently being taught in temporary buildings. 2287 residents signed a petition to WBC to deliver on the promise. Now apparently there is no money allocated.

5.08.25 Wychelm resident has constant problems with WBC **not** doing repairs. When they do, it's botch job. This resident first contacted me mid-April (though I met her 2 years ago over 'other' non repairs). The state of the place is dreadful and her mental health is through the roof. I made contact with WBC, they made an initial visit but **still** have not sorted the problems. Resident now has Slugs appearing on damp/mouldy kitchen walls. The walls have never actually been plastered and cupboards are hung on bare walls.

2.09.25 I had a polite but firm 'go' again at WBC.

4.09.25 Reply from Surveying Manager of Economy & Housing who apologised profusely about dreadful delays, and this is 'not the service level that should be provided to residents'. She confirmed that proper plasterwork will be done and they will replace entire kitchen units. Result!

11.08.25 Met resident Brookers Hill – Mother with toddler, whose husband has gone AWOL not given a forwarding address, paying no maintenance nor the mortgage. Halifax has served Eviction Notice 16th Oct. She's beside herself with worry. Sought my help on 'what to do next'!

11.08.25 Reported 'abandoned' car which WBC said wasn't! Checked on 12th. It was gone.

12.08.25 Reported Flytipping of a cupboard on public path. Within 2 days it was gone.

12.08.25 Met with Ducketts Mead resident which is No Through Road. Listened for ¾ hour. There are a few 'single' people with one car. The rest (65 houses/flats) are couples, each with a car (one with 3). Most homes have garage/allocated parking space, none of which are used. The cars all lumped on to pavements with no gap for wheelchair user/Mum with buggy. One resident painted his own parking square (he has a garage) and another has put up own No Parking signs.

With so much bad parking, the Bin Men **most often** cannot move the lorry through the parked cars. Was told DM is unadopted. I contacted WBC. It IS adopted, but back paths where residents have created parking bays are not, so a civil matter about residents painting their own signs. WBC cannot act. Lots of criminality. 4 days ago, 3 balaclava'd men stole motorbike. Whitley/Shinfield Park people use it as cut-through. There's drug dealing, cannabis smoking etc. Resident's feeling dreadfully unsafe. Asked the elderly resident what she would like me to do. She said "There is nothing you can do. Am just so grateful you've listened. That's the awful thing. We live in fear, amidst mayhem". How truly sad!

15th, 23rd/08 Reported Broken Boardwalk, Langley Mead to Uni of Reading; overgrown land bottom Newlands Close; the Spinney (again) Carnation **2.9.25** heard from Cleaner and Greener who 'apologised' for the state of it and promised it will be cut down and made good within the next couple of weeks!

26.08.25 Reported for umpteenth time: Blue fencing, bollard, bag abandoned/obstructing pavement B3270 Shinfield side, Lower Earley Way **4.09.25** Given Ref No and a **promise** it will all be removed! Watch this space! By **10.09.25** Still there!

28.08.25 Land at Newlands – heard back, it is Not Adopted yet. Can anyone tell me who the Management people are/developers? I'll have 'a go'!

28.08.25 Also reported with photos the vehicle parking/bus stop/legality issues at Appleton and Bolton junction, as residents have been complaining about the amount of vehicles parked and interfering with being able to see traffic.

2.9.25 Heard from Traffic Management Team. Bolton & Appleton not adopted so 'nothing can be done'. Then oddly –

4.09.25 Heard today from 2 Officers thanking me for the enquiry and "are looking into this" Bit surprised. Someone says its Not Adopted. Another says they will look into it.

29.08.25 Resident in high dudgeon at 'threats' from WBC Accounts. Son attends Emmbrook for 2 yrs (this will be 3rd). She has paid properly by DD monthly. Never missed. No problems. WBC 'attempted' to take full £1026. Resident blocked this. WBC threatened if **not paid** within 24 hrs **Son's bus pass would be cancelled!** It was stressful enough 2 yrs ago when originally applying – now this! But Bonkers WBC also attached Invoice which stated DD will begin for 10 mths on 1st. October!!! Have written to Pru and Accounts on behalf of all residents about this.

2.09.25 Resident wrote, bit upset for an elderly neighbour allotment holder, and fee rises. I wrote to very helpful Deputy Clerk at SPC, who pointed out Facilities Committee had agreed (2.7.25) to assist anyone who is experiencing extreme hardship. I passed this on.

9.09.25 Visited the new Science & Collections facility, Thames Valley Park hosted by British Museum Archaeological Research in partnership with Reading Uni. 80 million objects will be moved here from the NHM including whale skeletons. Wonderful opportunity for future School Visits/Projects.

13.09.25 Continuing saga of house in Oatlands where new resident made huge changes to the property causing consternation to neighbours either side. One sued the man for promised compensation and won. The man angry, planned an appeal. Meanwhile, sent a threatening photo of a rat plus message to several neighbours who brought in the police. This seems to have done the trick. Man has paid up! Neighbour thanked me profusely for my assistance.

14.09.25 On the back of Brett Johnson and lots of neighbours, reported to Enforcement, the Lidl lorries loading and unloading in the middle of the night for months. Decided also to write to Elisa Elschner, Government Affairs Lead, Lidl UK **15.09.25** Planning Enforcement confirmed case has been raised RFS/2025/090736. Investigating Officer will be in touch.

Councillor Edmonds
Councillor Srinivasan
Councillor Munro

Minutes of a meeting of
The Facilities Committee
held on Wednesday 3rd September 2025
at the School Green Centre commencing at 19:30

Present: Cllrs Boyer, Clarke, Jahromi, Johnson(Chair) and Masseron

Attending: S Herring (Deputy Clerk)
S Ali (Facilities Manager)

25/FC/88 Public Questions

88.1 There were no public questions.

25/FC/89 Apologies and declarations of Members' Interest

89.1 Apologies had been received from Cllrs James and Peer,

89.2 Declarations of Members' interests

There were no declarations of Members interests.

25/FC/90 Minutes of the Previous Meeting

90.1 The minutes of the Facilities Committee meeting held on 2nd July 2025 were approved as a correct record and signed by Cllr Johnson

Proposed: Cllr Masseron
Seconded: Cllr Clarke
Approved: Unanimously

90.2 The following matters arising from the meeting held on 2nd July were discussed:

25/FC/49.2

25/FC/15.2 Deputy Clerk to arrange a demonstration with Cloudy IT to involve Cllr Johnson

This had been arranged for 10th October 2025 at 09:00 and will be attended by Cllr Johnson, The Chief Executive Officer and Clerk to the Parish Council, Deputy Clerk and IT and Communications Officer.

25/FC/50.2.1 Clerk to discuss wording of the sign for Millworth Lane Recreation ground with the Council's solicitor

The solicitors were content with the suggested wording but advised checking with the insurance company. Assuming a positive response, these would be ordered and installed as soon as possible.

ACTION

- Deputy Clerk to check the content of the signs for Millworth Lane Recreation Ground with the Council's insurance company.
- Facilities Manager to arrange for the installation of the signage.

25/FC/50.2.2 Clerk to arrange for signage relating to liability at other sites on the same lines as that proposed for Millworth Lane Recreation Ground

This will be done.

ACTION –

- Facilities Manager to arrange for the signage relating to liability to be installed at all Council sites on the same basis as the wording agreed for Millworth Lane Recreation Ground.
- Facilities Manager to display temporary signage until the final signs are ordered, delivered and installed.

25/FC/64.2.1 Clerk to request the response given by SPC from WBC Planning Department.

The Clerk had located the objection letter which pre-dated the planning application. The objection letter dated 11th August 2010 was no longer applicable due to further development within the parish.

ACTION – Deputy Clerk to circulate the letter given by SPC to object to the planning application in 2010 to the Committee

25/FC/64.3 Facilities Manager to circulate the quotes for the concrete base to members of the committee with details of the specification

This had been done. The Facilities Manager was still awaiting one further quote.

25/FC/67.1 Clerk to set up a working party to progress the use of the pitches at High Copse

This was on the agenda – see minute 91.2

25/FC/70.1 Facilities Manager to arrange a visit for the gymnastics team to the Ryeish Green Pavilion

This had been done. Facilities Manager was waiting to hear back from Gymnastics team.

ACTION – Facilities Manager to report any response received from the Gymnastics team to the Ryeish Green Pavilion Working Party

25/FC/76.1 Clerk to feedback the Committee's requests for items to be considered in the budget process for 2026/27 to the Finance and General Purposes committee

This will be on the next agenda for the Finance and General Purposes Committee.

25/FC/77.1 Cllr Johnson to feedback progression of the project at Millworth Sports Park and High Copse

Cllr Johnson gave feedback relating to meetings between the Berkshire and Buckinghamshire Football Association (BBFA), University of Reading (UoR) and East Berkshire Football Association (EBFA).

Sport England had objected to the planning application for the fitness centre provision; however, the Clerk had held extensive meetings to explain that the reason for the configuration was to allow the long term plan to be implemented in due course.

Wokingham Borough Council (WBC) had agreed to extend the public consultation to the planning application that included an interim plan setting out the additional details requested by Sport England. The additional information to the full plan set out a separate explanation of the phasing and associated reasons. A response was expected in approximately two weeks.

ACTION – Clerk to inform members of the Committee of the response to the planning application when received

- 25/FC/77.1** Clerk to review the process for initiating the Millworth Lane project to be used as a learning experience for any future projects

The Clerk had suggested a formal process that would be recommended to Full Council to ensure that all steps are followed for each project and there was no “jumping ahead” in future.

ACTION – Deputy Clerk to circulate the draft prepared by the Clerk to members of the Committee

- 25/FC/77.2** Facilities Manager to send members of the Committee the specification and quotes obtained for the element of work that SPC were committed

This had been done – see minute 64.3

- 25/FC/77.3** Clerk to arrange a meeting of the High Copse Sports usage working party

This will be done – see minute 67.1

- 25/FC/77.4** Facilities Manager to appoint a specialist to survey the site at High Copse with the view to installing a bore hole

This was on the agenda – see minute 91.3

- 25/FC/78.3** Ryeish Green Pavilion Working Party (RGPWP) to present viable options for the use of the pavilion by the end of November 2025

This was on the agenda – see minute 92.1

- 25/FC/78.3** Clerk to send quotes and details previously obtained to members of the working party

This had been done.

- 25/FC/79.1** Deputy Clerk to add Microgeneration to the agenda of the next meeting

This was on the agenda – see minute 94.1

- 25/FC/81.1** Deputy Clerk to present an example of a ‘feature wall’ at the next meeting

This was on the agenda – see minute 96.1

- 25/FC/81.2** Clerk to check that the quotes for the potential community shelters include the concrete base

This was on the agenda – see minute 96.1

Clerk to inform the PCSOs and Youth Leader of the potential location of the shelter

This was on the agenda – see minute 96.2

- 25/FC/82.1** Deputy Clerk to inform the Allotments Officer of the decision of the committee to discontinue concessions for 2026/27 onwards

This had been done and the letters had been sent out to allotment holders accordingly.

The Allotments Officer had received 3 responses from allotment holders who were unhappy about the charges. Staff will be working with these allotment holders to find a satisfactory method of payment eg instalments or a % discount over a defined period of time.

Approx. 29 Non-residents currently hold a plot with SPC
The total number of allotment holders is currently 279, including non-residents.

- 25/FC/82.1** Allotments Officer to set out clearly the change in charges for allotment holders and offer assistance for anyone in extreme hardship

This was in progress.

Deputy Clerk to inform the Allotments Officer of the decision of the committee to increase allotment charges by 10% for the year 2026/2027

This had been done. Two complaints had been received in relation to the rise. The allotment holders would be contacted with a response in due course.

- 25/FC/83.1** Clerk to contact Freely Fruity to agree on an appropriate sign for the Deardon Orchard

Due to other priorities this was hold.

- 25/FC/83.2** Clerk to contact the resident who first raised the issue of the condition of the pond for feedback

The Clerk had been in touch with the two residents to keep them appraised of progress. Both residents had reported a Kingfisher (now deceased) and a Heron which had taken a lot of fish (and possibly killed the Kingfisher to protect its supply). Clearing the pond of duckweed had helped as an interim measure but there was still more that could be done, however, we were waiting formal advice from WBC. Andy Glencross, WBC offered to take a look but no feedback has been received to date.

The water in the pond was being tested and we were awaiting results. There had been sightings of gold fish.

ACTION –

- Facilities Manager to report back to the Committee on the water testing results once received
- An update of the Grazeley Road Pond to be reported in the next SPC newsletter

- 25/FC/83.3, 4 & 5** Members of the committee to put forward ideas for the three areas
- 1) Environmental Field at the end of Hayes Drive
 - 2) Deep Leap Park – grassed area
 - 3) Open space adjacent to the two new football pitches at Hyde End Lane

This was on the agenda - see minutes 98.2, 3 & 4

- 25/FC/83.6** Cllr Johnson to report back to the next meeting regarding parish waste bins

This was on the agenda – see minute 98.5

- 25/FC/83.7** Clerk to contact Lidl to ask if they were interested in sponsoring a roundabout in the parish

The Clerk had not been able to do this due to other priorities.

ACTION – Cllr Clarke to contact Lidl to ask if they were interested in sponsoring a roundabout in the parish.

- 25/FC/83.7** Facilities Manager to contact WBC to request that the roundabouts be tidied up

The Facilities Manager had contacted WBC on 26th August 2025.

25/FC/91

Millworth Lane / High Copse redevelopment

- 91.1** Fitness Centre at Millworth Lane

This had been discussed at minute 77.1.

The Deputy Clerk reported that there had been an extended period of anti-social behaviour (ASB) and vandalism at Millworth Lane Recreation Ground. All incidents had been reported to the Police, who had made additional visits during the last two weeks. The vandalism had increased in intensity and steps had been taken to empty the sheds that were the focus of attention, and to thoroughly secure the access to the sheds. The cricket nets had been vandalised and the nets had now been removed, leaving the scaffold secure for the time being.

The advice from the Council insurers was to consider removing the sheds entirely as this was part of the overall plan for Millworth Lane Recreation Ground redevelopment. It was suggested that quotes be obtained for the next meeting with a view to requesting the Finance and General Purposes Committee to release some of the funding set aside for the redevelopment.

It was **PROPOSED** that a portion of funding, set aside for the redevelopment at Millworth Lane Recreation Ground, be released to remove the sheds, scaffolding and concrete base in advance of the overall works.

Proposed: Cllr Johnson
Seconded: Cllr Jahromi
Approved: Unanimously

ACTION –

- Clerk to add to the agenda of the Finance and General Purposes Committee a request from the Facilities Committee to release a portion of funding, set aside for the redevelopment at Millworth Lane Recreation Ground, to remove the sheds, scaffolding and concrete base.
- Facilities Manager to obtain quotes for the removal of the sheds, scaffolding and concrete base at Millworth Lane Recreation Ground
- Finance Manager to contact the insurance company to ascertain whether a claim could be submitted for the work done to clear up the mess that had resulted from ASB.
- Deputy Clerk to set up a meeting for the Working Party to recap on Millworth Lane Recreation Ground

91.2 Tennis Club Toilets

The ramp for the tennis club toilets was still outstanding.

ACTION – Facilities Manager to chase up the installation of the ramp for the Tennis Club Toilets

91.3 High Copse Sports Usage

The working party would comprise Cllrs Clarke, Johnson, James, the Facilities Manager and Chief Executive Officer and Clerk to the Parish Council.

ACTION –

- Deputy Clerk to set up a meeting for the Sports Working Party in September to discuss High Copse Sports usage
- Deputy Clerk to share documents relating to High Copse Sports usage with the Committee

91.4 High Copse/Sport pitch irrigation

Facilities Manager was arranging for a specialist to survey the site with a view to installing a bore hole. Cllr Boyer suggested that a local resident who was an expert in this area be requested to assist in the process.

The 'Whitehorse' quotation did not include the cost of water for options 2 and 3, or the cost of licencing for a borehole for option 1. It was noted that option 1 would be a one off cost, whereas options 2 and 3 would incur ongoing costs for water usage.

Cllr Johnson reported that the grass was growing well since the recent rainfall.

ACTION –

- Facilities Manager to investigate how much water could be extracted under a licence for a borehole, and the cost of a licence.

91.5 Official Opening of High Copse

Members **NOTED** that the official opening had been rescheduled for Spring 2026.

25/FC/92

Ryeish Green Pavilion

92.1 Future of Ryeish Green Pavilion

Cllr Johnson reported that

- The working party had met twice and set the terms of reference.
- The working party comprised Cllrs Clarke, Johnson, Masseron and the Facilities Manager. Five members of the parish had been invited to attend the next meeting of the working party.

Cllr Masseron reported that

- A survey would be sent out in the newsletter, Facebook and onsite visits to businesses.
- The Facilities Manager would obtain quotes for refurbishment (this would require funding).
- The Facilities Manager would obtain two valuations from Estate Agents (this would require approximately £1,200 for quotes) to ascertain the possible sale price, rental price and whether a basic tidy up would secure a better sale.

ACTION –

- Deputy Clerk to circulate the terms of reference for the Ryeish Green Pavilion Working Party to members of the Committee.
- The next meeting of the working party would be held on 16th September 2025

25/FC/93

Room charges for 2026/27

- 93.1 The Deputy Clerk presented options for room charges for 2026/27. The price had not increased for the last two years. Options circulated were for a 2% increase, a 3.8% increase in line with inflation, or to retain the exiting prices.

Cllr Clarke **PROPOSED** that the charges for Spencers Wood Pavilion remain unchanged for 2026/27

Proposed: Cllr Clarke
Seconded: Cllr Johnson
Approved: Unanimously

Cllr Boyer **PROPOSED** that the charges for the School Green Centre be increase by 2% for 2026/27

Proposed: Cllr Boyer
Seconded: Cllr Masseron
Approved: Unanimously

Cllr Johnson **PROPOSED** that the charges for the High Copse Room be increase by 3.8% for 2026/27

Proposed: Cllr Johnson
Seconded: Cllr Jahromi
Approved: 4 for and 1 abstention

ACTION – Deputy Clerk to arrange for the publication of prices for 2026/27

25/FC/94

Microgeneration

- 94.1 The Clerk had not progressed this due to other priorities.

The Committee felt that due to the high electricity costs at High Copse Pavilion, an investigation into the increase of PV panels and an estimate of how electricity this would generate be investigated as a matter of priority.

The Facilities Manager reported that he was also looking at arranging for a smart meter to be installed, and timer on the car park lighting.

ACTION –

- Facilities Manager to obtain quotes for additional PV panels at High Copse Pavilion
- Facilities Manager to arrange for the installation of a smart meter at High Copse Pavilion
- Facilities Manager to arrange for the installation of a timer on the car park lighting

21:04 Cllr Jahromi left the meeting

School Green Centre and School Green

95.1 School Green Centre

Representatives from Shinfield Studios and contractors had visited to address the final snagging for the cinema. Issues with the blind and windows needed addressing and was with them to resolve.

95.2 Catering Working Party

The Catering Working Party had been liaising with the existing café staff and owners of Crumbs Café. All members of staff were committed to working for Shinfield Parish Council.

Purchase of equipment – included the coffee machine, small ice cream fridge, smoothie maker, etc. with an agreed purchase price of £6,000 + VAT which would be partially offset by the balance due for turnover commission of £1,750 + VAT. SPC would pay the net figure at the end of Crumbs' tenure.

The Deputy Clerk was talking to all staff individually to ascertain their hours of work and qualifications. Training needs had been identified and any training courses and refresher training courses would be organised once an analysis had been completed. Training would be delivered online in September with the staff working outside of Crumbs' hours of work. They would be paid by SPC for the additional time.

An advertisement for supervisors would be circulated internally in the first instance.

A name for the café and logo and branding had been agreed by the working party and would be made public at the Spencers Wood Carnival on 20th September. All Cllrs would be advised of the name a few days before the Carnival. Crumbs would leave after trading on Sunday, 5th October.

Ideas for refreshing the internal space had been agreed and it was anticipated that the café would be closed on 6th and 7th October for this work to be undertaken. Opening would be on Wednesday, 8th October, there would be no special launch similar to Crumbs in May 2024, as this was felt to have had a negative impact by creating a huge number of people in the café and delayed ordering (some people had to wait an hour to be served which was unsatisfactory).

The Deputy Clerk reported that she was now overseeing the staffing of the café during the initial six months of operation.

95.3 School Green Working Party

Nothing further to report at the current time.

25/FC/96

Spencers Wood Pavilion

96.1 Upgrade to the Community Room

The IT and Communications Officer was working on producing an example of a “feature wall”, hopefully this would be presented at the next meeting.

ACTION – Deputy Clerk to present an example of a “feature wall” at the Spencers Wood Pavilion to the next meeting

96.2 Community Shelter at Spencers Wood Recreation Ground

The quotes received were for installing on grass, therefore a concrete base would be an additional cost.

ACTION – Facilities Manager to obtain quotes for a concrete base for the Community Shelter at Spencers Wood Recreation Ground

Cllr Johnson was communicating with the PCSOs and Youth Leader. The advice received was that wherever the shelter was sited it should be covered by CCTV.

ACTION – Facilities Manager to arrange for the proposal of the Community Shelter to be put on the notice board at Spencers Wood Recreation Ground and arrange for publication in the October newsletter.

25/FC/97

Allotments

97.1 Government proposal to build on allotment sites

Cllr Clarke reported that the Minister for Housing had allowed development on eight allotments sites in parts of the UK. The Deputy Clerk explained that there was set criteria for the disposal of allotment sites and SPC remained committed to keeping the council’s allotment sites; it was unlikely that these would be built on due to local demand and waiting lists. The situation would be reviewed regularly with updates when required.

97.2 Allotments inspection process

The allotment inspections had been continuing as normal. One of the Facilities Officers had taken over this area of work and received training from the previous member of staff. The condition of the allotments continued to improve. Allotment holders had now largely accepted the process.

25/FC/98

Parish Wide Items

98.1 Playpark on Church Lane

Due to Health and Safety concerns, the playpark had been decommissioned. It was the view of the Officers that it would not be cost effective to repair considering proposals to reconfigure the junction of Church Road / Basingstoke Road. The Clerk had written to WBC to request that the play

equipment be removed in advance of the junction work to make the area safe and look more aesthetically pleasing. The Clerk had received communications from WBC that stated that the reconfiguration of the junction was planned for next summer, however, they were still waiting for the developer to submit their Streetworks permit and programme for delivery, however, he confirmed that

“the junction will take virtually all the play space away but as this is being delivered by the developer we will need them to submit their detailed construction plans for this area. As it is part of the developer works, I am unable to say if the works can be brought forward. I am battling to get them to build the junction so once I have that signed, I can ask the question about timing and if the play area removal can be brought forward.”

98.2 Environmental Field at the End of Hayes Drive

At the previous committee meeting the following proposals were put forward to progress the improvement of

- 1) The Environmental Field at the End of Hayes Drive
- 2) Deep Leap Park – grassed area
- 3) Open space adjacent to the two new football pitches at Hyde End Lane

Members of the Committee were requested to submit suggestions; those receive are collated as follows:-

- 1) Environmental Field at the end of Hayes Drive should be kept as originally planned, clear of rubbish etc with a wildflower meadow
- 2) Deep Leap Park – grassed area ground should be leveled and laid for grass, trees around the outside were fine but the internal area should be flat to allow children to run around on and kick a ball on. The current ground was like it had been recently ploughed so walking on it could cause potential injury.
- 3) Open space adjacent to the two new football pitches at Hyde End Lane could be incorporated into the 5-acre SANG area with footpaths linking to the football fields and towards Ryeish Farm house, an additional entrance by the crossroads would also be desirable. The inclusion of benches/picnic tables could also be considered. The area that had previously been planted as an orchard (unsuccessfully) could be incorporated into the SANG area. The ‘sucker trees’ would need to be removed.

It was unclear as to who would manage these three sites once the work was completed; potentially they would be handed to WBC who had received money allocated for allotments; if possible, this money should transfer to whoever was managing the sites for future maintenance.

ACTION –

- **CLlr Clarke to investigate commuted money and report back to the next meeting before any proposals were put forward to WBC.**
- **CLlr Masseron to investigate the ongoing issues with the Environmental Field at Three Mile Cross with input from the Chair of the Committee**

98.3 Deer Leap Park – grassed area

See minute 98.2 above.

98.4 Open space adjacent to the two new football pitches at Hyde End Lane

See minute 98.2 above.

98.5 Parish Waste bins

Cllr Johnson reported that he had attended a meeting with Select regarding the emptying of bins identifying those that were full/overflowing each week. Cllr Masseron and the Facilities Manager were assisting Cllr Johnson with the process.

A member of the public, who had taken an interest in keeping the parish tidy, had suggested sites for bins.

Vistry, the developers of the Playpark next to Aldergrove School were arranging for a fence to be erected around the site. They were awaiting funding from the other members of the Consortium. Three new bins had been installed in this area that may allow for one of the SPC bins to be relocated.

98.6 Parish roundabouts

Cllr Johnson asked what the committee wanted from this item as the roundabouts were the responsibility of WBC.

Cllr Clarke requested that the vegetation was cut back frequently and would like information on the maintenance schedule.

ACTION – Facilities Manager to find out the maintenance schedule for the roundabouts in the parish.

25/FC/99

Correspondence

99.1 There was no correspondence.

25/FC/100

Date of Next Meeting

100.1 The next meeting would be held on Wednesday, 1st October 2025.
(Cllr Johnson gave his apologies for this meeting)
There would be a presentation by the UoR on a BMX pump track starting at 19:00.

The meeting ended at 21:50

List of Actions

25/FC.49.2		
25/FC/15.2	Deputy Clerk to check the content of the signs for Millworth Lane Recreation Ground with the Council's insurance company Facilities Manager to arrange for the installation of the signage	Deputy Clerk Facilities Manager
25/FC/50.2.2	-Facilities Manager to arrange for the signage relating to liability to be installed at all Council sites on the same basis as the wording agreed for Millworth Lane Recreation Ground. -Facilities Manager to display temporary signage until the final signs are ordered, delivered and installed.	Facilities Manager Facilities Manager
25/FC/64.2.1	Deputy Clerk to circulate the letter given by SPC to object to the planning application in 2010 to the Committee	Deputy Clerk
25/FC/70.1	Facilities Manager to report any response received from the Gymnastics team to the Ryeish Green Pavilion Working Party	Facilities Manager
25/FC/77/1	Clerk to inform members of the Committee of the response to the planning application for Millworth Sports Park once received	Clerk
25/FC/77.1	Deputy Clerk to circulate the draft review process prepared by the Clerk to members of the Committee	Deputy Clerk
25/FC/83.2	-Facilities Manager to report back to the Committee on the water testing results of Grazeley Pond once received -An update of the Grazeley Road Pond to be reported in the next SPC newsletter	Facilities Manager Facilities Manager
25/FC/83.7	Cllr Clarke to contact Lidl to ask if they were interested in sponsoring a roundabout in the Parish	Cllr Clarke
25/FC/91.1	-Clerk to add to the agenda of the Finance and General Purposes Committee a request from the Facilities Committee to release a portion of funding, set aside for the redevelopment at Millworth Lane Recreation Ground, to remove the sheds, scaffolding and concrete base. -Facilities Manager to obtain quotes for the removal of the sheds, scaffolding and concrete base at Millworth Lane Recreation Ground -Finance Manager to contact the insurance company to ascertain whether a claim could be submitted for the work done to clear the mess that had resulted from ASB. -Deputy Clerk to set up a meeting for the Working Party to recap on Millworth Lane Recreation Ground	Clerk Facilities Manager Finance Manager Deputy Clerk
25/FC/91.2	Facilities Manager to chase up the installation of the ramp for the Tennis Club toilets	Facilities Manager

25/FC/91.3	Deputy Clerk to set up a meeting for the Sports Working Party in September to discuss High Copse Sports usage Deputy Clerk to share documents relating to High Copse Sports usage with the Committee	Deputy Clerk Deputy Clerk
25/FC/91.4	Facilities Manager to investigate how much water could be extracted at High Copse under a licence for a borehole, and the cost of a licence	Facilities Manager
25/FC/92.1	-Deputy Clerk to circulate the terms of reference for the Ryeish Green Pavilion Working Party to members of the Committee. -The next meeting of the working party would be held on 16 th September 2025	Deputy Clerk Facilities Manager
25/FC/93.1	Deputy Clerk to arrange for the publication of room prices prices of 2026/27	Deputy Clerk
25/FC/94.1	-Facilities Manager to obtain quotes for additional PV panels at High Copse Pavilion -Facilities Manager to arrange for the installation of a smart meter at High Copse Pavilion -Facilities Manager to arrange for the installation of a timer on the car park lighting	Facilities Manager Facilities Manager Facilities Manager
25/FC/96.1	Deputy Clerk to present an example of a "feature wall" at the Spencers Wood Pavilion to the next meeting	Deputy Clerk
25/FC/96.2	-Facilities Manager to obtain quotes for a concrete base for the Community Shelter at Spencers Wood Recreation Ground -Facilities Manager to arrange for the proposal of the Community Shelter to be put on the notice board at Spencers Wood Recreation Ground and arrange for publication in the October newsletter.	Facilities Manager Facilities Manager
25/FC/98.2	Cllr Clarke to investigate commuted money, in relation to the three unfinished areas left by Taylor Wimpey, and report back to the next meeting before any proposals were put forward to WBC	Cllr Clarke
25/FC/98.6	Facilities Manager to find out the maintenance schedule for the roundabouts in the parish	Facilities Manager

Minutes of a meeting of
the Arts, Culture and Events Committee
Held on Thursday 4th September 2025
at School Green Centre commencing at 19.30

Present: James, Jones, Matic (Chair), Montgomery and Tatla

Attending: B Winton (Clerk)
S Herring (Deputy Clerk)
R Emberson-Poole (Customer Care Team Member)

25/ACE/58

Public Questions

58.1 There were no public questions.

25/ACE/59

Apologies and declarations of Members' Interest

59.1 Apologies had been received from Cllrs Jahromi and Peer.

59.2 There were no declarations of members' interests.

25/ACE/60

Minutes of the previous meeting

60.1 The minutes of the committee meeting of 3rd July 2025 were approved as a correct record and signed as such by Cllr Matic.

Proposed: Cllr Tatla
Seconded: Cllr Montgomery
Approved: Unanimously

- 25/ACE/32.3 Clerk to follow up involvement in Christmas Events at Frensham Green and School Green with Shinfield Players Theatre.

The Clerk confirmed that Shinfield Players Theatre were still keen to support this and would be able to comment more once they start rehearsals in September. He will report back by email as there was no meeting until November.

ACTION – Clerk to email members of the committee once he had received a reply from the Shinfield Players.

- 25/ACE/49.1 Clerk to revise Terms of Reference to reflect the new frequency of meetings

This had been done.

- 25/ACE/50.1 Clerk to provide budget reports for future committee meetings

This was on the agenda. See minute 65.1.

- 25/ACE/51.1 Clerk to ensure delivery of summer events

This is on the agenda. See minutes 61.1.

- 25/ACE/51.3 Clerk to make arrangements for a shuttle bus for the HAF event

This was offered and booked. Wokingham Borough Council (WBC) team had promoted this to Frensham Green residents but there was no interest.

ACTION – Cllrs Matic, Jahromi, Tatla, The Clerk and Deputy Clerk to meet with Shabina (WBC)

- 25/ACE/51.3 Clerk to establish the rationale for the change of location of the HAF event

WBC decided to make the change to reach more people. The attendance was significantly higher, but it was unclear as to how many attendees were from Frensham Green.

ACTION – Deputy Clerk to request information on number of attendees from Frensham Green.

- 25/ACE/51.4 Clerk to investigate the options for a covered crossing of the courtyard and the visitor flows for an enlarged Art Exhibition 2026

This on the agenda. See minute 61.3.

- 25/ACE/51.4 Clerk to develop an enhanced series of workshops and talks in support of the Art Exhibition in 2026

This would be done and initial discussions were taking place with potential candidates.

- 25/ACE/51.4 Clerk to investigate the potential for launching a book festival within the parish

This had been raised with Richard Alexander (WBC) who had indicated that Wokingham Borough Council already held a children's festival in Wokingham. He would be happy to help with a Young Adults/Adults equivalent. He was checking on any data he could provide.

- 25/ACE/51.5 Clerk to assist the current carnival organiser to attract potential new volunteers to shadow the 2025 Carnival

The Clerk had made repeated offers to help the carnival organiser with potential recruitment. She had received some interest and thanked Shinfield Parish Council (SPC) for their support.

- 25/ACE/51.5 Clerk to investigate the potential for launching a food festival at High Copse in 2026

This was on the agenda. See minute 66.1.

- 25/ACE/52.1 Clerk to arrange the necessary meetings and actions to enable the launch of the Public Art competition by end of July 2025

The public art process had been launched and an update was on the agenda. See minute 62.1

- 25/ACE/53.1 Clerk to arrange implementation of the film programme for July to September

This was in progress but there had not been any significant change in attendance levels. This was on the agenda - see minute 63.2.

- 25/ACE/53.1 Clerk to arrange for the display of Shinfield Cinema banners

This was in progress and the IT and Communications Officer would be following up.

25/ACE/53.2 Clerk to initiate the National Theatre Live (NTL) screenings

Information had been received from NTL and screening was scheduled for October.

25/ACE/53.3 Clerk to arrange annual film licence

Having applied for an annual licence the Clerk was informed that it was not available. After repeated correspondence it appeared the original person the Clerk spoke to at the licensing company had been misinformed. The annual licence was only available for general background e.g. showing films in a Reception area so the single title licence at £91 per screening would continue.

25/ACE/53.3 Clerk to implement Film Club with effect from September 2025 in accordance with the proposals but with revised pricing

This is on the agenda. See minute 63.2.

25/ACE/53.3 Cllr Matic to write to the Film Selection Panel to thank them for their efforts and offer them a free first year's membership

This agenda item will be carried over to the next meeting.

ACTION - Cllr Matic to write to the Film Selection Panel to thank them for their efforts and offer them a free first year's membership

25/ACE/61

Developing Arts & Culture in the parish

61.1 Children's Exhibitions

The Children's photography competition had received 6 entries. The Miniature Garden competition had received 17 entries. Cllr Montgomery judged the competition.

Having delivered both competitions and establish what was required for delivery, it was recommended next years advertising would start earlier and it was anticipated that by using actual imagery, this may encourage more entries.

The Animation Workshop had 5 attendees and some 'no shows'. It was considered that a holding fee for each place may help to encourage attendance.

Low cost screenings were offered on 4 Tuesdays during August.

5th 3 films shown, 28 tickets sold
12th 2 films shown, 23 tickets sold
19th 2 films shown, 25 tickets sold
26th 1 film shown, 30 tickets sold

TOTAL 8 films shown, 106 tickets sold

Cllr James stated that this was an asset to the community and cost should not always be a priority.

Friday Fundays were still popular, receiving positive feedback.

ACTION –

- Clerk to schedule more low cost viewings next summer.
- Clerk to use positive feedback to promote future sessions.

61.2 A Verbal update on Shinfield North

There was nothing to report from the Clerk regarding events for Shinfield North other than an extended Christmas event on Frensham Green.

ACTION –

- Community outreach to be added to next months agenda.
- Cllr Matic to provide contact details for Janet at Fresham Green.

61.3 Art Exhibition 2026

The Clerk advised that he had considered providing a covered walkway between the Grazeley and Pound Green rooms but didn't think the costs would be justified or that it was a practical solution. Any crossing point would need the doors to be left open which would probably require heating and sides. Given that 750 attended last year over 3 days he felt that the building could cope with the use of corridors. What would be more practical was adequate signage including a flyer with a route map and volunteer welcomers.

The press would be invited to the next gala opening event.

The workshops programme was currently under development.

The Clerk would arrange for a working party meeting in October to start the more detail planning.

ACTION –

- Clerk to arrange a working party to meet in October.
- Clerk to invite press to next gala.
- Clerk to ask the artists and councillors for volunteers.

61.4 Spencers Wood Carnival

The Clerk advised, that in discussion with the Chair, the plan for the councils presence at the Carnival was to not try to “push” any specific message as this had not been successful in previous years.

The concept was to offer attendees at the carnival to play a “human fruit machine” and if successful receive a small prize.

At the same time there would be an open invitation to talk to the council about any questions or concerns they may have. Cllrs would be invited to volunteer on the rota throughout the event.

ACTION – Clerk to invite Cllrs to volunteer, on a rota for the Shinfield Parish Council’s stand at the Spencers Wood Carnival.

25/ACE/62

Public Art

62.1 The Public Art Working Party continued to meet regularly with Arts4Wokingham. The last meeting was held on 22nd August with a Teams meeting scheduled for Friday 5th September for a progress update.

Arts4Wokingham had provided many useful contacts and sources for advertising which had been followed up.

To date only one submission has been received and there was a provisional arrangement to make a decision on whether to extend the submission deadline at a meeting on the 19th September.

It was anticipated that further applications may be submitted closer to the deadline of 24th October due to preparation time for the artists.

25/ACE/63

Shinfield Cinema

63.1 National Theatre Live

The Clerk received notification that the screening had been confirmed. The following schedule was planned:

03/10/25 - Inter Alia
24/10/25 - Mrs Warren’s Profession
28/11/25 - Fifth Step
23/01/26 - Hamlet

NTL marketing materials were now available for use in our advertising.

ACTION – Clerk to look at other live performance streaming services such as the Royal Opera House for future showings.

63.2 Proposal for cinema screenings

A proposal from the Clerk had been circulated with the paper for amending the operation of the cinema.

As an annual licence was not available there seemed to be little benefit in creating a specific Film Club and following the procedure set out at the last meeting. Recommendation would be to continue with the standard cinema approach but greatly reduce the frequency. For example, one night a month for grown up films and another night for a children's movie. The other nights could then be used for other things such as teenagers gaming nights. Reducing the frequency allows opportunities to do things around them eg talking to UoR to add a Hollywood vs section, including a drink with every ticket (to be prepared in advance i.e. not running a full bar initially), scheduling a children's tea and popcorn.

It was proposed that there would be 1 Children's and 1 adult film a month.

Proposed: Cllr Tatla
Seconded: Cllr Montgomery
Approved: Cllr Matic

25/ACE/64

Annual Parish Meeting

64.1 The Committee had been tasked with considering how to increase attendance at the Annual Parish Meeting. With the agenda, the Clerk had shared some initial thoughts such as an "Aunt Sally" to start the discussion.

The Committee had asked to conduct annual awards and to put out information for nominations from the public early.

It was proposed that Yuan Yang MP be invited and present awards. Introduction by Cllr Tatla to be focused on the future. Wine and food as well as a Q&A were also proposed.

Proposed: Cllr Tatla
Seconded: Cllr Montgomery
Approved: Unanimously

ACTION – Clerk to check the availability of Yuan Yang MP and to identify categories for awards.

25/ACE/65

Budget Reporting

65.1 The budget report for ACE committee had been included with the papers.

25/ACE/66

Street Food Festival

66.1 Initial thoughts on a potential street food festival with elements from AI had been circulated with the agenda. The festival would take place during the summer months and held at the High Copse Pavilion due to its location, space and accessibility to toilet facilities.

Cllr Tatla recommended asking local businesses to be involved selling food items such as cheeses, sauces etc. The Clerk suggested seeking volunteers or a charity to assist.

Members proposed to run a street food festival in Summer 2026.

Proposed: Cllr Tatla
Seconded: Cllr Montgomery
Approved: Unanimously

25/ACE/67

Correspondance

67.1 The Clerk recommended that the Engagement Working Party be resurrected. The working party would be key to raising awareness in public engagement for the Neighbourhood Development Plan and Parish Vision.

Current membership
Cllr Johnson
Cllr Masseron
Cllr Montgomery
S Herring, Deputy Clerk
L Hope, IT and Communications Officer
B Winton, CEO and Clerk to the Parish Council

ACTION –

- Clerk to schedule a meeting in early November.
- Clerk to add rationalisation of Working Parties to the agenda of Finance and General Purposes
- Members to contact the Clerk if they were interested in joining the Engagement Working Party

25/ACE/68

Date of Next Meeting

68.1 The next meeting of the Art, Culture and Event Committee meeting will be held on Thursday, 30th October at 19.30.

Meeting closed at 20:58

List of Actions

25/ACE/60.2		
25/ACE/32.3	Clerk to email members of the committee once he had received a reply from Shinfield Players regarding their involvement in the Christmas event at Frensham Green.	Clerk
25/ACE/51.3	➤ Cllrs Matic, Jahromi, Tatla, The Clerk and Deputy Clerk to meet with Shabina, WBC to discuss the HAF Event. ➤ Deputy Clerk to request information on number of attendees from Frensham Green at the HAF Event.	Clerk Deputy Clerk
25/ACE/53.3	Cllr Matic to write to the Film Selection Panel to thank them for their efforts and offer them a free first year's membership.	Cllr Matic
25/ACE/61.1	➤ Clerk to schedule more low cost cinema viewings next summer. ➤ Clerk to use positive feedback to promote future sessions.	Clerk Clerk
25/ACE/61.2	➤ Community outreach to be added to next months agenda. ➤ Cllr Matic to provide contact details for Janet at Fresham Green.	Clerk Cllr Matic
25/ACE/61.3	➤ Clerk to arrange a working party to meet in October. ➤ Clerk to invite press to next gala. ➤ Clerk to ask the artists and councillors for volunteers.	Clerk Clerk Clerk
25/ACE/61.4	Clerk to invite Cllrs to volunteer, on a rota for the Shinfield Parish Council's stand at the Spencers Wood Carnival.	Clerk
25/ACE/63.1	Clerk to look at other live performance streaming services such as the Royal Opera House for future showings.	Clerk
25/ACE/64.1	Clerk to check the availability of Yuan Yang MP for the Annual Parish Meeting and to identify categories for awards.	Clerk
25/ACE/67.1	➤ Clerk to schedule a meeting in early November for the Engagement Working Party. ➤ Clerk to add rationalisation of Working Parties to the agenda of Finance and General Purposes meeting. ➤ Members to contact the Clerk if they were interested in joining the Engagement Working Party	Clerk Clerk Members of the committee

Minutes of a meeting of
Planning & Highways Committee
Held on Wednesday 10th September 2025
At School Green Centre commencing at 19:30

Present: Cllrs Boyer (Vice-Chair), James, Lias, and Masseron

Attending: S Herring (Deputy Clerk)
R Emberson-Poole (Customer Care Team Member)

1 member of the public

Cllr Boyer, as Vice-Chair of the Committee chaired the meeting in the absence of Cllr Peer, Chair.

25/PC/86 Public Questions

86.1 To receive and consider public questions.

A member of the public requested to raise a question in relation to Footpath 12 from Lidl to Hollow Lane. This was discussed under minute 25/PC/92 Highways, Street Lighting and Footpath Matter.

25/PC/87 Apologies and declarations of Members' Interest

87.1 Apologies had been received from Cllr Hoyle, Jahromi and Peer and B Winton, Chief Executive Officer and Clerk to the Parish Council

87.2 There were no declarations of members' interests

25/PC/88 Minutes of the Previous Meeting

88.1 The minutes of the Planning and Highways Committee held on 9th July 2025 were approved and signed as such by Cllr Boyer

Proposed: Cllr James
Seconded: Cllr Lias
Approved: Cllr Unanimously

88.2 **Actions and Matters Arising from the meeting held on 9th July**

- 25/PC/75.1** ➤ Clerk to pass on details of the next meeting of the Shinfield Meadows residents group to the members of public present at the meeting

This had been done.

- Clerk to arrange for the residents' petition to be published in the next SPC newsletter

This had been done.

- Clerk to investigate when the road would be adopted by WBC

The Clerk had requested this information from Chris Howard, WBC on 21st August and was still awaiting a response

- Council to consider including relevant traffic improvements in the Neighbourhood Development Plan

This would be discussed at the Neighbourhood Development Plan working party.

- Residents to contact Yuan Yang, MP and the Borough Councillors to raise awareness of safety concerns of the roads around the Shinfield Meadows estate

Residents were present at the meeting. There had been no further feedback. It was reported that BCllr Gray was raising this with Wokingham Borough Council (WBC).

25/PC/77.2

- 25/PC/53.5** Clerk to raise the issue of a taxi operation at Bismillah House with the Transport Commissioner

The Clerk had reported this to the Transport Commissioner on 7th August and was awaiting a response.

ACTION – Deputy Clerk to add to the agenda of the next meeting.

- 25/PC/57.3** Clerk to report back once he had received a response from WBC regarding the proposal for a Spencers Wood Village Centre

The Deputy Clerk reported on correspondence received from Chris Easton, WBC that was far from positive. Cllr Masseron requested that the proposed Spencers Wood Village Centre be included in the Neighbourhood Development Plan and pointed out that the council were not proposing increasing facilities, just relocating existing ones.

Members of the committee **AGREED** that this be delayed for the time being.

- 25/PC/78.1** ➤ Clerk to feedback the Committee's requests for items to be considered in the budget process for 2026/27 to the Finance and General Purposes Committee

This would be done

- Clerk and Cllr Peer to bring forward costings for a monitoring officer

A cross Council meeting was held on 19th August. Initial discussion with WBC about full engagement on Loddon Garden Village Monitoring would need to take place. It was suggested that time for clarifying what was required be scheduled and presented to the meeting in October prior to a request for approval at Finance and General Purposes Committee.

The Deputy Clerk reported that Stephen Conway, WBC had been invited to the next meeting of ALIGN on 2nd October 2025.

ACTION –

- Clerk to arrange a meeting to clarify with members of the committee what would be required from a monitoring officer
- Clerk to add to the agenda of the next meeting of Planning and Highways Committee

- 25/PC/79.2** Deputy Clerk to respond to the PA250005 reinforcing the previous objection of the Council and requesting that appropriate party wall rights had been obtained

Comments had been submitted. This had now been approved.

- 25/PC/79.3** Deputy Clerk to submit an objection to PA251536, 14 Grovelands Road, based on Cllr Lias comments

Cllr Boyer declared an interest, as a neighbour of the property concerned.

Comments had been submitted.

Cllr Boyer reported that WBC had requested that the application be resubmitted as change of use.

- 25/PC/82.1** ➤ Presentation by Jules Shaw, UoR on pump tracks to be added to the agenda of the next Facilities Committee meeting

This will be on the agenda for the October Facilities Committee meeting. Members of the Planning and Highways Committee to be invited to attend the presentation.

ACTION –

- Deputy Clerk to set up a pre-meeting to discuss the proposal for a pump track prior to the next Facilities Committee meeting
- Deputy Clerk to invite members of the Planning and Highways Committee to the presentation by Jules Shaw, UoR on pump tracks prior to the next Facilities Committee meeting

- Clerk to carry out a search to find out who owns the land for the Hyde End Lane footpath via the Land Registry

ACTION – This item would be carried forward to the next meeting

25/PC/82.2 Deputy Clerk to add Woodcock Lane to the next agenda of the committee

This was on the agenda – see minute 25/PC/92.3

25/PC/83.2 Clerk to apply for Assets of Community Value for the Manor Ground Pavilion and land; High Copse Pavilion and land; and land adjacent to Alder Grove School

The Clerk will proceed with this action on return from annual leave.

25/PC/89 **Schedule of Deposited Plans**

89.1 Planning applications were circulated to members weekly and comments noted on the WBC planning portal.

89.2 Planning application 233038 – Land east of Hayes Drive of 3 Mile Cross.

Members **NOTED** that the decision had been delayed to 30th September 2025

89.3 Planning Application 242598 for the fitness Centre at Millworth Lane

Following an objection from Sport England, the Clerk had spoken to them to explain the current plans for the fitness centre and they had agreed to withdraw their objection. Revised plans had been submitted and the deadline for comments was 12th September.

ACTION – Cllr Johnson to speak to BCllr Rance regarding her objection to the application.

89.4 Planning Application 241861-Spencers Wood Primary School

Conditional approval had now been received for the Spencers Wood Primary School.

25/PC/90 **Appeals**

90.1 Planning inspectorate appeals relating to Shinfield Parish

There was one change this month. Planning application 240307 Front Plot At Shinfield Court Three Mile Cross – appeal decided in favour of the Plymouth Brethren. SPC had objected to this application.

25/PC/91

Enforcement Notices

91.1 Closed Enforcements tables for August and September 2025

- 15 cases were deemed no breach
- 1 case – application submitted
- 2 cases – voluntary compliance
- 1 case – Notice served
- 2 cases – other

Members **NOTED** the report

91.2 Outstanding Enforcements tables for August and September 2025

There were six cases new to the committee

- two showing as a new case (37 Caribou Walk and 3 Simonds Grove)
- one showing as a new case in August was subsequently deemed 'no breach' (262 Hyde End Road)
- three cases showing investigation ongoing (1 Woodsend Close and two for Shire Hall)

Members **NOTED** the report

25/PC/92

Highways, Street Lighting and Footpath Matters

92.1 Footpath matters

Cllr Masseron had submitted a written report that was circulated with the agenda. The main points were:-

- The signposting on Bolton Drive/Beke Avenue and Fulbrook Avenue had been delayed by WBC.
- The University of Reading (UoR) had carried out a surface upgrade on Footpath 16.
- The University of Reading (UoR) had carried out a surface upgrade on Footpath 15
- Shinfield Volunteers Group had removed a tree stump from footpath 13.

92.2 A member of the public raised concern about a fire to a tree on the footpath 12 from Lidl to Hollow Lane and continuing anti-social behaviour (ASB). Pictures were submitted showing rubbish that had been collected by the SVG showing empty bottles of alcohol. The path was in a poor state, was unlit and secluded making it an attractive area for groups gathering and engaging in ASB. There were three protected trees along the path that restricted work to improve the path. WBC had stated that they did not know when the path would be upgraded.

The member of public requested Shinfield Parish Council (SPC) to sponsor a project to make the area less attractive to those involved in ASB. The path was used to access the number 3 bus and school buses.

Suggestions put forward for improvements were:-

- a) Improved lighting
- b) Removal of all unnecessary foliage
- c) Improvement to the path up to Hollow Lane

Cllr Lias pointed out that this was the responsibility of WBC.

SPC were not against supporting improvements , however, there would need to be a formal proposal. It was noted that no funding was approved at this meeting.

ACTION – Member of public to put forward a formal proposal for further consideration

92.3 Update on Woodcock Lane, Footpath 25, Three Mile Cross

An online meeting was held on 10th July with Laura Buck and Andy Glencross, WBC, Cllrs Hoyle, Lias, BCllr Glover and the Deputy Clerk.

There was a process for reclassification of the path from a BOAT to a Bridleway via a Definitive Map Modification Order (DMMO). Laura had sent the appropriate forms for completion if the Committee wished to go ahead with this process, however, it was explained that there needed to be justification for the change. Evidence needed to be gathered by speaking to local people with the submission of written evidence of usage, sourcing historical records followed by a consultation. If there was an objection it would need to be presented to the Planning Inspectorate. Lengthy timescales are involved with an estimated timescale of 2027-2028 before it was likely to be resolved.

It was evident that this would be a lengthy piece of work that was not considered a priority at the current time.

25/PC/93

Renewal of Neighbourhood Development Plan (SPNDP)

93.1 Neighbourhood Development Plan (NDP)

The next meeting was scheduled for 25th September 2025 at 19:30. It was reported that the current plan did not have an end date but would lose its purpose if it deviated too far from the Local Plan.

It had been agreed to obtain expert advice and the Clerk was obtaining quotes for a consultant. The cost would require Full Council approval.

93.2 Assets of Community Value (ACV)

The Clerk would proceed with applying for Assets of Community Value for the Manor Ground Pavilion and land; High Copse Pavilion and land; and land adjacent to Alder Grove School on his return from annual leave.

ACTION – Clerk to apply for Assets of Community Value for the Manor Ground Pavilion and land; High Copse Pavilion and land; and land adjacent to Alder Grove School

25/PC/94 Spencers Wood Village Centre

94.1 This had been previously covered under minute 25/PC/88.2 (57.3)

25/PC/95 Correspondence

95.1 Outline planning application was due to be submitted for 90 new homes on a proposed development by City and Country to the east of Trowes Lane, Swallowfield.

Members **NOTED** the information.

95.2 Royal Elm Park Development

An invitation had been received to attend a VIP reception on 2 October 2025 from 12:30 to 13:30 in the Directors Suite at the Select Car Leasing Stadium to view the next phase of the plans for the Royal Elm Park.

The Royal Elm Park development secured outline planning permission in 2018, reserved matters approval is now being sought for the access, appearance, landscaping, layout, and scale details linked to Phase 5 of the Hybrid Planning Permission.

ACTION – Deputy Clerk to circulate the invitation to members of the committee

95.3 Charvil Neighbourhood Plan consultation

Cllr Lias had drawn attention to an article in The Reading Chronicle dated 3rd September regarding the Charvil Neighbourhood Plan.

ACTION – Members to read through the Charvil Neighbourhood Plan and report back on any observations

95.4 Solar Canopies at MereOak Park and Ride

SPC had received a communication from David Smith, Development and Planning Manager – Commercial property, WBC setting out information relating to a prior Approval Notification for the installation of solar canopies over the existing parking bays at MereOak Park and Ride.

“The proposal supports the Council’s Climate Emergency Action Plan, contributing to local renewable energy generation and reducing reliance on fossil fuels. The site is already identified for this purpose in the CEAP.

ACTION – Members were invited to comment on the notification

25/PC/96

Date of the next meeting

96.1 The date of the next meeting will be Wednesday, 8th October 2025

The meeting ended at 21:00

List of actions

25/PC/82.2

- | | | |
|------------|--|------------------------------|
| 25/PC/78.1 | ➤ Clerk to arrange a meeting to clarify with members of the committee what would be required from a monitoring officer | Clerk |
| | ➤ Clerk to add to the agenda of the next meeting of Planning and Highways Committee an item to discuss a monitoring officer for the LGV development | Clerk |
| 25/PC/82.1 | ➤ Deputy Clerk to set up a pre-meeting to discuss the proposal for a pump track prior to the next Facilities Committee meeting | Deputy Clerk |
| | ➤ Deputy Clerk to invite members of the Planning and Highways Committee to the presentation by Jules Shaw, UoR on pump tracks prior to the next Facilities Committee meeting | Deputy Clerk |
| | ➤ Clerk to carry out a search to find out who owns the land for the Hyde End Lane footpath via the Land Registry | Clerk |
| 25/PC/89.3 | Cllr Johnson to speak to BCllr Rance regarding her objection to Planning Application 242598 for the fitness centre at Millworth Lane | Cllr Johnson |
| 25/PC/93.2 | Clerk to apply for Assets of Community Value for the Manor Ground Pavilion and land; High Copse Pavilion and land; and land adjacent to Alder Grove School | Clerk |
| 25/PC/95.2 | Deputy Clerk to circulate the invitation to attend a VIP reception on 2 nd October 2025 regarding the Royal Elm Park Development to members of the committee | Deputy Clerk |
| 25/PC/95.3 | Members to read through the Charvil Neighbourhood Plan and report back on any observations | All members of the committee |
| 25/PC/95.4 | Members were invited to comment on the notification regarding Solar Canopies at MereOak Park and Ride | All members of the committee |

Lloyds Bank Payment of Invoices Within the Clerk's Financial Delegation
15/7/2025 to 14/8/2025

Item 8.1 a

Ref	Date Paid	Supplier	Amount Paid (inc VAT) £	Description
001	15/07/2025	EDF Energy	1,951.30	Electricity - High Copse - June 2025
002	16/07/2025	National Association Local Councils	42.00	Deputy Clerk - Course on Income Sources
003	16/07/2025	MCFT Food Equipment Service	324.38	Call Out & Labour - Café Freezer
004	16/07/2025	Thames Valley Signs (Berkshire)	743.65	External Signs for High Copse & SWRG
005	16/07/2025	Imperative Training Ltd	5,760.00	3 x Defibrillators
006	16/07/2025	The Head Partnership	1,200.00	Café Lease
007	16/07/2025	Absolute Brilliance Cleaning Ltd	5,686.88	Cleaning & Consumables SGC - June
008	16/07/2025	Absolute Brilliance Cleaning Ltd	1,896.64	Cleaning & Consumables SWP - June
009	16/07/2025	Absolute Brilliance Cleaning Ltd	951.84	Cleaning & Consumables High Copse - June
010	16/07/2025	Absolute Brilliance Cleaning Ltd	532.90	Cleaning & Consumables The Manor - June
011	16/07/2025	Larkstel Ltd	1,821.98	Grounds Maintenance the Manor - June 2025
012	16/07/2025	Kreatif Design Ltd	81.60	Web Hosting July
013	16/07/2025	Air It Limited	56.27	SWP Internet - July
014	16/07/2025	Air It Limited	56.27	SGC Internet - July
015	16/07/2025	Air It Limited	424.92	Datto Cloud Back Up - July
016	16/07/2025	Air It Limited	1,405.98	Microsoft 365 - July
017	16/07/2025	Air It Limited	31.82	Car Scheme Phones - May
018	16/07/2025	Air It Limited	185.04	Monitor - Office
019	16/07/2025	Air It Limited	78.00	SSL - Renewal Request - Annual
020	16/07/2025	Air It Limited	79.20	Managed Web Protection - July
021	16/07/2025	Air It Limited	1,438.42	Managed IT Support - July
022	16/07/2025	Air It Limited	35.64	Phones SWP - May/June
023	16/07/2025	Air It Limited	337.75	Telephone - SGC - June
024	16/07/2025	Office Depot International (UK	259.34	Wipe Clean Paper
025	16/07/2025	A1 Locksmiths (Berkshire) Ltd	184.55	Extra Keys
026	16/07/2025	Pozitive Water Limited	3,646.20	Water High Copse - May 2025
027	16/07/2025	PixiPandaDesigns	104.94	T Shirts Youth Club
028	16/07/2025	Air It Limited	780.00	High Copse - Fixed Fee Infrastructure
029	16/07/2025	Alphabet (GB) Ltd	397.65	Rental of Facilities Van - July
030	16/07/2025	HMRC paye	8,856.10	NI & PAYE - June Payroll
031	16/07/2025	Wokingham Borough Council	268.60	Attachment of Earnings - June Payroll
032	16/07/2025	Go Cardless	7.85	Fee for Fuel Card
033	18/07/2025	Telefonika UK Ltd	337.98	Mobile Phones - July
034	21/07/2025	Everflow Utilities	127.22	Aug - Sept plus Adj
035	21/07/2025	Peninsula Business Services	475.42	HR & Health & Safety - June 2025
036	24/07/2025	Halfords Limited	1,129.00	Salary Sacrifice Scheme - Bike
037	24/07/2025	Broxap	508.80	Replace Litter Bin - Deardon Way
038	24/07/2025	Josh Chamberlain Arborist	1,685.00	Felling Ash Tree Millworth Allotments
039	24/07/2025	A1 Locksmiths (Berkshire) Ltd	5.00	School Green Centre - Auto Key
040	24/07/2025	A & E Fire & Security	1,588.56	Attendance Fee & Fobs
041	24/07/2025	TotalEnergies Gas & Power Limi	308.66	Gas - High Copse - June 2025
042	30/07/2025	Employees	24,782.25	Net Pay - July
043	31/07/2025	Lloyds Bank plc	19.45	Bank Fee £8.50 & Chgs £10.95 (June / July)
044	01/08/2025	Wokingham Borough Council	1,223.00	Rates School Green Centre - August 1/10th
045	01/08/2025	Wokingham Borough Council	157.00	Rates Spencers Wood Pavilion - August 1/10th
046	01/08/2025	Wokingham Borough Council	42.00	Rates Millworth Lane - August 1/10th
047	01/08/2025	Wokingham Borough Council	195.00	Rates - The Manor 1/10th August
048	05/08/2025	British Gas Lite	-89.34	Refund Final Electricity
049	07/08/2025	Thames Valley Signs	345.60	Community Event Banners
050	07/08/2025	Kompan UK	598.57	Spencers Wood Playground Repairs
051	07/08/2025	Pozitive Water Limited	2,646.13	High Copse - Water - June 1 mth
052	07/08/2025	Lister Wilder	123.36	Mower Fuel & Weedkiller
053	07/08/2025	Select Environmental Services	582.98	Commercial Waste - 4 sites June
054	07/08/2025	Office Depot International (UK	57.29	Cleaning Supplies - Office
055	07/08/2025	Nigel Jeffries Landscaping Ltd	2,205.60	Grass Cutting - July
056	07/08/2025	HMRC paye	9,001.00	NI & PAYE - July Payroll
057	07/08/2025	Nest Pension Contributions	2,423.66	Pension Contributions - July
058	07/08/2025	Wokingham Borough Council	163.77	Attachment of Earnings - July Payroll
059	07/08/2025	FibreNest	37.00	The Manor Internet August 2025
060	14/08/2025	BP Chargemaster	7.85	Fuel Card Fee - August
Total Payments			90,315.52	

Lloyds Bank Payment of Invoices Within the Clerk's Financial Delegation

Item 8.1 b

15/8/2025 - 8/9/2025

Ref	Date Paid	Supplier / Payee	Amt Paid £	Description
001	15/08/2025	EDF Energy	1,878.19	July
002	15/08/2025	Everflow Utilities	155.48	Aug - Oct 2025
003	18/08/2025	Alphabet (GB) Ltd	397.65	August
004	18/08/2025	Corona Energy Retail 4 Limited	1,942.65	Electricity - July Multiple Sites
005	20/08/2025	Telefonika UK Ltd	337.98	Mobile Phones August
006	20/08/2025	Everflow Utilities	886.46	Water & Waste
007	20/08/2025	Peninsula Business Services	475.42	July - HR & HS Services
008	22/08/2025	BDS Surveyors	2,748.00	Professional Advice Sports Park
009	22/08/2025	A1 Locksmiths (Berkshire) Ltd	138.68	2 Vulcan Combination Padlock
010	22/08/2025	Select Environmental Services	2,173.15	Emptying 45 Litter Bins Weekly in July
011	22/08/2025	Nigel Jeffries Landscaping Ltd	2,205.60	Grass Cutting -July 2025
012	22/08/2025	Kreatif Design Ltd	81.60	August Hosting Website
013	22/08/2025	Absolute Brilliance Cleaning Ltd	5,091.70	Cleaning SGC- July
014	22/08/2025	Absolute Brilliance Cleaning Ltd	1,784.80	Cleaning SWP - July
015	22/08/2025	Absolute Brilliance Cleaning Ltd	733.56	Cleaning High Copse - July
016	22/08/2025	Absolute Brilliance Cleaning Ltd	250.68	Cleaning Manor - July
017	22/08/2025	Larkstel Ltd	1,821.98	Contract 1/12th July - Grds Maint Manor
018	22/08/2025	Dyno Rod	771.00	Call Out to Flush Drains School Green Centre
019	22/08/2025	Office Depot International (UK	296.16	Paper & Highlighters
020	22/08/2025	A & E Fire & Security	596.97	Call Out Re Alarms in Nursery
021	22/08/2025	SSE Energy Solutions	4,202.89	Street Lighting - Unmetered 1/10/24 - 30/06/24
022	22/08/2025	Arco Limited	234.37	Coats Branded - Clerk & Deputy Clerk
023	22/08/2025	Chemassist International Ltd	211.20	Chemicals for Urinals School Green Centre
024	22/08/2025	Air It Limited	79.20	Web Protection
025	22/08/2025	Air It Limited	1,438.42	Managed IT Support August
026	22/08/2026	Air It Limited	31.82	Phones - Pre School August
027	22/08/2026	Air It Limited	31.82	Phones - Car Scheme -August
028	22/08/2027	Air It Limited	337.75	Phones SGC - July
029	22/08/2025	Air It Limited	56.27	Internet SGC - August
030	22/08/2025	Air It Limited	56.27	Internet SWP - August
031	22/08/2025	Air It Limited	1,405.98	Microsoft 365
032	22/08/2025	Vanity Construction Group Ltd	11,091.36	Reconfigure Cafe New Steel Frame
033	26/08/2025	TotalEnergies Gas & Power Limi	316.71	Gas July - High Copse
034	27/08/2025	Employees	27,690.49	Net Pay August
035	27/08/2025	IRIS Software Limited	57.60	Payroll Software July
036	29/08/2025	HMRC paye	11,052.82	NI & PAYE - August
037	29/08/2025	Wokingham Borough Council	303.94	Att Earnings - August
038	01/09/2025	Everflow Utilities	5,176.08	18/8/2025 - 17/10/2025 - Water
039	01/09/2025	Wokingham Borough Council	1,223.00	September - SGC Rates
040	01/09/2025	Wokingham Borough Council	195.00	September - The Manor Rates
041	01/09/2025	Wokingham Borough Council	157.00	September - The Manor Rates
042	01/09/2025	Wokingham Borough Council	42.00	September - The Millworth Rates
043	08/09/2025	Castle Water Limited	3.75	Final Millworth Pavilion
044	08/09/2025	Air It Limited	1,020.58	New Server - SWP for Access Control System

Lloyds Bank Payment of Invoices Within the Clerk's Financial Delegation

Item 8.1 b

15/8/2025 - 8/9/2025

Ref	Date Paid	Supplier / Payee	Amt Paid £	Description
045	08/09/2025	SSE Energy Solutions	522.73	Street Lighting July
046	08/09/2025	Kingfisher Leisurewear Ltd	390.82	Embroidery Set Up & Aprons for Café
047	08/09/2025	Claire Connell	237.50	Year End Fee 24/25
048	08/09/2025	James Cowper Kreston	600.00	Advice on VAT
049	08/09/2025	Royal Electrics	204.00	Call Out to Blinds & Air Conditioning
050	08/09/2025	Select Environmental Services	149.28	High Copse Commercial Waste July
051	08/09/2026	Select Environmental Services	46.99	Manor - Commercial Waste July
052	08/09/2027	Select Environmental Services	129.31	Millworth - Commercial Waste - July
053	08/09/2028	Select Environmental Services	99.70	SWP - Commercial Waste July
054	08/09/2029	Select Environmental Services	41.22	Hygeine Units - SWP - July
055	08/09/2030	Select Environmental Services	<u>325.74</u>	SGC - Commercial Waste July
Total			<u>93,931.32</u>	

Barclaycard - Payment of Invoices Within the Clerk's Financial Delegation - JULY**Item 8.2 a**

Ref	Date Paid	Payee Name	Amount Paid inc VAT) £	Description
001	04/07/2025	TX3 Media Ltd	8.71	DVD for Cinema Rear Window
002	04/07/2025	Speedy Hen Limited	12.03	DVD for Cinema Casablanca
003	04/07/2025	Amazon EU	36.89	DVD for Cinema 36.89
004	04/07/2025	Harribella Ltd	8.84	DVD for Cinema The Jungle Book
005	05/07/2025	Amazon EU	9.99	DVD for Cinema The Lunchbox
006	05/07/2025	Wotleez Ltd	14.99	DVD for Cinema Film Lagaan - Once Upon India
007	05/07/2025	Enviromedia Ltd	13.49	DVD for Cinema My Neighbour Totoro
008	05/07/2025	Amazon EU	75.80	DVDs for Cinema multi titles
009	06/07/2025	Adobe	56.98	Adobe Software July - 1 mth
010	06/07/2025	Amazon EU	6.86	DVD for Cinema Tangled Film
011	09/07/2025	Climachill	324.00	Portable Air Chiller for SGC
012	09/07/2025	Lidl	10.74	Milk and Tea for Office/ Cllrs/Guests
013	09/07/2025	Climachill	14.40	Delivery Charge for the Chiller Unit
014	10/07/2025	Printfast Printing	18.95	White Card for Printer
015	15/07/2025	Globale UK	77.03	Summer Shirts for Front of House
016	19/07/2025	DVD Overstocks Ltd	4.59	DVD for Cinema - Spiderman
017	19/07/2025	Mailchimp	40.13	Mailing Newsletter - 1mth Subscription
018	22/07/2025	Lidl	9.81	Office Supplies
019	23/07/2025	Cars on Booking	209.99	Deposit Shuttle Service - HAF Event
020	23/07/2025	Amazon EU	12.83	Koolpaks for First Aid Boxes
021	29/07/2025	Amazon EU	24.98	DVDs Film for Cinema - IF & Karate Kid
022	31/07/2025	Wokingham Borough Council	180.00	Annual Subscription - Premises Licence SGC
023	31/07/2025	Amazon EU	11.75	DVDs for Cinema Boyhood & Tangled
Total Payments			1,183.78	

Barclaycard Payment of Invoices Within the Clerk's Financial Delegation - August**Item 8.2b**

Ref	Date Paid	Supplier	Payment (inc VAT) £	Description
001	01/08/2025	V Evans Ltd	6.81	Cinema DVD -Toy Story 2
002	02/08/2025	B68 Solutions	4.79	Cinema DVD -Monsters Inc Film
003	02/08/2025	Back to Future Medi	7.95	Cinema DVD -Minions
004	02/08/2025	Wix.com Ltd	259.20	Registration Shinfield Parish Art Website
005	02/08/2025	Amazon EU	15.00	Summer Competition -Gift Card Prize
006	06/08/2025	Adobe	56.98	Software - August Subscription
007	07/08/2025	Lidl	1.09	Materials for Mini Garden Competition
008	07/08/2025	Amazon EU	60.00	Gift Vouchers - Summer Photo Competition
009	09/08/2025	Mailchimp	40.46	Mailing Newsletter - August
010	13/08/2025	Ivor Innes Limited	504.00	Replacement Chairs - School Green Centre
011	19/08/2025	Amazon EU	20.96	Publications Cilca
012	19/08/2025	Amazon EU	14.57	Publications Cilca
013	19/08/2025	World of Books	4.00	Study Book Cilca
014	19/08/2025	Amazon EU	20.96	Publications Cilca
015	19/08/2025	Amazon EU	14.57	Training Manual Cilca
016	19/08/2025	World of Books	4.00	Training Publication Cilca
017	20/08/2025	Canva	99.99	Software Licence - Monthly Subscription
018	21/08/2025	Amazon EU	45.00	Gift Cards Summer Competition - Mini Gardens
019	22/08/2025	Lidl	10.97	Refreshments Office and Guests/Councillors
020	28/08/2025	Text Magic	60.00	Pre Purchase Texting - Allotment Holders
021	29/08/2025	123 Reg	31.18	Registration Cafe Domain
Total			1,282.48	

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

There are currently no payments due to be made under this heading.