

Minutes of a meeting of Full Council
Held on Wednesday, 28th January 2026
At School Green Centre commencing at 19:30

Present: Cllrs Bowler, Boyer (Chair), Clarke, Hoyle, Jahromi, James, Johnson, Matic, Peer, Pollock and Poole

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

1 member of the public

26/1 Public Questions

- 1.1 Receive and consider questions from the public.

There were no public questions.

26/2 Apologies and declaration of members' interests

- 2.1 Apologies for absence

Apologies had been received from Cllrs Masseron and Rance

Post meeting note: A resignation letter dated 24th January had been received from Cllr Jones on 29th January 2026.

- 2.2 Declarations of members' interest

- 2.3 Changes to members declaration of pecuniary interest

26/3 Minutes of the Full Council Meetings held on 17th December 2025

- 3.1 The minutes of the meeting held on 17th December 2025 were approved and signed by Cllr Boyer as a correct record.

Proposed: Cllr Jahromi
Seconded: Cllr Clarke
Approved: 10 approved, 2 abstentions


25.2.26

3.2 Matters arising from the minutes of the meeting held on 17th December 2025

126.2

25/106.2 Clerk to confirm date of the meeting of the Education Working Party to members of the working party

This had been done.

25/110.1 Clerk to circulate the draft article outlining the cost of ASB in the Parish to Finance and General Purposes Committee members

This had been done.

128.3 Clerk to add staffing structure to the agenda of the Staffing Committee meeting in January 2026

This had been done and was on the agenda – see minute 26/8.1.

128.5 Cllrs Pollock, Poole and Rance to inform the Clerk of the Committees they would like to join

Cllr Rance requested to become a member of the Arts, Culture and Events Committee.

Cllr Pollock had requested to become a member of the Children and Young Adults Committee and Finance and General Purposes Committee.

129.1 Clerk to inform the Edmund Godson Charity of the appointment of Mr Peter Robson as Trustee

This had been done.

130.1 Clerk to circulate the Member/Officer Conduct Protocol to Members

Clerk to add Member/Officer Protocol to the agendas of the Staffing Committee and Full Council in January 2026

This was on the agenda – see minute 26/7.1

131.1 Clerk and Finance Manager to refine the detailed budget figures to present to Full Council in January 2026.

Clerk to add Budget for approval to the agenda of the Full Council in January 2026

This was on the agenda – see minute 26/8.2

NB
25.2.26

- 131.2** Clerk to inform St Barnabas Church of the decision of the committee regarding their application for grant funding and arrange payment

This had been done.

- 135.1** Clerk to meet with the Clerk to Governors regarding SPC representation on the governing body

This related to St Mary's CE Junior School. Cllr Montgomery and the Clerk met with the CEO of Agape Trust and the Head Teacher of the school on 13th January where a number of issues were discussed.

26/4

Reports from Borough Councillors

- 4.1** Report from Borough Councillors

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

- 4.2** Questions arising from the reports of the BCllrs

BCllr Rance's report

- Cllr Hoyle highlighted the item relating to the lack of lighting on Cutbush Lane

BCllr Glover's report

- Cllr Boyer raised the issue of accidents occurring at the junction of Beke Avenue and Westall Street. Cllr Bowler stressed that there should be a 'Stop' sign at this junction due to the poor visibility. Wokingham Borough Council (WBC) had been alerted to the issue but as the road had not yet been adopted the timescales for improvements were unknown.
- Planned cycleway Spencers Wood to Lidl – this was at risk of not proceeding due to the houses being build too close to the intended cycleway.

BCllr Gray's report

- Positive progress relating to housing governance had taken place. There was still an outstanding issue of fees on private estates that was a national issue.

ACTION –

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

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

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


25-2-26

Reports from Committees and associated Working Parties

- 5.1 Members received the draft minutes of the Facilities Committee held on 7th January 2026 and an update from the Chair.

Cllr Johnson highlighted the following points:-

- He had produced a Chair's report, mainly to assist him with keeping track of the busy role
- Shinfield Parish Council had the highest pitch play rate in the Borough for football
- Aldergrove play park was now complete
- Positive discussions had taken place with the University of Reading (UoR) regarding the High Copse site and other potential initiatives

Cllr Clarke asked questions in relation to the proposed northern pitches and potential to extend parking at High Copse; and the field next to Alder Grove School that had been set aside for extending the school. These items would be discussed at the next relevant committee meetings.

Members NOTED the minutes of the Facilities Committee

- 5.2 Members received the draft minutes of the Arts, Culture and Events Committee held on 8th January 2026 and an update from the Chair.

Cllr Matic highlighted the following points from the minutes:-

- The National Theatre Live cinema schedule had been doing well
- Art Exhibition would be held during February half term
- A proposal for the Annual Parish meeting was on the agenda
- Public Art – a number of good quality submissions had been received that were being shortlisted. A meeting was due to be held on 30th January to shortlist between 3-5 artists.

Members NOTED the minutes of the Arts, Culture and Events Committee

- 5.3 Members received the draft minutes of the Planning and Highways Committee held on 14th January 2026 and an update from the Chair

Cllr Boyer highlighted the following points from the minutes:-

- ET Planning consultants were formulating a response on behalf of SPC with input from the Committee. An extended deadline for SPC to submit comments had been approved. This would be discussed at the next Planning and Highways Committee meeting.

Members NOTED the minutes of the Planning and Highways Committee


25.2.26

- 5.4 Members received the draft minutes of the Staffing Committee held on 21st January 2026 and an update from the Chair

Cllr James highlighted that the committee had been focusing on the future staffing of the Parish. This was discussed in more detail at agenda item 8.1.

Members NOTED the minutes of the Staffing Committee

- 5.5 Report from the Chair of the Council

Cllr Boyer reported that he had been involved with the following:-

- Resolving staffing issues
- Meeting with Wrenbridge regarding the Shire Hall demolition

BCllr Gray had a meeting arranged with Wrenbridge and would be happy to bring any SPC concerns to their attention. It was noted that there were no plans in the planning application to improve the junction of Whitley Wood Lane with the B3270. This may be something that could be incorporated in the response for the proposed Hall Farm Development as the increase in traffic from the estate would impact on the amount of traffic approaching junction 11.

- 5.6 Reports from Outside Bodies

There were no reports.

26.6 Terms of Reference

- 6.1 The terms of reference for the Staffing Committee had been circulated to councillors with the agenda.

Cllr Hoyle suggested the following

- Page 1, Membership - the third bullet point should be removed 'appropriate training agreed by the Council' and replaced by 'experience of work in human resources'.
- Page 2, Training Recommendations – the last paragraph to be reworded 'other courses offered by HALC/BALC or an appropriate provider'.

Members **APPROVED** the terms of reference for the Staffing Committee subject to the changes detailed above.

Proposed: Cllr Hoyle
Seconded: Cllr Pollock
Approved: Unanimously

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25.2.26

26/7

Member /Officer Conduct Protocol

- 7.1 The Member /Officer Conduct Protocol had been circulated to members with the agenda.

Members **AGREED** to adopt the Member/Officer Conduct Protocol.

Proposed: Cllr James
Seconded: Cllr Bowler
Agreed: 11 agreed, 1 abstention

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

26/8

Budgets for 2026/2027

- 8.1 Long-Term Staffing Structure

A detailed proposal for the Long-Term Strategic Staffing Review had been circulated with the agenda together with details of the overall financial impact. The Chair of the Staffing Committee explained that the Council had grown considerably with the addition of more facilities. Additional room bookings and events created additional work for all staff, specifically the Customer Care Team and Finance departments. Other areas also identified work that the Council had not yet engaged with. The proposals were to increase the staffing as follows:-

- Caretaker roles to cover the evening shifts at the School Green Centre for changeover of events, opening up of other facilities across the Parish and some basic cleaning and adhoc tasks. Roles to cover an average of 24 hours per week.
Recommendation to recruit the Caretaker positions from 1st April 2026
- Community Engagement and Events Officer would be a new position to reach out to the community and become the lead for the delivery of existing and new events. The person appointed would work closely with the Media and Communications Officer to develop future resilience within the organisation.
Recommendation to recruit a full-time Community Engagement and Events Officer from 1st October 2026.
- Youth Workers for Teenage Age Group – an additional full-time equivalent(FTE) role to work with teenagers in the Parish as a continuation of the existing successful youth club (school years 6 and 7), to offer new initiatives to this age group.
Recommendation to recruit one 0.5 (FTE) Youth Worker from 1st October 2026 and one 0.5 (FTE) Youth Worker from 1st April 2027.
- Finance and Administrative Officer – an additional full-time role to support the Finance Manager with the growing demands of the business and to increase resilience for the future.
Recommendation to recruit a full-time Finance and Administration Officer from 1st April 2027.

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Cllr James recommended that the Council adopt the proposals.

Proposed: Cllr James
Seconded: Cllr Peer
Approved: Unanimously

ACTION – Clerk to implement the approved recommendations at the appropriate times

20:34 BCllr Gray left the meeting

8.3 Proposed budget for 2026/27

Cllr James presented the budget to members for consideration.

The Clerk had previously circulated detailed budget proposals for 2026/2027 with projected assumptions for one plus three years.

For planning purposes all prices were assumed to be at today's rates except for specific reasons e.g. allotments had a policy of above inflation increases.

The budgets include the impacts of the Long-Term Staffing Review, staff progression etc.

The shortfall between income (£521,835), expenditure (£1,273,250) and precept (£724,865) was £26,550 to be met from general reserves.

Members **APPROVED** the proposed budget recommendation for 2026/2027

Proposed: Cllr Matic
Seconded: Cllr Bowler
Approved: 9 approved, 1 abstention

8.4 Precept

The proposal was for a 7% increase taking a Band D equivalent from £84.76 to £90.69. The planning assumptions for 2027/28 onwards was that the total number of Band D properties would be reduced by 110 approx. due to the boundary change for Ryhill Way. Total precept would be £724,865.

Members **APPROVED** the proposed Precept recommendation for 2026/2027

Proposed: Cllr Hoyle
Seconded: Cllr Johnson
Approved: 6 Approved, 1 against, 3 abstentions

NB
25.2.26

26/9

High Copse

9.1 Perimeter fencing for High Copse pitches

To protect the high quality pitches at High Copse the Facilities Committee felt it essential that perimeter fencing was installed. Three quotes had been received and presented to the Facilities Committee meeting held on 3rd January 2026.

- Duralock (UK) Limited – MeshFencing 1200mm £40,845 (ex VAT)
- Duralock (UK) Limited – Mesh Fencing 1300mm £45,165 (ex VAT)
- Jacksons Fencing – diamond knee rail fencing £13,556.92 (ex VAT)

The Facilities Committee requested the sum of £45,165 (ex VAT) for Mesh Fencing 1300mm for the perimeter of the pitches at High Copse be granted from CIL reserves. The Chair of the Facilities Committee anticipated that £25,000 may be received in grant funding from the Football Foundation to assist with the costs.

Members **AGREED** to the purchase of Mesh Fencing 1300mm from Duralock (UK) Limited from CIL reserves at a cost of £45,165 (ex VAT).

Proposed: Cllr Pollock
Seconded: Cllr Peer
Approved: Unanimously

ACTION –

- Facilities Manager to obtain the necessary planning consents
- Facilities Manager to order the fencing, subject to receiving planning consents
- Clerk to submit an application for Grant Funding to the Football Foundation to assist with the cost

26/10

Annual Parish Meeting

10.1 Proposed format for the Annual Parish Meeting 2026

The Arts, Culture and Events Committee meeting had set out an alternative presentation of the Annual Parish Meeting on 29th April 2026. A detailed proposal was circulated with the agenda that hoped to improve the attendance. This included:-

- Chairman's Report with more weight on the future
- Community Awards (Adult, Young Person, Charity/Organisation, Business, Community Initiative)
- Guest speaker

Members **APPROVED** the recommendation of the Arts, Culture and Events Committee.

Proposed: Cllr Pollock
Seconded: Cllr Jahromi
Agreed: Unanimously

ACTION – Clerk to make the necessary arrangements for the Annual Parish Meeting to be held on 29th April 2026

NB
25-2-26

26/11

Corporate Governance Review

11.1 Following WBC's corporate governance review, it was anticipated that Shinfield Parish Council would have a few changes:-

- 18 Councillors (currently 15)
- 5 Wards (currently 5 wards)
- The loss of Ryhill Way (this will transfer to Earley Town Council)

26/12

School Green Centre Cafe

12.1 The Clerk reported the following:-

- The member of staff who was on long term sick leave had now returned on reduced hours. Another member of staff was increasing their hours temporarily to cover the short fall.
- The Clerk presented graphs demonstrating trends in sales that showed a consistent pattern, with the top 10 most popular items sold. The busiest times were between 10:00 – 12:00 and 15:30 – 16:30.
- Sales over the Christmas and new year period had been low as the schools had closed, the café was closed for the bank holidays and the weather had been bad.

ACTION: - Cllr Poole to meet with the Clerk and Deputy Clerk to explore possible improvements

26/13

Invoices for payment

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

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

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

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

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

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

26/14

Correspondence

14.1 Cllr Clarke had written to thank everyone for the glass plaque in recognition of his 40 years as a Shinfield Parish Councillor.

26/15

Date of Next Meeting

15.1 The date of the next Full Council meetings will be held on 25th February 2026 at School Green Centre

Meeting ended at 21:36

NB
25.2.26

List of Actions

26/4.2	Deputy Clerk to add the following items to the agenda of the Planning and Highways Committee meeting:- ➤ Lighting along Cutbush Lane ➤ Junction at Beke Avenue and Westall Street	Deputy Clerk
26/7.1	Clerk to arrange for the Member/Officer Conduct Protocol to be published on the SPC website and circulated to all Councillors and members of the staff	Clerk
26/8.1	Clerk to implement the approved long term staffing recommendations at the appropriate times	Clerk
26/9.1	Perimeter fencing for High Copse pitches ➤ Facilities Manager to obtain the necessary planning consents ➤ Facilities Manager to order the fencing, subject to receiving planning consents ➤ Clerk to submit an application for Grant Funding to the Football Foundation to assist with the cost	Facilities Manager Facilities Manager Clerk
26/10.1	Clerk to make the necessary arrangements for the Annual Parish Meeting to be held on 29 th April 2026	Clerk
26/12.1	Cllr Poole to meet with the Clerk and Deputy Clerk to explore possible improvements	Cllr Poole, Clerk & Deputy Clerk

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25.2.26