

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

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

Attending: B Winton (Clerk)
S Herring (Deputy Clerk)
BCllrs Gray and Glover
2 members of the public

26/29

Public Questions

Receive and consider questions from the public.

Following a Bye-Election on 24th March, the Chair welcomed Cllr Hilary Pollock to Shinfield Parish Council

The Chair congratulated Cllr Poole on the birth of his daughter.

29.1

Political parties within Shinfield Parish Council

A member of the public raised a question in relation to the recent public interest in the role of political parties within the parish council. Would the council consider adopting a practice of voluntarily declaring any political party memberships or affiliations, in the interests of transparency for residents?

The Clerk explained that parish councillors were not required to declare political allegiance and the council does not collect or record that information. Councillors are free to stand as party or independent candidates, but once elected all councillors are treated equally and serve the whole community.

It was noted that disclosure by a councillor must only be voluntary and would have no impact on the operation of the council. The council was currently in a transitional stage and all positions on the Council would be available for election in May 2027.

ACTION – Clerk to add to the agenda of the next Finance and General Purposes Committee for further discussion and recommendation to Full Council

26/30 Apologies and declaration of members' interests

30.1 Apologies for absence

Apologies had been received from Cllr Poole

30.2 Declarations of members' interest

Changes to members declaration of pecuniary interest

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

Cllr Bowler updated on 23 March 2026

There were no further declarations of pecuniary interest or related person interests reported in respect of the agenda

26/31 Minutes of the Full Council Meetings held on 25th February 2025

31.1 The minutes of the meeting held on 25th February 2026 were approved and signed by Cllr Boyer as a correct record.

Proposed: Cllr Clarke
Seconded: Cllr Rance
Approved: Unanimously

31.2 Matters arising from the minutes of the meeting held on 25th February 2026

26/19.2 BCllr Rance to provide Cllr Hoyle with further details on the Homeowners Rights Network.

Cllr Rance would be sending the information to Cllr Hoyle.

26/21.1 Clerk to circulate information regarding a 'related person'

This had been done.

26/21.3 Clerk to update the SPC Standing Orders according to the agreed amendments

This had been done and the updated version was published on the SPC website
Councillors were welcome to request a hard copy from the Clerk if required.

ACTION – Clerk to email the updated version of the Standing Orders to all members of the council

26/22.1 Clerk to arrange for the publication of the Annual Parish Meeting 2026 and awards process

This had been done.

26/23.1 Deputy Clerk to arrange a meeting of the Café Working Party

This had been done and the meeting took place on 10th March 2026. This was also on the agenda - see minute 26/36.1

26/24.1 ➤ Deputy Clerk to add 'bus services' to the agenda of the next Planning and Highways meeting

This had been done and was on the agenda – see minute 26/37.1

➤ Clerk to arrange a meeting with Rebecca Brookes, WBC

The Clerk had arranged a meeting for earlier today (25th March) including Rebecca Brookes and Cllrs Boyer and Peer

26/32 Reports from Borough Councillors

32.1 Report from Borough Councillors

Members **NOTED** the written report from BCllr Rance and verbal reports from BCllrs Glover and Gray

32.2 Questions arising from the reports of the BCllrs

Questions on the report from BCllr Rance

Cllr Clarke asked why Bellway were making significant financial contributions to deliver improvements to Swallowfield Medical Practice when the Shinfield Medical Practice had many consulting rooms that were not being used. Cllr Glover suggested contacting Berkshire, Oxfordshire and Berkshire West Integrated Care Board (BOB ICB).

Cllr Johnson asked if a 'yellow box' would be included on the Shinfield Arms roundabout when the resurfacing and remedial work was carried out. It was confirmed that this would not be part of the work.

Verbal report by BCllr Glover

BCllr Glover highlighted

- Enforcement issues on
 - Croft Road – retrospective planning application
 - Heron Industrial Estate
- Antisocial Behaviour (ASB) had been reported on Wilder Crescent where the police had been involved.
- Three Mile Cross – Thames Water were removing old infrastructure
- Millworth Lane – Flytipping had been removed

Cllr Clarke asked if there was any update on the junction improvements at Church Lane/Basingstoke Road. BCllr Glover reported that the work was expected to commence in the Summer 2026. Taylor Wimpey had a contractor for the work.

BCllr Gray reported the following

- An online meeting with Wrenbridge and residents had not been well attended. An in person session would be organised during the Summer months. Wrenbridge had been apologetic over the demolition process.
- Attended a meeting regarding the Winnersh side of the proposed Loddon Garden Village development. Positive developments were that the developers were looking to pay for a commercial plot to cover any management fees, ensuring that these were not tied into the title deeds of the properties.

Cllr Hoyle raised concerns over the decommissioned playground at the end of Church Lane asking when this would be removed as it was unsightly. The Clerk explained that the developer would be removing the equipment when they started the junction work. It would not be good use of SPC money to pay for the removal of the equipment as this was part of the planning application. It was noted that the Deerleap playground had been extended to counteract the loss of this playground.

The Chair thanked BCllr Rance for her written report and BCllrs Glover and Gray for their verbal reports

ACTIONS -

- Clerk to contact BOB ICB to enquire why Shinfield Medical Practice remained mostly vacant when Bellway were expected to make financial contributions to deliver improvements to Swallowfield Medical Practice
- Clerk to chase the developers regarding the removal of the playground equipment on the decommissioned site

26/33

Reports from Committees and associated Working Parties

33.1

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

The following points were highlighted from the minutes:-

- Cricket tenderers had been in for a meeting with the working party and asked to look at increasing their financial commitment.
- Football Heads of Terms were being addressed
- Invoices had been sent to Shinfield Rangers Football Club but no payments had been made to date

Cllr Hoyle expressed concerns over the financial management of sports pitches and requested a budget report to explain the situation at High Copse, Manor Ground, Millworth Lane pitches and the Tennis Club.

Cllr A Pollock noted that no income had been received for Millworth Lane for some time. Cllr Clarke reported that money had been obtained from the Football Foundation to improve these pitches approximately 8 years ago. The football club had looked after the pitches to offset any payment to SPC. The agreement ended in 2026, and the use of this site would be reevaluated.

The Clerk reported that there was a meeting with Shinfield Rangers Football Club on 26th March to address the issues raised above.

ACTION – Clerk to circulate a financial report on High Copse, Manor Ground, Millworth Lane pitches and the Tennis Club

Members NOTED the minutes of the Facilities Committee

33.2 Members received the draft minutes of the Arts, Culture and Events Committee held on 5th March 2026 and an update from the Chair.

Cllr Matic invited Cllr H Pollock to observe the next meeting of the Arts, Culture and Events Committee with a view to joining the committee.

The following points were highlighted from the minutes:-

- 5th birthday party of the School Green Centre
- Annual Parish meeting
- Cinema – working on an event with Shinfield Studios to promote the new screening of The Magic Faraway Tree. Proposed date was 10th April 2026. Two screenings would take place – one for those with film interest and another for the general public
- Art Exhibition – due to a successful exhibition in 2026 this would take place again during the school February half term in 2027
- Members were encouraged to promote and participate in the Easter Egg decoration competition on Good Friday

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

33.3 Members received the draft minutes of the Planning and Highways Committee held on 18th March 2026 and an update from the Chair

The following points were reported:-

- A meeting took place on 25th March 2026 with Rebecca Brookes, Wokingham Borough Council (WBC) regarding the local bus services (see minute 26/37.1)
- The Traffic Working Party met on 25th March 2026 with the attendance of BCllr Betteridge and Matt Gould, WBC. This had been a positive meeting and WBC would be looking into the requests of the parish council.
- Cllr Rance reported that WBC would not fund additional lighting on Cutbush Lane
- Cllr Clarke reported that there appeared to be a new building on the Bismillah House site. Cllr Boyer explained that this property had 9 outstanding enforcement notices that were being investigated. The Committee were aware of these breaches.
- The Clerk had circulated the response of the Council on the Planning Application for Loddon Garden Village to all members. This had now been submitted to the planning authority.

Members NOTED the minutes of the Planning and Highways Committee

33.4 Report from the Chair of the Council

Cllr Boyer reported that he had attended a 100th anniversary event at the University of Reading (UoR) where awards were granted

33.5 Reports from Outside Bodies

Cllr Montgomery reported that there had been no information from AWE on their position regarding the planning application for Body's Farm in Spencers Wood.

Cllr Peer reported that the solar farm may commence construction at the end of the year.

26/34 Corporate Governance

34.1 Corporate Governance Working Party

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

34.2 Terms of Reference for the Engagement Working Party

The Arts, Culture and Events Committee had drawn up the terms of reference for the Engagement Working Party in readiness for the new role of Community Engagement Officer.

Members **APPROVED** the Terms of Reference for the Engagement Working Party

Proposed: Cllr Matic
Seconded: Cllr Masseron
Approved: Unanimously

26/35 Annual Parish Meeting

35.1 The Annual Parish Meeting was being published as much as possible. Invitations had been sent to local organisations and charities. Closing date for nominations for awards was 3rd April, to date two nominations had been received.

26/36

School Green Centre Cafe

- 36.1 Proposal from the Café Working Party to extend the trial period of Shinfield Parish Council running the café for a further six months

The Clerk had circulated proposals for discussion. Out of the 10 highest trading days 9 had been since 24th February.

The Café Working Party had met on 10th March recommended the following to Full Council for approval

- I. that the trial period for Shinfield Parish Council (SPC) to run the café be extended for a further six months (end of September 2026)
- II. that the café be open for extended hours from 17:00 to 19:00 from Monday to Thursday from 13th April until 21st May inclusive, on a trial basis, serving drinks, cakes and non-menu consumables such as snacks and counter food.

The Café Working Party discussed some simple changes to the menu, ideas to increase footfall, improving the layout (long term), being more proactive in promoting that the menu offered was made to order and cakes, cookies and tray bakes were homemade.

A stock check would be taking place on 31st March 2026 to enable a realistic assessment of the café finances.

Members **APPROVED** recommendation i. of the Catering Working Party as presented above.

Proposed: Cllr Jahromi
Seconded: Cllr A Pollock
Approved: 13 in favour, 1 abstention

Members **APPROVED** recommendation ii. of the Catering Working Party as presented above with the addition that the Café Working Party had the discretion to continue, if the increased hours were successful. It was agreed that a maximum of 2 members of staff would be working during this period.

Proposed: Cllr Jahromi
Seconded: Cllr A Pollock
Approved: Unanimously

ACTION – Deputy Clerk to arrange for the above recommendations for the Tin Roof Café to be actioned

26/37

Bus Service

- 37.1 Additional funding for bus services within the parish

Cllrs Boyer and Peer and the Clerk met with Rebecca Brookes, WBC to discuss potential changes to bus services in the parish.

There are no planned changes to the #3 service except for WBC investigating whether this could become double-decker at peak times.

#92 is a school service to Reading schools but can be used by general public

#600 is funded to continue on current service level for three years. Potential to use S106 from the two new developments just approved for Shinfield. Long-term keep as base of a service that links through to Loddon Garden Village when built. That may generate the business level to fund future enhancements to service.

Demand Responsive Transport and other options were discussed but none of these appeared viable.

School buses will continue as they are for now.

26/38

Invoices for payment

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

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

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

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

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

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

26/39

Correspondence

- 39.1 The Clerk advised that he had attended the awards ceremony for his Society of Local Council Clerks Level 4 Certificate of Higher Education and thanked the council for the training opportunity. He advised that he would not continue on to the Level 5 course.

26/40

Date of Next Meeting

- 40.1 The date of the next Full Council meetings will be held on 22nd April 2026 at School Green Centre

Meeting ended at 21:12

List of Actions

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| 26/29.1 | Clerk to add the item <i>Political parties within Shinfield Parish Council</i> to the agenda of the next Finance and General Purposes Committee for further discussion and recommendation to Full Council. | Clerk |
| 26/21.3 | Clerk to email the updated Standing Orders to all members of the Council. | Clerk |
| 26/32.2 | Clerk to contact BOB Integrated Care Board (ICB) to enquire why Shinfield Medical Practice remained mostly vacant when Bellway were expected to make financial contributions to deliver improvements to Swallowfield Medical Practice | Clerk |
| 26/32.2 | Clerk to chase the developers regarding the removal of the playground equipment on the decommissioned Church Lane site. | Clerk |
| 26/33.1 | Clerk to prepare a financial report on High Copse, Manor Ground, Millworth Lane pitches and the Tennis Club. | Clerk |
| 26/36.1 | Deputy Clerk to arrange for the approved Café Working Party recommendations for the Tin Roof Café to be actioned. | Deputy Clerk |