

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, 23rd September 2026, commencing at 19:30 at the School Green Centre.



Bruce Winton
Chief Executive and Clerk to the Parish Council
18th September 2026

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

Agenda

98. Public Questions

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

99. Apologies and declaration of members' interest

- 99.1 To **RECEIVE** and **CONSIDER** members' apologies for absence
99.2 To **RECEIVE** and **CONSIDER** declarations of members' interests
99.3 To **RECEIVE** and **CONSIDER** changes to members' declarations of pecuniary interest

100. Minutes of the Council Meeting held on 29th July 2026

- 100.1 To **APPROVE** the minutes of the Council meeting held on 29th July 2026* as a correct record of the meeting
100.2 To **RECEIVE** information on matters arising from the minutes of 29th July 2026

101. Reports from Borough Councillors

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

102. Reports from Committees and associated Working Parties

- 102.1 To **RECEIVE** and **NOTE** the draft minutes of the Finance & General Purposes Committee held on 12th August 2026* and an update from the Chair

- 102.2 To **RECEIVE** and **NOTE** the draft minutes of the Facilities Committee held on 2nd September 2026* and an update from the Chair
- 102.3 To **RECEIVE** and **NOTE** the draft minutes of the Arts, Culture and Events Committee held on 3rd September 2026* and an update from the Chair
- 102.4 To **RECEIVE** and **NOTE** the draft minutes of the Planning and Highways Committee held 9th September 2026* and an update from the Chair
- 102.5 To **RECEIVE** a verbal report from the Chair of the Council
- 102.6 To **RECEIVE** reports from outside bodies

- 103. Preparation for May 2027 Elections**
 - 103.1 To **RECEIVE** and **CONSIDER** a plan of action to raise awareness of Local Council elections for May 2027*

- 104. Terms of Reference**
 - 104.1 To **RECEIVE** and **NOTE** the Terms of Reference for the Padel Working Party*

- 105. Staffing Matters**
 - 105.1 To **RECEIVE** and **NOTE** a verbal update from the Clerk regarding recruitment of staff
 - 105.2 To **RECEIVE** and **CONSIDER** changing the Café Manager role to include room hire and renaming as Venues Manager*

- 106. Community Engagement**
 - 106.1 To **RECEIVE** and **CONSIDER** an update on the provision of a hard copy newsletter

- 107. Cafe**
 - 107.1 To **RECEIVE** and **CONSIDER** an update on café matters

- 108. Grants**
 - 108.1 To **RECEIVE** and **CONSIDER** the grant applications approved by the Grants Working Party and endorsed by the Finance & General Purposes Committee*

- 109. Invoices for payment**
 - 109.1 To **RECEIVE** and **NOTE** Lloyds Bank payment of invoices within the Clerk's financial delegation*
 - 109.2 To **RECEIVE** and **NOTE** Barclaycard payment of invoices within the Clerk's financial delegation*
 - 109.3 To **RECEIVE** and **APPROVE** payments due to be made that are outside the Clerk's financial delegation*

- 110. Correspondence**
 - 110.1 To **RECEIVE** and **NOTE** any correspondence received

- 111. Date of Next Meeting**
 - 111.1 The date of the next Full Council Meeting will be held on 21st October 2026

* Report attached

** Report to follow

*** Report to members of the Council only

Report form Grants Working Party

Wednesday 13th September 2025

Grant Application 2025/2026

1. The Council received 13 applications for grant funding against a budget of £30,000. In addition to the grant applications listed below, the Council is committed to the School awards Scheme (2), the Rent Subsidy Scheme (3) and the new scheme for young people (4)

Ref	Applicant	Application £
1	The Cowshed	5,000.00
2	Spencers Wood Lunch Club	500.00
3	Wokingham Job Support Scheme	550.00
4	Shinfield Running Club	5,000.00
5	Link Visiting Scheme	2,000.00
6	Wokingham Volunteer Centre	1,000.00
7	Berkshire MS Treatment Centre	1,000.00
8	Citizens Advice Wokingham	2,000.00
9	Shinfield Tennis Club	5,245.00
10	Feel Good Community CIC	5,000.00
11	Keep Mobile Community Transport	1,600.00
12	ABC - Assisting Berkshire Children to Read	1,000.00
		<u>29,895.00</u>

For comparison in 2024 the Council received 14 applications for the total sum of £12,045.

2. School Awards Scheme – The Council makes an award based on three beneficiaries per class at £20.00 per award. In 2025 there are 2 additional classes at Aldergrove and this explains the increase of £120.00 from the sum awarded in 2024 which was £3,600.

	Classes	£
Shinfield Infants and Nursery School	11	660
Alder Grove	13	780
Grazeley	7	420
Shinfield St Mary's	12	720
Whiteknights	12	720
Lambs Lane	7	420
		<u>3,720</u>

3. In addition to the new applications there are two ongoing revenue support grants based on subsidised rent at Spencers Wood Pavilion.

Seniors Social Morning £1,625

Volunteer Car Scheme £4,567

4. Grants to Individuals

The Council launched a new scheme earlier this year for young people. There was only one application for the maximum amount of £150.00.

Recommendation

After consideration by the members, the following grants were approved;

Ref	Applicant	Application £	Panel Recommendation £
1	The Cowshed	5,000	5,000
2	Spencers Wood Lunch Club	500	500
3	Wokingham Job Support Scheme	550	550
4	Shinfield Running Club	5,000	550
5	Link Visiting Scheme	2,000	1,500
6	Wokingham Volunteer Centre	1,000	0
7	Berkshire MS Treatment Centre	1,000	1,000
8	Citizens Advice Wokingham	2,000	500
9	Shinfield Tennis Club	5,245	0
10	Feel Good Community CIC	5,000	0
11	Keep Mobile Community Transport	1,600	1,000
12	ABC - Assisting Berkshire Children to Read	1,000	500
		29,895	11,100
13	Rent Subsidy Grants	6,192	6,192
14	School Award Scheme	3,720	3,720
15	Individual Grant	150	150
Total Recommended Grant Award		39,957	21,162
Total Budget for Grants		30,000	30,000
Variance		9,957	-8,838

There is £8,838 available for any new grant applications in the year

Shinfield Tennis Club – Councillor Johnson has met with the Tennis Club to explain why the Council is not recommending a grant for CCTV and security measures.

ACTION REQUIRED

Finance & General Purposes Committee recommend Full Council approve the Panel Recommendations shown above

Minutes of a meeting of Full Council
Held on Wednesday, 29th July 2026
At the School Green Centre commencing at 19:30

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

Attending: B Winton (Clerk)
S Herring (Deputy Clerk)
J Mason (Finance Manager)

26/84 Public Questions

84.1 There were no public questions.

26/85 Apologies and declaration of members' interests

85.1 Apologies for absence

Apologies had been received from Cllrs Hoyle, Masseron and Poole.
Apologies had also been received from BCllr Glover.

85.2 Declarations of members' interest

Cllrs Bowler declared an interest as a member of the Shinfield Players.

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

85.3 Changes to members declaration of pecuniary interest

There were no changes to members declaration of pecuniary interests.

26/86 Minutes of the Council Meeting held on 24th June 2026

86.1 The minutes of the meeting held on 24th June 2026 were approved and signed
by Cllr Boyer as a correct record.

Proposed: Cllr Peer
Seconded: Cllr Johnson
Approved: Unanimously

86.2 Matters arising from the minutes of the meeting held on 24th June 2026

26/56.1 Clerk to add newsletter recommendations from the ACE Committee to Full Council

This was on the agenda – see minute 26/92.1

26/57.1.7 Cllr Poole to confirm if he wishes to join a standing committee

Cllr Poole was not present at the meeting to respond.

ACTION - Cllr Poole to confirm if he wishes to join a standing committee

26/58.1 Clerk to circulate a post-meeting action list to all Councillors

This would start with tonight's meeting.

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

The Clerk had written to both organisations on 29th May but had not receive a response from either organisation despite a follow up.

26/62.2 Full Council to decide on whether to claim ownership of the lane at Millworth Lane in due course

This would be revisited after the Sports Masterplan for the site had been developed.

26/63.2 Facilities Team to clean the war memorials at School Green and Shinfield Park

This had been done.

26/66.1 Clerk and Energy Consultant to continue to work on the solar PV Tender specification

This was in progress.

26/67.1 Clerk to progress the formal agreement with the artist for the public art project

This would be progressed in August

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

- 26/67.1 Clerk to ensure that community engagement is built into the artists agreement
- This would be done and was part of the original specification calling for potential artists.
- 26/67.1 Clerk to add public art fundraising to ACE agenda
- This had been discussed at the Arts, Culture and Events Committee meeting held on 2nd July 2026. Minute 26/ACE/48 refers. The first meeting of the fundraising working party was arranged for 7th August.
- 26/74.5 Clerk to display the notice of public access to AGAR on the parish notice boards and council website from 30th June to 10th August 2026
- This had been done.
- 26/74.6 Clerk to inform Claire O’Connell of her reappointment as Internal Auditor for Shinfield Parish Council
- This had been done.
- 6/75.6 BCllrs to note and monitor parking problems around the pharmacy, Hunters Way and Highlands area
- No feedback had been received.
- 26/75.6 BCllr Gray to follow up with WBC and relevant parties regarding mobile phone signal issues
- No feedback had been received.
- ACTION – Clerk to contact BCllr Gray regarding the mobile phone signal issues**
- 26/76.3 Clerk to add Cllr Bowler as a potential committee member to the agenda of the next Planning and Highways Committee meeting and Full Council meeting
- This was on the agenda – see minute 26/90.5
- 26/76.4 Members of the Finance and General Purposes Committee to consider the request from Shinfield Players to redirect the capital grant
- This was on the agenda – see minute 26/91.1

26/76.4 Clerk to add to the next meeting of Full Council

This was on the agenda – see minute 26/91.1

26/77.1 Clerk to arrange for the IT Policy to be circulated to staff and councillors

This will be done.

ACTION – Clerk to arrange for the IT Policy to be circulated to staff and councillors

26/77.1 Review of IT Policy to be within the next four-year cycle of council meetings between May 2027 and April 2031

This would be done.

26/77.3 Clerk to clarify the legislation in relation to non-councillors
This had been done and the Clerk had confirmed the legislation to all Councillors via email.

This was on the agenda – see minute 26/90.6

26/77.3 Clerk to add non-councillor appointment to the next agenda of Full Council

This was on the agenda – see minute 26/90.6

26/78.1 Café Working Party to consider the performance of the café and report back to Full Council

This was on the agenda – see minute 26/95.3

26/78.1 Café Working Party to consider ending the evening opening trial

This was on the agenda – see minute 26/95.3

26/78.1 Café Working Party to review options for the future café model

This was on the agenda – see minute 26/95.3

26/79.1.1 Clerk and Facilities Team to procure and prepare risk assessment, training and safety arrangements for use of the electric cargo tricycle

This would be done once the electric cargo tricycle had been delivered.

- 26/79.1.2 Facilities Team to purchase and arrange for the installation of noticeboards at Frensham Green and High Copse

The Facilities Manager was in the process of procuring the noticeboards.

- 26/79.1.3 Clerk and Facilities Team to purchase and install two picnic benches at High Copse

The Facilities Manager was in the process of procuring the picnic benches

- 26/79.1.4 Café Working Party/Facilities Committee to reconsider the shading options for the café

Five orange parasols had been ordered for the café patio area and had now been installed.

- 26/79.1.5 Clerk to add Neighbourhood Plan renewal to the agenda of the next Planning and Highways Committee meeting

Working Party has been arranged for Thursday 24th September.

- 26/79.1.5 Clerk to appoint the consultant to proceed with the Neighbourhood Plan renewal work

This had been done.

- 26/80.1 Clerk to arrange publicity for more volunteers for the Voluntary Car Service

Requests for volunteers for the voluntary car service appear in every electronic newsletter. The August newsletter will have a more featured article. This is also advertised on the screen in reception at the School Green Centre.

- 26/80.2 Clerk to inform WBC Community Engagement Officer of Cllr Rance's offer to represent SPC at the Clements Close Community Fun Day

This had been done.

- 26/80.2 Cllr Rance to attend the Fun Day to represent SPC at the Clements Close Community Fun Day

Cllr Rance attended the event today and reported that it was an interesting day and she had received a good reception.

- 26/82.1 Clerk to invite BCLlr Betteridge and M Gould to attend the Planning and Highways Committee meeting on 8th July 2026

BCLlr Betteridge and M Gould were unable to attend the meeting on the 8th July 2026 and had been invited to attend the meeting in September.

ACTION – Clerk to invite BCLlr Betteridge and M Gould to meet with members of the Planning and Highways Committee

- 26/82.1 Clerk to raise ongoing suspected trading from the School Green car park at the Planning and Highways Committee meeting

This was not raised at the Planning & Highways Committee, but the Clerk had written to WBC to inform them again that this was taking place against the conditions of use for the car park.

- 26/82.1 Clerk to add School Green car park correspondence to the next agenda of Full Council

As the meeting requested by WBC had not taken place. this would be added to the agenda of the September meeting

ACTION - Clerk to add School Green car park correspondence to the next agenda of Full Council

- 6/82.2 Cllrs to attend the joint meeting between UoR and SPC on 8th July at 18:00

This was on the agenda – see Minute 26/89.6

The Clerk left the meeting for the next item

26/87

Code of Conduct

- 87.1 Members received and noted the outcome of a Code of Conduct complaint made by the Clerk against Cllr Masseron concerning an email sent to all councillors.

Members received and noted the outcome of a Code of Conduct complaint made against Cllr Masseron concerning an email sent to all councillors. The Monitoring Officer at Wokingham Borough Council investigated the complaint and found that Cllr Masseron had acted contrary to paragraph 1.8.1 of the Council's Code of Conduct and aspects of the Council's Member/Officer Protocol. The Monitoring Officer's report had been circulated to members prior to the meeting, and the Decision Notice had been published on the Wokingham Borough Council website.

During discussion, several members expressed disappointment on learning the details of the complaint and the findings of the Monitoring Officer's investigation. A number of members indicated that they had not previously been aware of the details of the complaint and requested that the Chair circulate the complaint documentation to councillors for information.

Members noted that the Monitoring Officer had recommended mediation as part of the resolution process. The Clerk had indicated his willingness to participate. Cllr Masseron had sought clarification regarding the proposed mediation and had not accepted or declined mediation at the date of the meeting. Mediation had not taken place as at the date of the meeting.

ACTION – The Chair to circulate the details of the complaint against Cllr Masseron to all councillors

The Clerk rejoined the meeting

26/88

Reports from Borough Councillors

88.1 Report from Borough Councillors

Members **NOTED** the written report from BCllrs Rance and Glover/Johnson

The Chair thanked BCllrs for their reports.

88.2 Questions arising from the reports of the BCllrs

There were no questions for BCllrs.

6/89

Reports from Committees and associated Working Parties

89.1 Members received the draft minutes of the Facilities Committee held on 1st July 2026 and an update from the Chair.

The following points were highlighted from the minutes: -

- Shinfield Rangers FC were paying for a set of goals and marking a pitch to create a kickabout area to the north of the pitches at High Copse. The council will be providing benches.
- Wooden fencing around the pitches at High Copse would be installed in August allowing the current Heras fencing to be removed by the University of Reading
- Noticeboards will be installed at Frensham Green and High Copse

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

89.2 Members received the draft minutes of the Arts, Culture and Events Committee held on 2nd July 2026 and an update from the Chair.

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

- 89.3 Members received the draft minutes of the Planning and Highways Committee held on 8th July 2026 and an update from the Chair
- Members **NOTED** the minutes of the Planning and Highways Committee
- 89.4 Members received the draft minutes of the Staffing Committee held on 15th July 2026 and an update from the Chair
- The Chair of Staffing advised that, following a staff survey and additional feedback from staff, he would be working with the Clerk to improve internal communications.
- Members **NOTED** the minutes of the Staffing Committee
- 89.5 Report from the Chair of the Council
- The Chair thanked the Deputy Clerk for her work and presented her with a gift from councillors. Councillors wished the Deputy Clerk well in her retirement.
- 89.6 Reports from Outside Bodies
- 89.6.1 Visit to Oakbank School
- Cllr Bowler reported that a recent visit to Oakbank School had been very positive and had given her a clear understanding of the school. The Headteacher, Rob Gerrard, showed her around the school, where she observed lessons and met students and staff.
- She noted the calm atmosphere, well-behaved students, strong engagement in lessons and commented on the positive transformation of the school. The table tennis equipment supported by SPC was well used and appreciated by students.
- The Headteacher asked that SPC be thanked for its support.
- Cllr Bowler raised concern that the school pays around £15,000 a year to use the sports hall, which appears to be underused, and asked whether SPC could consider the matter. The Clerk advised that he had previously reported our concerns to BCllr Prue Bray.
- 89.6.2 Cllr A Pollock reported that had attended two meeting with the Natural History Museum regarding engagement and had also attended a meeting of the working party involved with the new Spencers Wood Primary School.
- 89.6.3 Cllr Peer reported back on the most recent Fields Neighbourhood Action Group where the most pressing concerns were traffic and parking.

89.6.4 Joint meeting between Shinfield Parish Council (SPC) and the University of Reading (UoR)

A meeting had been held on 8th July. The main points discussed were:-

- There was the possibility of a museum “pop up” somewhere within the parish
- SANG charge issue was progressing
- Hall Farm/Loddon Garden Village was also progressing
- There was a discussion regarding padel tennis
- There was a discussion regarding the Deardon Orchard

26/90

Corporate Governance

90.1 Terms of Reference of the Facilities Committee

Members **APPROVED** the Terms of Reference for the Facilities Committee as presented by the Facilities Committee

Proposed: Cllr Johnson
Seconded: Cllr Clarke
Approved: Unanimously

90.2 Terms of Reference for the Arts, Culture and Events Committee

Members **APPROVED** the Terms of Reference for the Arts, Culture and Events Committee as presented by the Finance and General Purposes Committee

Proposed: Cllr Matic
Seconded: Cllr Bowler
Approved: Unanimously

90.3 Terms of Reference of the Planning and Highways Committee

Members **APPROVED** the Terms of Reference for the Planning and Highways Committee as presented by the Planning and Highways Committee

Proposed: Cllr Peer
Seconded: Cllr Rance
Approved: Unanimously

90.4 Terms of Reference of the Staffing Committee

Members **APPROVED** the revised Terms of Reference for the Staffing Committee as presented by the Staffing Committee

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

90.5 Planning and Highways Committee

Members **APPROVED** for Cllr Bowler to join the Planning and Highways Committee.

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

90.6 Appointment of a non-councillor to the Children and Young Adults Committee

A proposal was made to appoint Mrs R Tatla as a non-councillor without voting rights to the Children and Young Adults Committee. Members of the Committee had been supportive of this appointment.

Proposed: Cllr Jahromi
Seconded: Cllr Peer
Approved: Unanimously

ACTION – Clerk to invite Mrs R Tatla to join the Children and Young Adults Committee without voting rights

26/91

Capital Grant to Shinfield Players Theatre

91.1 The theatre had requested permission to divert a capital grant of £20,000 awarded by the Council in 2023 for dressing room refurbishment to funding repairs to toilets.

Cllrs James and A Pollock visited the theatre to see the issues first hand.

The Finance and General Purposes Committee recommended that the request is granted. The theatre had agreed to reserve £5,000 per annum for four years to ensure that there were funds available for the originally intended work.

Members **AGREED** to accept the diversion of the capital grant of £20,000 to fund the repairs to the toilets.

Proposed: Cllr A Pollock
Seconded: Cllr Montgomery
Approved: Unanimously
(Cllrs Bowler & Johnson abstained from the vote)

ACTION – Clerk to inform Shinfield Players Theatre of the council's decision to allow the repurposing of the grant of £20,000

91.2 It was suggested that an enquiry be made as to whether a councillor could join the Shinfield Players Theatre committee.

ACTION – Clerk to ask Shinfield Players Theatre about a parish councillor joining their committee

26/92

Community Engagement

92.1 Newsletters

Discussions were ongoing with a potential solution having been discussed. Cllr Clarke still retained some concerns, and the Clerk invited him to meet and discuss further.

ACTION – Clerk and Cllr Clarke to discuss options for hard copy newsletter further

26/93

Invoices for payment

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

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

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

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

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

The Clerk advised that Enerveo had been asked to carry out a full audit of all the council's lighting columns as such an audit had not taken place for 8 years. The audit will advise on work required for each lighting column.

The funding would come from the Long-Term Maintenance Reserve.

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

ACTION – Clerk to arrange payment of the Enerveo invoice for £11,038.56 plus Vat @ 20% from Long-Term Maintenance Reserve

26/94

Cafe

94.1 Report of the Café Working Party

Members considered the report from the Catering Working Party and discussed each recommendation in turn. All recommendations were agreed and members agreed to vote on the items as a single item.

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

ACTION – Clerk to arrange implementation of the recommendations

95.1 Future use of the pitches at High Copse

Members gave very careful consideration to the actions of Shinfield Cricket Club who had cut additional wickets for a tournament damaging the cricket outfield/football pitches. The tournament had not been notified to the council nor had any permission for the additional wickets been sought. Members were very concerned about the ongoing actions of the cricket club and there was a discussion about whether their right to use High Copse should continue.

After careful consideration it was felt that an outright termination would be unfair on the members of the cricket club and that the concerns should be made clear to the committee of the club.

ACTION – Clerk to write to Shinfield Cricket Club to express concerns regarding their continuing use of the cricket pitch at High Copse

95.2 Cllr Masseron had asked in an email why the Full Council had not been informed of this incident at the time and why was an Emergency Meeting of the Facilities Committee not called as soon as possible to decide on the way forward.

Interim decisions had been made jointly between the Deputy Clerk, Facilities Manager, Cllrs Boyer, James and Johnson (*Cllr Clarke was also copied in but did not comment. The Clerk was on holiday at the time*). This was followed by a face-to-face meeting with two members of Shinfield Cricket Club. Any final decision on the use of High Copse pitches by the Shinfield Cricket Club was left to be considered at this Full Council meeting.

All members present confirmed that they were satisfied that the matter had been dealt with correctly and in an appropriate manner. Members thanked the Chair of the Facilities Committee for his handling of the matter. It was not felt that an emergency meeting was required.

95.3 Members discussed the long-term need for irrigation of the high-quality pitches at High Copse pavilion. It was agreed to make up to £45,000 from CIL for a full irrigation system (subject to the borehole abstraction limit of 20,000 litres per day).

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

ACTION – Facilities Manager to arrange installation of an irrigation system at High Copse Pavilion

26/96

Correspondence

96.1 There was no correspondence.

26/97

Date of Next Meeting

97.1 The date of the next Full Council Meeting will be held on 23rd September 2026 at the School Green Centre

The meeting ended at 21.40

DRAFT

List of Actions

Minute Number	Action	Responsibility
26/57.1.7	Cllr Poole to confirm if he wishes to join any standing committees	Cllr Poole
26/67.1	Clerk to progress the formal agreement with the artist for the public art project	Clerk
26/75.6	Clerk to contact BCllr Gray regarding the mobile phone signal issues	Clerk
26/77.1	Clerk to arrange for the IT Policy to be circulated to staff and councillors	Clerk
26/82.1	Clerk to invite BCllr Betteridge and M Gould to meet with members of the Planning and Highways Committee	Clerk
26/82.1	Clerk to add School Green car park correspondence to the next agenda of Full Council	Clerk
26/87.1	The Chair to circulate the details of the complaint against Cllr Masseron to all councillors	Chair
26/90.6	Clerk to invite Mrs R Tatla to join the Children and Young Adults Committee without voting rights	Clerk
26/91.1	Clerk to inform Shinfield Players Theatre of the council's decision to allow the repurposing of the £20,000 grant	Clerk
26/91.2	Clerk to ask Shinfield Players Theatre about a parish councillor joining their committee	Clerk
26/92.1	Clerk and Cllr Clarke to discuss options for hard copy newsletter further	Clerk and Cllr Clarke
26/93.3	Clerk to arrange payment of the Enerveo invoice for £11,038.56 plus VAT at 20% from the Long-Term Maintenance Reserve	Clerk
26/94.1	Clerk to arrange implementation of the café recommendations	Clerk
26/95.1	Clerk to write to Shinfield Cricket Club to express concerns regarding their continuing use of the cricket pitch at High Copse	Clerk
26/95.3	Facilities Manager to arrange installation of an irrigation system at High Copse Pavilion	Facilities Manager

Borough Councillor Reports, Full Council, 23rd September 2026

August and September 2026 report – Cllr Rance, Shinfield Borough Councillor

July/August Health Overview & Scrutiny – Since Covid access to dental care has improved but not to pre-pandemic levels. Integrated Care Board has commissioned dental access scheme for vulnerable and Care Home patients.

Also, there's the implementation of **Wokingham Area All-Age Autism Strategy** to improve support & opportunities for local autistic.

Corporate Parenting Board – A report on 15.7.26 shows there are 1478 in Care. Wokingham has a lower rate of children in care than statistical neighbours and regional comparators. 231 care leavers being supported. It highlighted positive developments to strengthen accommodation pathways for care leavers.

23.07.26 Asked WBC FC about the atrocious lack of gardening in Shinfield/Spencer's Wood/North Shinfield. Lib Dem's Exec Member for Recycling (grass cutting comes under Recycling – odd isn't it) Stephen Newton said Contractors for tree/bush/grass cutting has been 'taken over' rather than changed. Staff being 'retrained'. Didn't realise it was such a technical job! Anyway, this is the reason given for the poor service.

Also: WBC FC signed up to Wokingham's co-produced Social Care Future Charter - a commitment to reshape social care based on collaborative working, respectfulness, fairness and ensuring people have a voice in received support. It aims to improve services access, enhance customer experience and promote improvement in social care within the Borough.

27.07.26 Was in meeting with Home Improvement Partnership which looks after tenant's issues, learning about all council house safety checks eg. gas, electricity, fire etc, also homelessness, temporary and emergency housing.

27.07.26 Church Road (past L'Ortolan) closed 24th due to Flytip and cleared that morning. All signs not removed til Mon 27th. Surely WBC could have liaised with Flytipping & Signs depts to remove signs simultaneously, so the public were not redirected through Hollow Lane/Deardon Friday, Sat, Sun!!! Talk about incompetence. 'Road Closed' sign outside Pub not removed. WBC had to send extra truck to pick that up, because I complained. They say "there's no money". With this sort of wastage, no wonder. **28th** WBC apology for oversight. Volk's fault!!

28.7.26 Contacted Bruce re Church Lane Play Park, 3MX. Huge mess of straw/weeds overgrowing equipment, plus full Bin. Next day SPC team did tremendous job in the heat, of cutting back. Meanwhile I approached WBC regarding the play equipment. Surely it could be used elsewhere. **As of 9.09.26 (7 weeks!)** Bin not emptied. Overflowing!

Tackled WBC re huge weeds growing out of pavement at Fullbrook/Hyde End Lane. Turns out "It's Developers responsibility". **30.07.26** Contacted Taylor Wimpey. Lady said 'she would sort it'. 5 days went by. Nothing cut, and silence. Emailed **7.08.26/20.08.26** She's on hols.

29.07.26 Attended Fun Day, Clements Close. Not sure about the fun but the sun beamed down, and smiles from residents, WBC stallholders, Citizens Advice, My journey, Big Sister and Community Wellness Outreach and others, with a few games thrown in for the children.

30.07.26 Chat with Shinfield Park resident. 5 skeleton units are up causing lots of dust in the heat and an eyesore. Allegedly there will be more trees planted to hide it all (take years!)

3.08.26 On Licensing & Appeal Hearing at WBC regarding STABLES BISTRO at Arborfield – appeal allowed for selling alcohol all day.

4.08.26 Jerome Way Resident aged 62 wrote and subsequently telephoned. She has ADHD and medicated, as does her daughter, a West Berks Paramedic and a grandson who are both not. She complained about CAHMS and doctor's surgeries delays. Wants to know WBC's policies on ADHD! I don't know. Trying to find out!

5.08.26 Another resident took photo of Bus Lane, where Fullbrook meets Bolton -Huge weeds growing. This is a WBC responsibility. Am in touch with them. **6.08.26** WBC admit photo evidence is overwhelming. Say they **will** tackle it. **9.09.26** Nothing happened yet!

5.08.26 Long email from Frensham Green Wheelchair user resident. Main gripe re Binmen who emptied her food-waste bin into the Wheelie Bin. She asks what is the point of separating food waste when it's bunged into household waste? Asked me to investigate! Upset there are inaccessible Glass bins for wheelchair users on Shinfield Rise. Openings too high! Also complained about Chalfont Park, Lower Earley - chicken bones strewn/full bins/no signs/some signs/lack of Patrol Officers/Burger van/rubbish/re-education of the public/metal pipes sticking out the ground/health & safety. I contacted Stephen Newton Exec Member, Waste & Recycling. He replied quickly. He knows the complainant. Bin saga investigated. Officers visited Chalfont to sort out the metal pipes and the glass near Recycling Bins. **8.08.26** I visited Chalfont. All bins had clean bags. No bones/glass. Didn't see sticking up pipes. Will go again.

6.08.26 Visited Frensham Green's Fun Day 11-2pm Bigger scale than Clements Close. Lots of information tables, Face Painting, Floor Games, Bouncy Slide, Packed lunch for children. Ice Cream Van. One lady wondered why there is no Drewett's Close Fun Day. I am going to find out!

7.08.26 Resident reported Tree culled in Askew Drive. A Clares Green Road resident has cut it down. Is this awful? They purport to have bought the strip of land. They purport to have bought the land. No reply from officers. Wrote **21.08.26/31.08.26** – 3 automated replies. All on holiday!

7.08.26 Yet another resident contacted me about SEND provision/problems with autistic and ADHD grand-children.

8.08.26 St. Barnabas resident contacted me about her daughter's housing needs.

10.08.26 Wrenbridge sent copy Newsletter today "keeping resident's informed". Demolition rubble used to level ground. They are at 'Earthworks Stage' – 6 metre basement been reclaimed and infilled. Mid-September external cladding and weather proofing of the buildings will begin. Bruce sent out full newsletter 11.08.26 Unit 5 skeleton is unbelievably close to 2 houses. Went to look. Residents want mtg with Wrenbridge over many issues. A. Gray initiating this.

10.08.26 Met a Shinfield Meadows resident at School Green. A Millworth Lane resident was sat there who I know. He does have mental health issues. He claims an allotment holder is compiling a

compost heap with toxic materials deliberately to interfere with him. He says he has also contacted Bruce and WBC. Not sure what I can do!

14.08.26 Attended film showing at SPC, regarding People's Emergency Briefing's latest evidence on climate and nature crisis following National Emergency Briefing on 27.11.25.

15.08.26 Resident couple spoke to me about their 'experience' twice, of Tin Roof Café. **Nov 2025** asked for a full breakfast each, which took 1.5 hours to arrive but it was a Bacon Sandwich! Tried again **9.08.26** with grandchildren. No other customers. Staffed by young boy and one other (not seen). They ordered 2 Banana milkshakes, cakes. 20 mins later order not arrived. Lady complained. Another 15 mins. No milkshake. No Bananas!!!

18.08.26 Resident approached re land behind Alder Grove Sch, set out by Reading Uni as fenced off area safe for dog walkers. 2 weeks spent clearing, erected 2 benches and installation of fresh water hole for dogs. **4th May** Notice – 'closed for 2 weeks for works'. 3 months on, area still padlocked/closed. Wrote to Molli Cleaver, Reading Uni. She replied - Resident mistaken. Land unintentionally used by dog walkers, but this was "never the intended use". (Odd! Fresh water hole installed!). Now ready for Tree for Life Garden.

19.08.26 Made aware of burst water main **26th June**, making part Croft Rd. collapse. **No** vehicles in/out. Thames Water created emergency exit by removing bollard so vehicles could go down HE Lane towards Bus Lane, drive OVER the raised kerb onto Fullbrook. 4 day job. One bollard not replaced, so vehicles could squeeze past the remaining bollard! 2 months on, mains have cracked again. TW supposed to fix 17th Aug. Didn't! **See 24.08.26**

19.08.26 Pothole on Croft Road which is an unlit area has got increasingly larger and is a trip hazard. Contacted WBC. Given a works number. Allegedly 'this is in hand'.

19.08.26 There's a large triangle of grass as Croft Road meets Hyde End Lane. Appalling mess and eyesore. Would light up instantly if someone chucked match in. Complained to WBC, it was cut - **21.08.26**

20.08.26 Resident complained about Alder Grove play park. I went. Battled with straw and weeds. Wrote/sent photos to Cleaner and Greener, cc Stephen Newton, Exec Mbr for Recycling. **Reply 21st – this area not adopted.** Queried it! WBC adamant not adopted but will chase up Green Infrastructure?? Apparently other residents constantly complaining.

NB. 3.09.26 TW Lady returned. Apologies for not sorting Path to Nowhere!

24.08.26 Was informed Crosfield Crossing completed. Took a look. Very smart. Started 25th July with a 5 weeks completion time which has been accomplished ready for school restarting.

24.08.26 In Coronation Drive, leading to Kidults Park. Another area overrun with weeds. Took photos. Sent to WBC! I wonder if this one 'is not adopted yet'! **29.08.26** No reply.

09.09.26 Reply rec'd. Ricky Josey Play Parks, went to look, and arranging for it to be cleared.

24.08.26 Resident emailed. Walking her dog along HEL where one bollard removed and not replaced. (**See 19.08.26**) A driver came hurtling along. She had to jump out of the way, dragging dog. Driver carried on driving over raised kerb onto Fullbrook. Reported to WBC. Rec'd instant reply – escalating. Given Ref No. **09.09.26** WBC agree to replace bollard swiftly!

25.08.26 Darker nights a-coming! Askew street lamp completely covered by foliage from a resident's garden. Reported this after complaints. WBC contacted resident. **5.09.26** all foliage removed. Street lamp will now glow properly.

26.08.26 Alongside crowd of residents, fellow Borough Councillors, Parish Councillors Hilary & Anthony Pollock, I attended official opening of Covid Memorial Woodland, planted at California Country Park. Very peaceful area as befits a remembrance of those who lost their lives during the pandemic. Thankfully the rain that has arrived and will turn the grass green again.

27.08.26 Resident I supported who was not given face to face appt. at Shinfield Medical Practice. 6 days later she nearly died during surgery. She's pursuing complaint to Frimley ICB, plus using solicitor for compo! Needs assistance with documents. A little beyond a BC's remit but I'm doing it! **08.09.26** I spoke about this at HOSC mtg to Healthwatch who are Logging the incident for investigations.

30.08.26 Schools return 4th Sept! 19th May (**4 months ago**) I reported a overgrown Fir spilling over pavement outside 82 Chestnut. WBC acknowledged email. Said they would get back to me. They did not. Bush is now virtually over the pavement and a complete hindrance to walkers. Wrote again today with photos. **1.09.26** WBC full of apologies. Been given a Ref. No to follow.

September 2026 report. Jackie Rance, Shinfield Borough Councillor

1.09.26 Oaklands Road resident in social housing who suffers with ME, has had Rectal Cancer and other issues. Her disability means she must near a toilet at all times. Her complaint is that her attached outhouse with toilet is unbearably cold in winter, has mould, and a new back door is needed. WBC reluctant to help. Long story!

4.09.26 Couldn't make this up! Went to M&S, Lower Earley to shop. Parked. Returned to find WBC BIFFA lorry parked across my bows. Man on running board, engine running. Cars having great difficulty getting past. Bloke looking yonder. Suddenly 2 operatives appeared with KFC hot food. The driver chanced his arm to 'hover' and cause mayhem, rather than park up and all walk to shop. Took his number. Reported them. Immediate WBC reply. Investigating! **7.09.26 Written apology received!**

5.09.26 In Larchside – left side overgrown onto pavement and at the end a Street lamp completely obliterated by foliage particularly the top where the actual lamp is. Have reported it.

6.09.26 Zenith resident with 3 children. One autistic. Needs own room due to sensory needs. Sister is in another. Mother & baby now sleep in kitchen/diner. WBC refuse to up their banding to 4 (urgent need). Asked me for assistance. Another issue for Zenith residents (5 flats) – Buzzer system not worked for a year. Complained to the Housing Assoc. Nothing done. So if the door shuts, they cannot get back in. As a remedy they've placed wood block to keep door permanently open. Have written on residents' behalf to sort this.

7.06.26 Nores Rd, Whitley resident contacted VS, AG and me with copy of complaints to WBC about illegal parking. I responded and took a look Lorries/vans parked all over council land. Not house owner's driveways or lawful parking bays.

08.09.26 Attended **HOSC** at WBC. Report by Healthwatch who rec'd 31 contacts from Borough residents re health & care services. One Key Issue: Difficulty obtaining face to face GP appointments. I queried this in relation to Shinfield resident. **See 27.08.26**

10.09.26 Been supporting resident whose Ma's in Parsons Grange. Her money has run out. This was brought to the att. of WBC 2025, who did absolutely nothing for 12 months. They will not support the 96 yr old remaining at PG. Deadline date has passed. PG need paying. Family frantic with worry as is elderly lady. What a way to treat people. This is **a repeat** of what has happened to 2 other families I have helped.

10.09.26 Met elderly lady who tripped over raised drain and hospitalised. WBC asked HER to take photos rather than them. 4 mths have passed. Drain not fixed! Claim not met! Same lady totally fed up with pathway overgrown to shops where she lives. She and neighbour have cut back for 5 years. WBC don't **ever** attend. Same lady reported to me with photos, crumbling tarmac where wheelchair users have to get out and manoeuvre around, then get back in.

11.09.26 Attended by invitation to official opening and launch of Little Acorns Nursery at Crosfields School. Pleasant afternoon.

13.09.26 Invited to week-long Ganesh Chaturthi Celebration. Went along for couple of hours!!

September 2026 report – Cllr Gray, Wokingham Borough Councillor

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

Committee Work

The new consultation on the Spencers Wood school transferring from Bearwood has launched. The committee has looked at the school place planning strategy in relation to these primary places. I am broadly in support of the proposals but have replied to the consultation with some queries about the transition years and the number of students who will transfer and whether there are projections of more local students who might transfer into the upper years.

Casework

- Setting up a meeting with Wrenbridge (Shire Hall developers) and residents of Shinfield Park, currently confirming a date. We are looking at an in-person meeting on site to give residents a chance to ask questions of the development so far.
- Resident got in touch recently regarding dog mess in Langley Mead- Can SPC install more bins around here?
- Ongoing work with Trinity/Bellway/Bloor on getting legal documents confirmed regarding lower level of SANG charges and/or buyout deals. All parties I think are on board but it is taking a while to get everything confirmed.
- Raised the issue of resurfacing/line painting on Wheatfields/Seymour etc. response is that line painting will be added to works soon. Resurfacing will be monitored but not currently a priority.
- Positive outcomes on Shinfield Gardens and Longacre regarding some line painting around Tapping Way and a dangerous crossroads. Developers have now made this junction clearer with lines and some bollards.

August and September 2026 report – Cllr Glover, Wokingham Borough Councillor

Highways and Planning

Basingstoke Road

I'm still waiting for a bollard to be installed at the corner of Highlands entrance to stop parking there, and various line painting and signs relating to Lambs Lane School, but there has been no progress on Basingstoke Road in general. I've had more complaints about parking (in Hunters Way) and speeding (Basingstoke Road), and lack of pedestrian crossings. *I am frustrated by not being able to attend your Planning and Highways Committee because of the clash with WBC Planning.*

Hyde End Lane

On the Bank Holiday, I am told, families from outside the immediate area came in droves and picnicked on the football pitch, setting up gazebos, playing rounders, eating and partying and – leaving their rubbish behind.

I've put it here because the general problem of speeding was also mentioned, and cars coming up the one-way bit, not slowing down or giving way where vulnerable road users might be coming out of the footpath.

Beech Hill Road

Between the two entrances to Loddon Court Farm Park Homes, there is no footpath and the speed limit is 40 (or is it NSL there?) This is very dangerous for pedestrians walking in the dark. Really, it needs to be 30mph until after that exit, then 40mph to the Borough boundary.

Footpath from Grazeley to MereOak and Three Mile Cross

When I visited to see the implementation of the TRO (see below), I was surprised that it's not actually that far from the end of the footway and the MereOak roundabout. The footway does need quite a bit of clearing though. I think this is worth pursuing but I hadn't really been involved in this project before.

Grazeley Speed Limit TRO

30mph limit has been implemented, but the Vehicle Activated Signs (VAS) have not been repaired/reactivated, but, the Highways officer tells me

A significant part of the delay has been establishing ownership of the existing equipment, which has been in place for many years. This required us to work with an external provider despite there being no contractual arrangement or obligation for them to provide support within a particular timescale. Throughout this period we have continued to pursue a solution and, following approval received this week, we are now in a position to replace the signs. An order is expected to be placed within the next couple of weeks, with installation planned during the winter period.

We're still waiting for roundels to be painted on the road (they cannot be done in advance of the TRO). 'New speed limit in force' signs have not been considered 'suitable in this instance. Adding to

the available infrastructure means additional signs could create visibility issues for HGV drivers, introducing a potential road safety concern, which we are naturally keen to avoid.'

The Highways officer also said that there was limited support in the village for traffic calming (chicanes), but the resident who has been pushing for all this claims that the village is in support of it.

420 houses at Body's Farm – planning application 250517

Has been withdrawn by the applicant; according to the Planning Officer:

The main issue the Council and Applicant discussed prior to withdrawal was the Detailed Emergency Planning Zone (DEPZ) around AWE B. Under the new National Planning Policy Framework (2026), greater importance is given to objections from the Office for Nuclear Regulation or other relevant emergency planning bodies. Where those bodies object, it weighs more heavily against granting planning permission when the application is assessed overall. In this case, the relatively high number of proposed dwellings and facilities within the DEPZ was a particular concern.

However, this should not be taken as indicating that any particular application would necessarily be refused on this basis alone, nor does it represent a complete assessment of the planning merits of the proposal, as this application was withdrawn before a final assessment was made. It is also worth noting that the new policies in the NPPF have not yet been tested at appeal. It is one factor to be weighed in the planning balance, albeit one that may attract substantial weight. Each application must ultimately be considered on its own facts and in the round.

Planning Committee 'Reforms'

We were briefed on these so-called reforms, over which we have no control, at the last Planning Committee. In a nutshell, schedule 1 (minor) applications will always be decided by officers. This includes all householder applications. There will be no possibility of ward councillors 'listing' them (the concept of listing has gone completely).

Schedule 2 can go to committee if they pass a 'gateway test', applied by an officer and a member, but it seems that the Local Authority determines the gateway test (and must be able to justify taking applications through it). Not even all Schedule 2 applications will go to the committee.

So the role of the ward councillor changes. It probably means much more interaction with the Planning Officers before they make their decision, and could make the role of the Parish Council in making comments even more important.

For more information see the Planning Advisory Services, www.local.gov.uk/pas

Planning application 261722 Great Lea

I forwarded comments on behalf of a resident who wanted to remain anonymous.

FP12 and various bits of green space in Spencers Wood

I've booked a meeting with Andy Glencross for 11:00 on 23 September, his first day back after his annual leave, to discuss various matters. He said he was looking into FP12 and then promptly went on leave.

School Green Car Park

Discussed the issue of charity clothing bins being a magnet for fly-tipping with executive councillors for Highways and Recycling respectively. The only legitimate bins on WBC land are Air Ambulance: others should be removed. Other councillors are concerned about the same thing in their areas. Waiting to hear back from officers.

Lailey Path – Infants School

The issue blocking this now seems to be legal discussions with the owner of the land on which they propose to put a short length footpath to join up with the rest of the footpath on School Green (in front of the school). A meeting was supposed to be held at the beginning of September and I've asked for an update.

Basingstoke Rd closure

SGN (gas) work has booked a closure for 21-25 September near the Mill House, in case you were intending to leave the parish that way. Diversion via A33.

Bridge repairs, Church Road Swallowfield

The bridge repairs are scheduled to start on 28 September and the closure has been booked until 12 October (but they're hoping they won't take that long. Diversion via Hyde End Road etc so it is relevant to Shinfield. Bridge will be open to pedestrians and cyclists.

Spencers Wood School

Bearwood Primary School (rated 'Good' by OFSTED) has offered and been accepted as the school to operate the new school in Fullbrook Avenue, Spencers Wood, from September 2028. This was announced to parents at Bearwood at the beginning of September and is now subject to informal consultation. Parents are understandably concerned but, so far, the consultation has not thrown up any unexpected issues. I wrote a spirited reply to a parent from Winnersh who suggested all kinds of reasons our residents might not want this school. Officers are adamant that there will be plenty of space for our children.

There will be a formal, statutory consultation on the closure of Bearwood, and then another consultation on opening a SEND school there.

Litter and bins

I was trying to organize an Autumn Litter Pick based on the Pavilion, and discussed with Francesca, but we couldn't find a suitable date. Swallowfield is having one on 24 October.

People's Emergency Briefing

The second screening of the film presented by Chris Packham on the Climate and Nature Crisis, at 19:30 on Friday 14 August was very well attended (cinema almost full!) We need to think about holding another screening.

Minutes of a meeting of
Finance & General Purposes Committee
Held on Wednesday 12th August 2026
At School Green Centre commencing at 19.45

Present: Cllrs L James (Chair), B Johnson, Z Matic, I Montgomery, D Peer & A Pollock

Attending: B Winton (Clerk),
J Mason (Finance Manager)

26/FGP/50 Public Questions

50.1 There were no public questions.

26/FGP/51 Apologies and declarations of Members' Interest

51.1 Approval of apologies for absence.

Apologies from had been received from Cllr Boyer

51.2 There were no declarations of members' interests or related person interests.

26/FGP/52 Minutes of the Previous Meeting on 17th June 2026

52.1 The minutes of the committee meeting of 17th June 2026 were approved as a correct record and signed by Cllr James as Chairman of the Committee

Proposed: Cllr Montgomery

Seconded: Cllr Pollock

Approved: Unanimously

52.2 Actions and Matters Arising

25/FGP/45.1 Arrange a meeting with WBC Finance officers to discuss how the parish council could have more input to decisions regarding the application of s106 funds.

The Clerk has written to WBC and is awaiting a response

- 26/FGP/25.3 Obtain a debit card for the purposes of drawing petty cash.
- The Finance Manager has an interim arrangement and will be contacting the bank back in August.
- 26/FGP/38.3 Add the signing of Section 1 of the Annual Governance Statement to the agenda for Full Council.
- This had been done.
- 26/FGP/38.4 Add the signing of Section 2 of the Annual Governance Statement to the agenda for Full Council.
- This had been done.
- 26/FGP/38.6 Inform Claire Connell of the decision of the Committee.
- This had been done.
- 26/FGP/38.7 Add the draft IT Policy to the agenda for Full Council.
- This had been done and was agreed at the June Full Council Meeting.
- 26/FGP/38.7 Create a list of policies and prepare a draft review schedule for each to be reviewed over a four-yearly cycle.
- This was in progress with a view to presenting a first draft to October Committee meeting. The intention, as decided by Full Council, would be to have a review of Standing Orders and Financial Regulations in the first quarter of 2027 and the four-year cycle starting from June 2027 (after May elections).
- ACTION – Clerk to create a list of policies and prepare a draft review schedule for each to be reviewed over a four-yearly cycle.**
- 26/FGP/39.1 Add the committee Terms of Reference to the agenda for Full Council.
- This had been done.
- 26/FGP/41.1 Arrange the transfer of £300,000 to the council's 95-day Notice account.
- To ensure cash availability, the Finance Manager and Clerk felt it prudent to only move £200,000.
- 26/FGP/41.2 Arrange the next meeting of the Catering Working Party.
- This had been done and the recommendations were approved by Full Council at their July meeting.
- 26/FGP/43.1 Arrange for a visit by Cllrs James and Pollock to Shinfield Players Theatre.
- This had been done.

- 26/FGP/44.1.1 Add the procurement of an electric tricycle for staff transport to the agenda for Full Council.
This had been done and approved by Full Council.
- 26/FGP/44.1.2 Add the procurement of two public noticeboards to the agenda for Full Council.
This had been done and approved by Full Council.
- 26/FGP/44.1.3 Add the procurement of two picnic benches to the agenda for Full Council.
This had been done and approved by Full Council.
- 26/FGP/44.1.3 Add provision of benches in public spaces to the agenda for the Facilities Committee.
This will be done.
- 26/FGP/44.1.4 Add funding for the provision of shade to the agenda for Full Council.
The provision of an awning had been discussed at Full Council in June, and the decision was to replace the previous parasols with new larger items which are now in place.
- 26/FGP/44.1.4 Add decision on the form of shading for the patio to the agenda for the Facilities Committee.
See previous item.
- 26/FGP/44.2.1 Add funding for the renewal of the Neighbourhood Plan to the agenda for Full Council.
This had been done and approved by Full Council.
- 26/FGP/44.3.1 Instruct the Facilities Manager to implement the redecoration works to Pound Green and Three Mile Cross Rooms.
The Facilities Manager has made bookings in the diary to allow this work to take place.
- 26/FGP/44.3.1 Instruct the Facilities Manager to recycle display cabinets where possible.
This was included in the work being planned.
- 26/FGP/44.3.2 Investigate potential use of Yeoman Shield for corridor areas.
This was with the Facilities Manager to consider.
- 26/FGP/45.2 Initiate the review of High Copse Pavilion business rates.
This was on the agenda at Item 59.2

26/FGP/45.2 Utilise AI for an initial assessment of the business rates valuation.

This has been done.

26/FGP/46.1.3 Send Cllr A Pollock the papers from the Ryeish Green Working Party.

This had been done.

26/FGP/46.1.3 Arrange a site visit for Cllrs Johnson and A Pollock.

This visit had not yet taken place.

26/FGP/53 Annual Accounts and Annual Governance and Accountability Return for Year Ending 31st March 2026

53.1 Completion of the public rights of inspections period.

Members **NOTED** that the public rights of inspection period had ended on 10th August (at end of office opening hours).

26/FGP/54 Risk Register

54.1 An update on the Shinfield Parish Council Risk Register

The Clerk advised that he had no updates to the Risk Register. He advised that he had used the latest review to cross check against existing list of policies and to identify gaps as part of the process of creating a four-year cycle of policy reviews.

The Clerk has also created a simplified summary of the Risk Register. Members asked if this could be added to the council's website.

ACTION – Clerk to add one page summary of the Risk Register to the website

26/FGP/55 Financial Reports

55.1 Bank Reconciliation Statement at 31st July

The Chair of the Committee confirmed that he had reviewed the bank reconciliations at the end of July 2026 and that all was in order. A copy of the signed reconciliation was presented to members.

NS&I only provide a statement annually or when the balance of the account changes. The Finance Manager was asked to request an up-to-date statement for the October meeting.

ACTION – Finance Manager to obtain an up-to-date statement for the NS&I account for the October meeting

55.2 Current financial position for financial year 2026/27

The current position is that the forecast shows a potential £77.3k adverse variance for 2026/27 compared to a budget of £26.0k adverse. This is a worsening of £51.4k.

Of this, as has previously been reported to Full Council, the café accounts for £29.8k (a switch from £16.0k favourable to £13.8k adverse). IT includes £13.0k for Cloudy IT previously approved, £10.0k increased charges from Air IT and £4.0k for renewal of laptops. Across the accounts there are multiple smaller over/under variances. Income and expenditure will continue to be closely monitored.

Members **NOTED** the current financial position.

26/FGP/56

Financial Reserves and CIL

56.1 Update on Community Infrastructure Levy (CIL)

The Chair and the Clerk provided an update on CIL figures. There was a discussion on ensuring that CIL funds were used in a timely fashion noting that the major item was the planned expenditure on Millworth Lane.

Members **NOTED** the current and projected balances for CIL.

56.2 Reserves

The Chair provided an update on reserves as at 31st July 2026. The General Reserve was currently £263.3k.

As part of the 2026/27 budget, provision has been made to add £40k to Long-Term Maintenance Reserve, £5k to Planning Reserve and £20k to Parish Elections Reserve (in anticipation of May 2027 elections).

Members **NOTED** the report.

56.3 Long-Term Maintenance Reserve

The Clerk advised that he was meeting with the Facilities Manager on 14th August to continue to refine the current long-term maintenance plan. This will help establish the best level of contributions to the reserve in coming years.

56.4 Potential release of funds to support Padel development and Sport Master Planning

Members recognised the need for potential funds to help progress discussions on padel (e.g. noise assessment, pre-planning application) and the sports masterplan (e.g. topographical study of Millworth Lane).

The Clerk advised that the £1.5m allocated to the overall Millworth Lane project included £129.5k for the delivery of padel courts, £70k for Fees and planning and £145k for “future proofing”.

Members approved the use of up to £10k for each of these two elements (£20k in total) from the overall £1.5m allocation.

56.5 Adequate irrigation of the playing fields at High Copse had become a major concern and members agreed to approve up to £45k from CIL for the installation of such a system. This would use the existing borehole and be subject to the limit of 20,000 litres per day.

Proposed: Cllr Matic
Seconded: Cllr Montgomery
Approved: Unanimously

ACTION – Facilities Manager to obtain three quotes for irrigation and progress installation

56.6 Wokingham Borough Council consultation on CIL draft Charging Schedule.

Members considered the proposed changes to CIL particularly creating a zero rate for the Loddon Valley Garden Village area. Shinfield Parish Council’s experience is that there are “gaps” in what is provided by s106 funding that merit the retention of a CIL element e.g. High Copse Pavilion was provided through s106 but still required fitting out with dressing room benches etc.

There was no agreement on the amount of CIL that should be retained but members were in agreement that Arborfield & Newland Parish Council should be encouraged to retain CIL funding for LVGV. The Clerk was asked to write to their Clerk offering Shinfield Parish Council’s support.

ACTION – Clerk to write to Arborfield & Newland Parish Council Clerk offering the council’s support in relation to CIL contributions for Loddon Valley Garden Village

26/FGP/57

Budget 2027/28

57.1 Timetable for budget process

Members agreed to the timetable set out in the papers for the 2027/28 budget cycle for Full Council approval in January 2027.

57.2 The core assumptions for the budget setting process

Members were asked to consider the parameters to be applied to be budget setting process e.g. pay award assumption for 2027/28.

57.3 The process for the involving each Council committee in the budget setting process.

Members agreed that a specific budget setting discussion should be arranged to include the Chair and Vice-Chair of each committee to allow more time for discussion than could be allowed for in a normal committee meeting.

ACTION – Clerk to arrange a budget discussion meeting for September 2026

26/FGP/58

Sports Provision within the Parish

58.1 Current position on Sports Provision

The Clerk had provided a paper summarising the current position regarding sports provision within the parish. Members felt that given the comments from various padel companies who had visited High Copse Pavilion and Millworth Lane that the preference would be for courts at High Copse. This would also be guided by the survey on the sport that was about to be opened.

This led to a discussion on a wider distribution of sports facilities within the parish rather than concentrating at these two locations. As a result, the Clerk was asked to investigate whether the sports master planners that had been contacted could be given a different remit to consider an overall plan for the parish.

ACTION – Clerk to task Sports Masterplanners with an overall sports strategy for the parish

58.2 Draft licence for field next to the Manor Ground

The Chair and Cllr Johnson had seen the draft licence from the University of Reading and had agreed with the suggested amendments proposed by the Clerk.

Subject to him being satisfied with the revised version from the University the Clerk was authorised to sign the licence.

Members also agreed to set aside up to £10k from CIL reserves to facilitate the effective use of the licence. The Clerk advised that the pins and mesh for temporary fencing, required to delineate the area, had cost £600.

Proposed: Cllr Pollock
Seconded: Cllr Johnson
Approved: Unanimously

ACTION – Clerk to sign the licence to occupy the field next to the Manor Ground upon receipt of a revised licence from the University of Reading

ACTION – Facilities Manager to install temporary fencing and identify any other necessary works to the field

26/FGP/59

VAT Advice and Business Rates Appeal

59.1 Update from the Finance Manager regarding seeking VAT advice and potential costs

The Finance Manager gave an update on the discussions to obtain VAT advice. A quote for the work had been received for £3,250 + VAT. Members approved the quote and asked the Finance Manager to proceed.

Proposed: Cllr Pollock
Seconded: Cllr Montgomery
Approved: Unanimously

ACTION – Finance Manager to proceed with obtaining specialist VAT advice for the council

59.2 Business Rates valuation for High Copse

The Finance Manager was in the process of identifying someone to make an application to review the business rates for High Copse Pavilion.

ACTION – Finance Manager to progress an application to review the business rates for High Copse Pavilion

26/FGP/60**Land Issues****60.1 A verbal update was received on the following Issues****60.1.1 Land Registrations including list of properties**

There were no updates on the Land Registrations

60.1.2 Lease of Ryeish playing fields and Deardon Way Fields

There were no updates on the leases.

60.1.3 Ryeish Green Pavilion

It was agreed that Ryeish Green Pavilion and playing fields should be considered as potential options for the sports strategy discussed at 58.1 and therefore any decision on the pavilion should be deferred until that had been resolved.

60.1.4 Parish Hall Lease

There were no updates on the parish hall lease.

60.1.5 Assets of Community Value

There were no updates on Assets of Community Value.

60.1.6 Millworth Lane

There were no further updates on Millworth Lane.

26/FGP/61**Live Project Teams****61.1 Summary of Live Project Teams/Working Parties**

Members **NOTED** the update and that the Corporate Governance and Ryeish Green Pavilion Working Parties had completed their objectives.

26/FGP/62**Renewable Energy Project****62.1 A verbal update on the provision of PV panels for Manor Ground and SCG in 2026**

The Clerk advised that the timetable for installation was as follows:

- Specification by the end of August
- Procurement framework tendering to end of November
- Appointment of contractor by end of December
- Installation at School Green Centre and Manor Ground by end of February 2027
- Installation at Spencers Wood Pavilion and High Copse Pavilion by May 2027

26/FGP/63

Date of Next Meeting

63.1 Next meeting was scheduled for 14th October 2026

The meeting ended at 21.20

List of Actions

Reference	Action	Person to action
26/FGP/38.7	Create a list of policies and prepare a draft review schedule for each to be reviewed over a four-yearly cycle.	Clerk
26/FGP/54.1	Add one page summary of the Risk Register to the website.	Clerk
26/FGP/55.1	Obtain an up-to-date statement for the NS&I account for the October meeting.	Finance Manager
26/FGP/56.5	Obtain necessary quotes for irrigation and progress installation.	Facilities Manager
26/FGP/56.6	Write to Arborfield & Newland Parish Council Clerk offering the council's support in relation to CIL contributions for Loddon Valley Garden Village.	Clerk
26/FGP/57.3	Arrange a budget discussion meeting for September 2026.	Clerk
26/FGP/58.1	Task Sports Masterplanners with an overall sports strategy for the parish.	Clerk
26/FGP/58.2	Sign the licence to occupy the field next to the Manor Ground upon receipt of a revised licence from the University of Reading.	Clerk
26/FGP/58.2	Install temporary fencing and identify any other necessary works to the field.	Facilities Manager
26/FGP/59.1	Proceed with obtaining specialist VAT advice for the council.	Finance Manager
26/FGP/59.2	Progress an application to review the business rates for High Copse Pavilion.	Finance Manager

Minutes of a meeting of
The Facilities Committee
held on Wednesday 2nd September 2026
at the School Green Centre commencing at 19:30

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

Attending: B Winton (Clerk)
M Kalsi-Spiller (Deputy Clerk)
S Ali (Facilities Manager)
11 Members of the public

26/FC/95

Public Questions

- 95.1 Q1. Member of the public: How did a £7.5 million budget come to be approved for High Copse pavilion without an irrigation system? They also asked about the fencing being installed.

Response: SPC were not involved with any of the material design or implementation decisions for High Copse Pavilion. The normal arrangement for sports developments around the country (one cricket square plus two football pitches) does not include irrigation. However, for High Copse the council was now pressing ahead with irrigation using an existing borehole. A pre-application discussion with WBC had identified what would have been acceptable in terms of fencing and this guided what has been procured.

Q2. Member of the public: As a parish council, can you consider a dedicated groundsman with specialist training in sports surface management?

Response: The Clerk advised that this would be given consideration as to overall viability for the council.

ACTION – Clerk to consider viability of bringing sports surface management in house.

Q3. Member of the public: Asked about items relating to the Manor Ground including the roller cover and watering.

Response: There were plans for a new shelter for the roller and the issues with watering were discussed.

Item 106.2 was taken at this point in the meeting (See entry later in minutes)

26/FC/96

Apologies and declarations of Members' Interest

- 96.1 There were no absences to be recorded for the meeting.
- 96.2 Declarations of Members' pecuniary interests and any related person interest
- Cllr Bowler advised that she had provided an updated declaration relating to Shinfield Players Theatre.
- There were no other declarations of Members interests or related person interests.

26/FC/97

Minutes of the Previous Meeting

- 97.1 The minutes of the Facilities Committee meeting held on 1st July 2026 were approved as a correct record and signed by Cllr Johnson
- Cllr Masseron identified that she had an action against her (26/FC/70.1) which was not correct. The Clerk advised that he would remove the reference from the minutes. Members agreed to approve the minutes subject to this correction.
- Proposed: Cllr Boyer
Seconded: Cllr Clarke
Approved: Unanimously
- 97.2 The following matters arising from the meeting held on 1st of July 2026 were discussed:
- 26/FC/69.2 Cllr Johnson to arrange a meeting with the WBC sports lead
(42.1)
- This has not taken place.
- ACTION - Cllr Johnson to arrange a meeting with the WBC sports lead**
- 26/FC/69.2 Cllr Johnson to fly a drone over Orchard Rise allotments
(59.1)
- This had been done.
- 26/FC/69.2 Finance Manager to arrange for quotes for insuring an electric bike
(61.1)
- Existing insurance covers accidents (employers and public liability but does not cover fire and theft). A meeting was being arranged to address this issue.

- 26/FC/69.2 (62.1) Facilities Manager to arrange for stickers to be installed on bins
This had been done.
- 26/FC/70.1 Clerk to publish Ryeish Pavilion full survey results on the website and social media
This has not been done as there is still no clear decision on the next steps relating to the pavilion.
- 26/FC/71.7 Clerk to send written permission to Shinfield Rangers Football Club to mark the community use pitch and to concrete in goals (no nets)
This has been done.
- 26/FC/77.3 Clerk to ask WBC for their commitment to maintain the Star Rise play area
This had been done and the Clerk has issued correspondence.
- 26/FC/78.1 Facilities Manager and Cllr Johnson to meet to discuss the viability of Virtu Juniors Football Club using the Manor Ground on a Sunday
To be arranged by Cllr Johnson
ACTION – Cllr Johnson to arrange a meeting with Virtu Juniors and include Facilities Manager
- 26/FC/83.1 Deputy Clerk to add Terms of Reference of the Facilities Committee to the agenda of Full Council in July
This had been done.
- 26/FC/84.1 Cllr A Pollock to report back on a review of the documentation by 5th August 2026 prior to the Finance and General Purposes Committee meeting on 12th August 2026.
This had been done.
- 26/FC/84.1 Clerk to bring forward any relevant items from the previous meeting to the next meeting of the committee.
This had been done.
- 26/FC/84.1 Clerk to add to the agenda of the next meeting
This had been done.
- 26/FC/85.1 Facilities Manager to progress creating the overflow car park at High Copse.
Discussed with agenda item 99.1.

26/FC/85.2 Clerk to report back to the Committee once he had received a response from the Football Foundation

The grant has been awarded and can be reclaimed once the fence is in and the invoice from the contractor has been received.

ACTION – Clerk to reclaim the grant for the fence at High Copse Pavilion from Football Foundation when the work has been completed and invoiced

26/FC/85.3 Facilities Manager to check with UoR regarding the surfacing of the 3-lane netted area

This had been done. Any additional work to create cricket nets would be at the cost of SPC

26/FC/85.3 Clerk and Facilities Manager to organise monthly meetings with SCC.

See Item 108.3

26/FC/85.3 Clerk to check the Heads of Terms for provision of cricket nets and sub-letting

See above.

26/FC/85.4 Facilities Manager to contact SRFC for details they had accessed for water irrigation for the sports pitches at High Copse

This had been done.

26/FC/85.5 Facilities Manager to investigate how to remove the white lettering on the containers

This had been done.

26/FC/85.6 Facilities Manager to order benches for the High Copse community area

This had been done.

26/FC/86.1 Clerk to arrange Teams meetings with the sports master planners

This had been done.

26/FC/86.1 Cllrs Boyer, James and Johnson and Facilities Manager to be invited to attend the Teams meetings.

This had not happened.

26/FC/86.3 Clerk to circulate the Chiltern Padel proposal to committee members

This had been done.

- 26/FC/86.3** Clerk to write to the UoR regarding the commitment of SPC to purchase Millworth Lane
- This had been done but no formal response received. Clerk to email again.
- 26/FC/86.4** Clerk to arrange for a draft lease for the Tennis Club to be drawn up
- This was on the agenda at Item 100.3
- 26/FC/87.1** Facilities Manager to arrange for the schedule of work to take place in Pound Green Room, Three Mile Cross Room and Grazeley Corridor
- See Item 101.1
- 26/FC/87.2** Clerk to order parasols for the café patio area
- This had been done.
- 26/FC/87.3** Clerk to add Catering Working Party recommendations to the agenda of the next meeting of Full Council
- This had been done and was on the agenda at Item 101.3
- 26/FC/88.1** Cllr Bowler to forward comments she had received to the committee
- This had been done.
- 26/FC/88.1** Facilities Manager to implement installation of the shelter once planning had been approved
- This had been done. The Clerk advised that planning permission had now been received.
- 26/FC/89.1** Facilities Manager to obtain quotes for converting plots RL23 and RL24 to a parking area
- These plots are covered in mares' tail and not suitable for use as allotment plots. The plots had been discussed at the Allotments Working Party, and the recommendation was to convert into additional parking using some self-installed grasscrete.
- 26/FC/89.1** Facilities Manager to contact Raymond Berkeley regarding the football memorabilia
- This had been done.
- 26/FC/89.1** Facilities Manager to arrange for the container to be moved to the Manor Ground for storage, subject to relevant planning permissions
- This had been done subject to planning permission.

26/FC/89.2 Facilities Manager to expedite the clearance and release of the relevant allotment plots

These were in progress.

26/FC/89.3 Facilities Manager to discuss the Orchard Rise Allotments at the next meeting of the Allotments Working Party

A plan of action was to be discussed on 1st September with the allotment holders about how to implement this (4th meeting).

26/FC/89.4 Facilities Manager to follow up on responses from allotment holders at Hartley Court Allotments

This had been done.

26/FC/89.4 Facilities Manager to obtain quotes for perimeter fencing and secured gate at Hartley Court Allotments

This had been done.

26/FC/89.4 Clerk to report on whether the sheep owner in the adjacent field was continuing to pay the annual rent

This had been done.

26/FC/90.1 Clerk to report back to the Committee once a response from the UoR regarding Land Matters had been received

This was on the agenda at Item 104.2, but no response has been received.

26/FC/92.1 Cllr Johnson to review the options presented

This is on the agenda at Item 106.1

26/FC/92.2 Clerk to distribute the report received from Tree Solutions

This had been done.

26/FC/92.2 Clerk to request the cost for Option 1

This was on the agenda at Item 106.2

26/FC/92.2 Clerk to request the cost of the complete project

This was on the agenda at Item 106.2

26/FC/92.3 Facilities Manager to order the notice boards and arrange for the installation at the identified sites

This had been done.

26/FC/93.1 Cllr Johnson and Clerk to contact Lidl to ask if they would consider an Inpost locker facility on their site

This had not yet been done.

ACTION - Cllr Johnson and Clerk to contact Lidl to ask if they would consider an Inpost locker facility on their site

26/FC/98

Padel

98.1 An update on the padel questionnaire

At the time of the meeting there had been 239 responses with a significant majority favouring installation of padel courts. Cllr Johnson highlighted the cost of playing padel as a popular concern with those who responded. There was also a discussion of a potential app/business model with SPC for local residents. Members had various suggestions regarding operation, pricing and location of the courts which will be considered before bringing forward any definitive proposal. As site visit to view Chiltern Padel to assess space, facilities and the sport had been arranged for Wednesday 9th September.

98.2 The establishment of a Padel Working Party and associated Terms of reference
Members considered the drafts Terms of Reference for the Padel Working Party. The Working Party would comprise of Cllrs Bowler, James, Johnson and Peer, plus one member of the public and the Clerk and Facilities Manager.

Proposed: Cllr Johnson
Seconded: Cllr Jahromi
Approved: Unanimously

ACTION – Deputy Clerk to add Terms of Reference to agenda for the next Full Council meeting.

98.3 The provision of an operating budget to the Padel Working Party to achieve aims and objective approved at 98.2

Although no specific costs had been identified at this stage, it was agreed to authorise the Working Party to spend up to £4,000 + VAT, if required, to develop proposals for padel.

Proposed: Cllr Johnson
Seconded: Cllr Jahromi
Approved: 7 For, 0 against, 1 Abstention

26/FC/99

High Copse Items

99.1 Overflow Carpark

Following concerns over the quotes for a full treatment for an overflow car park and the viability of a lower cost arrangement, it was agreed to maintain a watching brief regarding traffic levels at High Copse in order to establish the exact need for overflow parking. This would then allow development of a more detailed specification. In the meantime, hirers could use the spaces reserved for buses to provide additional spaces.

ACTION – Facilities Manager to monitor actual usage of the High Copse Car Park at peak periods to establish need for overflow parking.

99.2 Perimeter Fence around the pitches

Most of the fencing was now installed with completion due by 20th September. The University of Reading would then reclaim their Heras fencing panels.

ACTION – Clerk to claim the Football Foundation grant when the work is completed and invoiced.

99.3 Water Irrigation for sports pitches at High Copse

Quotes were being sought for the irrigation work.

ACTION – Facilities Manager to obtain require quotes and make recommendation to the committee

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

The lines and goals were now in place. Benches were about to be ordered, and the Facilities Manager would confirm intended locations.

ACTION – Facilities Manager to confirm the location for the benches

26/FC/100

Millworth Lane Items

100.1 Sports master planner for Millworth Lane

The Clerk has met with two companies but only one has followed up with a formal quote (Sports Lab) for £2,750 + VAT. This would cover Masterplan design drawings, options appraisal including budget costs and recommendations and topographical survey.

However, at Finance & General Purposes Committee (26/FGP/58.1) there had been a proposal for a parish-wide sports strategy instead.

After discussion it was agreed to proceed with Millworth Lane only at this stage.

Proposed: Cllr Boyer
Seconded: Cllr Masseron
Approved: Unanimously

ACTION – Clerk to commission the initial phase of work from the Sports Master Planner

100.2 Update for the Fitness Centre at Millworth Lane

The planning application (PA261353) had been submitted and to date no comments were showing on the WBC planning portal. An additional tree report had been required by WBC which has delayed the application process.

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

Draft Heads of Terms for Shinfield Cricket Club, Shinfield Rangers Football Club and Shinfield Tennis Club had been circulated to members in advance of the meeting with a request for any material changes or omissions to be advised. These will be incorporated into the draft documents.

ACTION – Clerk to co-ordinate inputs regarding the draft licences.

26/FC/101

School Green Centre and School Green

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

Yeoman Shield were lined up for 26th October (start of Half-term). They will be on site for two days and followed for the rest of the week by the painters. 1.5-2 days then followed by painters 2.5 days. On the Thursday and Friday, the cupboard in Three Mile Cross Room will be removed and more effective storage space installed. The existing cupboards in that room will be retained for potential use at High Copse Pavilion.

ACTION – Facilities Manager to deliver the work by early November

101.2 Shading to the Tin Roof Café patio area

The new parasols had been acquired and were in use.

The Clerk advised that there were operational challenges in putting the parasols out in the morning and bringing them back in at the end of the day, but he was not advocating for any other changes at present.

101.3 Catering Working Party Recommendations to Full Council

Currently recruiting a Café Manager but was also giving consideration whether this should become a wider Venue Manager role on the basis of a potential candidate interviewed for the Community Engagement post.

26/FC/102

Spencers Wood Pavilion and Recreation Ground

102.1 Installation of Community Shelter

Planning application 261405 for the community Shelter at Spencers Wood Recreation Ground was received on 2nd September 2026. Graffiti had been reported to the police and then removed. Anti-climb paint has been added to reduce anti-social behaviour impact.

26/FC/103

Allotments

103.1 The fees and deposit levels with effect from 1st October 2027

It was noted that allotment holders are obliged to be given one years notice of any rate increase.

After a series of votes, Members approved the increase in allotment rates with effect from 1st October 2027 at 5%

Proposed: Cllr Johnson
Seconded: Cllr Masseron
Approved: For 4, Against 1, 3 Abstentions

Members approved the deposit for new allotment holders to be four times the applicable allotment rate (currently two times) with effect from 1st October 2027

Proposed: Cllr Jahromi
Seconded: Cllr Johnson
Approved: For 5, Against 2, 1 Abstention

103.2 Allotments Working Party

The third meeting of the Allotments Working Party had been held on 1st September 2026. After trialling daytime and evening meetings, the working party had decided to only hold daytime meetings in future. While those attending were finding benefit from the meetings it was hoped to increase attendance.

The next gathering for allotment holders will be the AGM in October.

103.3 Allocation of vacant allotment plots affected by flooding issues at Orchard Rise allotment

A plan of action was still being developed for the site.

ACTION – Facilities Manager to develop a plan of action for plots affected by flooding issues at Orchard Rise allotment

- 103.4 Hartley Court Allotments – perimeter fence and secured gate

This was still ongoing.

ACTION – Facilities Manager to develop plans for perimeter fence and gate at Hartley Court Allotments

26/FC/104

Land Matters with the University of Reading (UoR)

- 104.1 An update on the land adjacent to the Manor Ground as a cycle track

The licence had been signed, and the field was now open to the public for use. There has been a lot of positivity regarding this development and offers to help with potential enhancements.

Cllr Jahromi left the meeting

- 104.2 Any other updates on land matters with the University of Reading

The council was awaiting UoR decisions. The next UoR Council meeting is scheduled for 24th September.

26/FC/105

Energy Matters

- 105.1 An update on the purchase and installation of PVC panel at Manor Ground and School Green Centre

The consultant was working on the detailed specification which would then go on Find a Tender for 3 months. The expectation is still that School Green Centre, and the Manor Ground are completed by end Feb 2027

26/FC/106

Parish Wide Items

- 106.1 Waste Bins

It was agreed that this would be carried forward to the next meeting.

ACTION – Deputy Clerk to add to the agenda for the next Facilities Meeting.

- 106.2 Improvements to Deardon Orchard

Members considered the report and quote for Stage 1 remedial works (£8,236.50 + VAT) and including the need to provide fencing along the western edge of the orchard. Members approved expenditure up to £10,000 + VAT (to come from S106 commuted funds). The chair thanked Ian Young for his efforts in progressing this matter.

Proposed: Cllr Boyer
Seconded: Cllr Jahromi
Agreed: Unanimously

106.3 Parish Notice Boards at Frensham Green and High Copse

These have been ordered.

106.4 Fixed barbecue sites within the parish for use by residents

There was a discussion on having permanent barbecue sites within the parish including a suggestion that this could be incorporated into plans for Millworth Lane. It was agreed that the Clerk would bring a paper to a future meeting of the committee.

ACTION – Clerk to draft proposals for permanent barbecue sites within the parish

106.5 Potential acquisition and conditions of use of a “Mosquito” anti-loitering device.

The Clerk referred members to the paper included in the agenda pack and there was a discussion of this type of device and the issues related to them. It was agreed to proceed on the basis of the paper which set out use as being a last resort measure.

Proposed: Cllr Boyer

Seconded: Cllr Clarke

Agreed: For 6, 0 Against, 1 Abstention

26/FC/107

Correspondence

107.1 Allotments at High Copse

The Clerk advised that he had received an email from Wokingham Borough Council regarding proposed allotments at High Copse asking if we could “clarify the parish council's position, i.e. is there any arrangement you would be willing to make to take on the ownership and management of these allotments and if so, what you would require to make it work? At this stage, if taking on the allotments is not viable for you, we would need to approach other local parish/town councils to gauge their interest in doing so, as the UoR do not want to take on the financial responsibility of the long-term commitment to managing them.”

Members did not immediately rule out taking on the allotments but asked the Clerk to establish what, if any, s106 funds would be available for the upkeep of the allotments.

ACTION – Clerk to establish more detail on the allotments at High Copse including any potential s106 funds that would be available.

- 108.1 To RESOLVE that, in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item on the grounds that publicity would be prejudicial to the transacted business, namely matters under investigation, unverified allegations concerning identifiable third parties and commercially sensitive information, to apply to all items under item 108.

Proposed: Cllr Boyer
Seconded: Cllr Peer
Agreed: Unanimously

- 108.2 An update on action taken regarding playing cricket at HCP

Members were provided with information on the latest concerns regarding Shinfield Cricket Club's use of High Copse pavilion and playing surface.

Members NOTED the update.

At 21.55 Members agreed to extend the meeting beyond 22.00

Proposed: Cllr Johnson
Seconded: Cllr Boyer
Agreed: Unanimously

- 108.3 Shinfield Cricket Club's use of the facilities at High Copse Pavilion for 2027 and beyond

After careful consideration by Members, it was approved that Shinfield Cricket Club would not have use of High Copse Pavilion for 2027 and beyond but would retain the use, subject to revised conditions agreed with SPC, at the Manor Ground.

Proposed: Cllr Boyer
Seconded: Cllr Johnson
Agreed: 6 For, 0 Against, 1 Abstention

- 108.4 How the council can manage relationship between users of sport facilities operated by the parish

Members agreed to carry forward discussion of this item to the next Facilities Meeting.

ACTION – Deputy Clerk to add relationship management between users of sports facilities operated by the parish to the next Facilities Meeting.

25/FC/109

Date of the Next Meeting

- 109.1 To **NOTE** the next meeting of the Facilities Committee will be held on Wednesday 30th September 2026

The meeting ended at 22:10

DRAFT

List of Actions

<u>Minute</u>	<u>Action</u>	<u>Responsibility</u>
95.1	Consider the viability of bringing sports surface management in house.	Clerk
97.2 (26/FC/69.2)	Arrange a meeting with the WBC sports lead.	Cllr Johnson
97.2 (26/FC/78.1)	Arrange a meeting with Virtu Juniors and include the Facilities Manager.	Cllr Johnson
97.2 (26/FC/85.2)	Reclaim the grant for the fence at High Copse Pavilion from the Football Foundation when the work has been completed and invoiced.	Clerk
97.2 (26/FC/93.1)	Contact Lidl to ask whether it would consider an InPost locker facility on its site.	Cllr Johnson and Clerk
98.2	Add the Padel Working Party Terms of Reference to the agenda for the next Full Council meeting.	Deputy Clerk
99.1	Monitor actual use of the High Copse car park at peak periods to establish the need for overflow parking.	Facilities Manager
99.2	Claim the Football Foundation grant when the fencing work is completed and invoiced.	Clerk
99.3	Obtain the required quotations for sports-pitch irrigation and make a recommendation to the committee.	Facilities Manager
99.4	Confirm the location for the picnic benches.	Facilities Manager
100.1	Commission the initial phase of work from the sports master planner.	Clerk
100.3	Co-ordinate the inputs regarding the draft licences.	Clerk
101.1	Deliver the redecoration and associated works by early November.	Facilities Manager
103.3	Develop a plan of action for plots affected by flooding at Orchard Rise allotments.	Facilities Manager
103.4	Develop plans for a perimeter fence and secured gate at Hartley Court Allotments.	Facilities Manager
106.1	Add the waste bins item to the agenda for the next Facilities Committee meeting.	Deputy Clerk
106.4	Draft proposals for permanent barbecue sites within the parish.	Clerk
107.1	Establish further details about the proposed allotments at High Copse, including any potential Section 106 funding available.	Clerk

108.4

Add relationship management between users of parish-operated sports facilities to the agenda for the next Facilities Committee meeting.

Deputy Clerk

DRAFT

Minutes of a meeting of
the Arts, Culture and Events Committee
Held on Thursday 3rd September 2026
at School Green Centre commencing at 19.30

Present: Cllrs Matic (Chair), Montgomery & Rance

Attending: B Winton (Clerk)
M Kalsi-Spiller (Deputy Clerk)

26/ACE/53

Public Questions

53.1 There were no public questions.

26/ACE/54

Apologies and declarations of Members' Interest

54.1 Approval of apologies for absence

Apologies had been received from Cllrs Bowler, Jahromi, James and Peer.

54.2 Disclosure of Pecuniary Interests and Related Person Interests

It was noted that Cllr Rance is also a borough councillor.

There were no other declarations of members' interests.

26/ACE/55

Minutes of the previous meeting

55.1 The minutes of the committee meeting of 2nd July 2026 were approved as a correct record and signed as such by Cllr Matic.

Proposed: Cllr Montgomery
Seconded: Cllr Rance
Approved: Unanimously

55.2 Actions from the meeting held on 2nd July 2026

17.1 Provide an update on lighting for the Art Panels at the next meeting.

These had been booked for the exhibition and the Media & Communications Officer was arranging a site visit in the next few weeks to discuss practical issues such as power cable routes.

20.2 Repeat the quiz event in 2027, holding it on Saturday 19th June.

Rooms had been booked in the School Green Centre diary. The Community Engagement and Events Officer will be tasked with promoting the event to ensure a greater attendance.

20.2 Research the requirements for operating bingo sessions.

This was on the agenda at item 63.1.

30.1 Arrange a suitable celebration cake for the School Green Centre 5th Birthday Party.

This was on the agenda at Item 57.2.

30.2 Confirm singers for Rockin' Around the Christmas Tree events.

This was on the agenda at Item 57.3.

33.1 Follow up potential speakers for the Annual Parish Meeting in 2027 as suggested by Cllr Bowler.

This had not yet been done.

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

43.1 Add the Terms of Reference to Full Council for ratification.

This had been done.

44.1 Confirm arrangements for the Book Festival.

This was on the agenda at Item 56.1.

45.1 Continue to plan for the School Green Centre 5th Birthday Party event.

This was on the agenda at Item 57.1.

46.1 Add Hard Copy Newsletter to the agenda for Full Council.

This had been done and was also on the agenda at Item 58.1

48.1 Convene a fundraising working party.

This was on the agenda at Item 60.1

48.1 Develop a detailed fundraising plan for the public art.

This was on the agenda at Item 60.1

48.1 Arrange a public art fundraising quiz for later in 2026.

This was on the agenda at Item 60.1

26/ACE/56

Developing Arts & Culture in the parish

56.1 Book Festival

The Book Festival had been scheduled by the former Deputy Clerk for the last weekend in August but due to staff shortage and absence the council would have been unable to effectively promote the event and give the best opportunity for attendance.

Therefore, having conferred with Wokingham Borough Council (who are partnering the council on the event) the decision was taken to defer until Saturday 24th and Sunday 25th October. All the authors who had been confirmed have agreed to reschedule to October. There will be three talks each day.

A new round of publicity would commence shortly, and the Community Engagement and Events Officer will take the lead on delivery when they start on 28th September.

ACTION – Clerk to confirm arrangements for the Book Festival

26/ACE/57

Community Outreach

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

The acting Customer Care Team Supervisor Nadeesha was in the process of confirming details of each participant regarding timings. This will lead to an appropriate schedule to have a good mix throughout the day. This will include live music from a ukelele band. The café would be open for the event.

Most invitations had been accepted with two outstanding invites.

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

57.2 Options for the birthday cake for 5th birthday

The quote for a full 3D cake rendering of the School Green Centre with dimensions 90cm x 60cm is £825 + VAT. This will create at least 200 portions. Flavours will include chocolate fudge, vanilla and lemon. This had been budgeted for in the event budget.

Proposed: Cllr Matic
Seconded: Cllr Rance
Approved: Unanimously

ACTION – Clerk to confirm the order for the cake.

57.3 Christmas Events for 2026

The Clerk confirmed the dates as:

- Grazeley Saturday 28th November
- School Green Friday 4th December
- Frensham Friday 11th December

One singer had been confirmed but an alternative was being sought for the other two events.

ACTION – Clerk to arrange singers for all three events

26/ACE/58

Parish Newsletters – Tackling Digital Exclusion

58.1 The proposal for tackling digital exclusion

As the Media and Communications Officer had been absent it had not been possible to produce a more detailed mock-up of the proposed concept, and this will be followed up for the next meeting which will allow time for the Community Engagement & Events Officer to contribute to the discussion.

ACTION – Clerk to arrange a further mock-up of the proposed concept for tackling digital exclusion

26/ACE/59

Shinfield Cinema

59.1 Update regarding National Theatre Live

There was now a steady level of attendance for each National Theatre Live, and this was running well.

59.2 Update on summer screening programme

The summer screening had between 6-12 attendees but were well received with those that had purchased tickets.

ACTION – Clerk to review arrangements for next summer holiday screening programme.

26/ACE/60

Public Art Project

60.1 Fundraising Plan

There had been no progress on this issue, and the Clerk was asked to arrange a meeting for mid-October.

ACTION – Clerk to arrange a Fundraising meeting for mid-October

60.2 Agreement with Sculptor

The Clerk had met with the solicitor who will be drafting the agreement to discuss what was required. This would need to include provision in case the intended location was not ready in time due to delays from the developers.

ACTION – Clerk to progress the agreement with the sculptor

26/ACE/61

Budget Reporting

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

Members **NOTED** the report.

26/ACE/62

Engagement Working Party

62.1 Any matters relating to the Engagement Working Party

This will not convene until new Community Engagement Officer is in place.

26/ACE/63

63.1 **Bingo Evening**

A proposal on bingo evenings had been submitted by Cllr Bowler. Members agreed to progress with bingo evenings

Proposed: Cllr Matic
Seconded: Cllr Montgomery
Approved: Unanimously

26/ACE/64

Car Boot Sales

- 64.1 Members discussed potential options for operating car boot sales at High Copse pavilion, but no decision was made on the subject. Cllr Matic would discuss further with Cllr Johnson.

ACTION – Cllr Matic to speak to Cllr Johnson regarding potential for car boot sales

26/ACE/65

Correspondence

- 51.1 There was no correspondence to report.

26/ACE/52

Date of Next Meeting

- 52.1 The next meeting of the Arts, Culture and Events Committee will be held on Thursday 29th October 2026 at 19.30.

Meeting closed at 20.30

List of Actions

Minute number	Action	Responsibility
33.1	Follow up potential speakers for the Annual Parish Meeting in 2027 as suggested by Cllr Bowler.	Clerk
56.1	Confirm arrangements for the Book Festival in October 2026.	Clerk
57.1	Continue to plan for the School Green Centre 5 th Birthday Party event in November 2026.	Clerk
57.2	Confirm the order for the cake for the School Green Centre 5 th Birthday Party event.	Clerk
57.3	Arrange singers for all three “Rockin’ around the Christmas Tree” events.	Clerk
58.1	Arrange a further mock-up of the proposed concept for tackling digital exclusion.	Clerk
60.1	Arrange a sculpture fundraising meeting for mid-October.	Clerk
60.2	Progress the formal agreement with the sculptor.	Clerk
64.1	Speak to Cllr Johnson regarding the potential for car boot sales.	Cllr Matic

Minutes of a meeting of
Planning & Highways Committee
Held on Wednesday 9th September 2026
At School Green Centre commencing at 19:30

Present: Cllrs Boyer, Hoyle, James, Masseron, Peer (Chair) and H Pollock

Attending: B Winton (Clerk)
M Kalsi-Spiller (Deputy Clerk)
Cllr G Poole
1 Member of the Public

26/PC/82 Public Questions

82.1 To receive and consider any public questions. There were no public questions.

26/PC/83 Apologies and declarations of Members' Interest

83.1 Receive and consider approval of apologies for absence

Apologies had been provided by P Jahromi

83.2 Declarations of Interests

Cllr Masseron advised that she had joined the Shinfield Volunteers Group.

26/PC/84 Minutes of the Previous Meeting

84.1 The minutes of the Planning and Highways Committee held on 8th July 2026, 2026, were approved and signed as such by Cllr Peer. It was agreed that the 3rd paragraph of draft minute 69.1 would be deleted and that Cllr Peer was authorised to sign the minutes with that amendment.

Proposed: Cllr Boyer
Seconded: Cllr James
Approved: Unanimously

84.2 Actions and Matters Arising from the meeting held on 8th July 2026

- 26/PC/67.1 Clerk to add Basingstoke Road, Spencers Wood to the list of traffic issues and discuss further with Wokingham Borough Council (WBC)

ACTION: Clerk to add Basingstoke Road, Spencers Wood to the list of traffic issues and discuss further with Wokingham Borough Council (WBC)

- 26/PC/67.1 BCllr Johnson to contact the Community Speed Watch team

BCllr Johnson had been unwell so this had not been progressed. Cllr Hoyle was asked to pass on the best wishes of the committee to BCllr Johnson.

- 26/PC/67.1 BCllr Johnson to ask for more volunteers for the Community Speed Watch team via social media

As above.

- 26/PC/69.1 Deputy Clerk to invite Matt Gould, WBC and BCllr Betteridge to the next meeting of the committee in September 2026 to discuss the School Green Centre Car Park

The meeting has not yet taken place.

ACTION: Clerk to arrange a meeting with WBC on traffic matters (BCllr Betteridge and M Gould)

- 26/PC/70.2 Clerk to arrange a meeting of the Traffic Working Party
(26/PC/63.1)

This would follow the previous item.

- 26/PC/70.2 Clerk to contact the local residents' associations for nominations to join
(26/PC/64.1) the NDP working party

This had not yet been done. The Clerk advised he would like to involve the Community Engagement Officer in this exercise.

ACTION - Clerk to contact the local residents' associations for nominations to join the NDP working party

- 26/PC/71.1 Deputy Clerk to add Terms of Reference to the agenda of the Full Council meeting in July

This had been done.

26/PC/72.1 Deputy Clerk to add membership of the committee to the agenda of the Full Council meeting in July

This had been done.

26/PC/73.2 Deputy Clerk to submit the response to planning application PA261486 on the WBC planning portal

This had been done.

26/PC/76.3 BCLlr Johnson to raise a potential footpath on Grazeley Road with BCLlr Betteridge

See 67.1 above.

26/PC/79.1 Clerk to chase Wokingham Borough Council (WBC) for a response and report back to committee when a decision had been made on the Assets of Community Value submissions

This had been done and a response had been received from WBC. See agenda.

26/PC/80.1 All members of the committee to review the West Berkshire Local Plan Update

This had been done.

26/PC/80.1 Clerk to request automatic notification relating to the West Berkshire Local Plan update

This had been done.

26/PC/85

Response to WBC CIL Consultation

85.1

Response to WBC CIL Consultation

Members discussed the draft response to WBC CIL Consultation. It was felt that the document should have a stronger section on the weaknesses of and the issues experienced by SPC with regards to 106. The Clerk was authorised to submit the response with this additional section included.

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

ACTION: Clerk to add a further section on s106 and then submit the council's response.

DRAFT

26/PC/86**Schedule of Deposited Plans**

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

There were no plans for discussion.

26/PC/87**Appeals**

- 87.1 Planning inspectorate appeals relating to Shinfield Parish

There were no changes to the previous reported list of planning inspectorate appeals.

26/PC/88**Enforcement Notices**

- 88.1 Closed Enforcements tables for July/August 2026

In July & August there were

- 9 cases deemed no breach
- 5 cases of voluntary compliance
- 2 not expedient

Members **NOTED** the Closed Enforcement Tables.

- 88.2 Outstanding Enforcements tables at the end of August 2026

Bismillah House – now had reduced to 7 ongoing cases. There were 6 new enforcement notices since the last meeting

Members requested more information on closed case RFS/2026/091655.

Members **NOTED** the outstanding Enforcement tables.

ACTION: Deputy Clerk to request details of enforcement case RFS/2026/091655

26/PC/89**Highways, Street Lighting and Footpath Matters**

- 89.1 Update on footpaths

Cllr Masseron gave an update on various footpaths. With respect to the Footpath 22 at the end of Sussex Lane, the landowners had expressed an interest in a kissing gate.

ACTION – Clerk to circulate update for Cllr Masseron regarding Footpath 12.

ACTION – Deputy Clerk to add Kissing gate for Footpath 22 at the end of Sussex Lane to the agenda for the next meeting.

89.2 Traffic Matters

There had been fly-tipping in Church Lane on 23rd July 2026.

No response had been received as yet regarding the residents' petition to close Church Lane to through traffic.

30 mph signage was installed in Grazeley, however the roundels have not been painted.

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

There were no other matters to report.

26/PC/90

Renewal of Neighbourhood Development Plan (NDP)

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

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

ACTION: Clerk to forward draft document from ONH before the next Neighbourhood Plan meeting on 24th September.

90.2 Assets of Community Value

The Clerk continues to chase WBC for an update regarding Assets of Community Value. He had been advised by WBC there had been an initial review, but WBC staff had then been focussed on the Local Plan Update. The Clerk had been advised that he would be asked for some additional information.

ACTION – Clerk to respond to WBC request for additional information regarding Assets of Community Value when received

26/PC/91

National Planning Policy Framework (NPPF) August 2026

91.1 The Clerk advised that a new version of the National Planning Policy Framework had been issued by the government in August 2026. A digest of the 130-page document had been included with the papers for the meeting.

Members discussed and **NOTED** the National Planning Policy Framework had been issued by the government in August 2026.

26/PC/92

Correspondence

92.1 Proposed solar farm south of Spencers Wood

The Clerk advised that a formal agreement for SPC to receive an annual grant from the solar farm would be provided shortly.

ACTION: Clerk to add formal agreement for grant from solar farm south of Spencers Wood to next committee meeting when received

92.2 Council's response to WBC's consultation on a Parking Consolidation Order/Public examination?

Members **NOTED** the summary of the proposals included in the papers for the meeting.

92.3 Proposed relocation of Bearwood School to new Primary School in Spencers Wood.

The Clerk advised that he had received reassurances from BCllr Bray and Piers Brunning, WBC School Places Planning Manager that when the now Bearwood Primary School relocates to Spencers Wood in 2028 there will be adequate space across all years for Spencers Wood children.

92.4 Development of Plaza to the north of School Green Centre

The Clerk has chased both the developers and Chris Howard at WBC for an update on this matter. He would be meeting with a representative from Vistry on 17th September to discuss the development of the Plaza further. Vistry.

92.5 Planning Application 250517 (Body's Farm)

Members **NOTED** that Planning Application 250517 (Body's Farm), "had been withdrawn upon instruction from the applicant/agent" according to WBC.

25/PC/93

Date of the next meeting

93.1 The date of the next meeting will be Wednesday, 7th October 2026

The meeting ended at: 20:40.

List of actions

Minute	Action	Responsibility
84.2 (26/PC/67.1)	Add Basingstoke Road, Spencers Wood to the list of traffic issues and discuss further with Wokingham Borough Council.	Clerk
84.2 (26/PC/69.1)	Arrange a meeting with WBC on traffic matters involving BCllr Betteridge and M Gould.	Clerk
84.2 (26/PC/70.2)	Contact local residents' associations for nominations to join the NDP working party.	Clerk
85.1	Add a further section on section 106 and submit the Council's response to the WBC CIL consultation.	Clerk
88.2	Request details of enforcement case RFS/2026/091655.	Deputy Clerk
89.1	Circulate the update for Cllr Masseron regarding Footpath 12.	Clerk
89.1	Add the proposed kissing gate for Footpath 22 at the end of Sussex Lane to the agenda for the next meeting.	Deputy Clerk
90.1	Forward the draft document from ONH before the next Neighbourhood Plan meeting on 24 September.	Clerk
90.2	Respond to WBC's request for additional information regarding Assets of Community Value when received.	Clerk
92.1	Add the formal agreement for the grant from the solar farm south of Spencers Wood to the next committee meeting when received.	Clerk

Shinfield Parish Council

May 2027 Awareness Campaign

Briefing for councillors - October 2026 to May 2027

1. Purpose and recommendation

The proposed campaign would improve residents' understanding of what Shinfield Parish Council does, why its services and facilities matter, how the precept is used and how people can participate in community life and local democracy. The recommended public-facing theme is "Your Community. Your Council. Your Voice".

Recommendation: Councillors are invited to approve the campaign in principle, endorse an officer-led and **politically neutral** approach, and authorise preparation of a final delivery plan and content schedule.

Objectives

- Clarify the respective roles of the Parish Council and Wokingham Borough Council.
- Show the breadth and everyday value of facilities, services and community support provided by SPC.
- Explain how the Council is funded and how decisions are made.
- Increase awareness of meetings, volunteering and other routes to participation.
- Provide neutral information about becoming a councillor and the May 2027 elections.

Core principles

The campaign should be factual, accessible, non-partisan and officer-led. It should promote the institution and its services rather than individual councillors, political viewpoints or disputed policy positions. Communications must remain objective and even-handed and should be reviewed with particular care once the formal election timetable begins. The Community Engagement & Events Officer will lead on most of the delivery.

2. Audience and key messages

Audience	What the campaign should communicate
All residents	The Parish Council is the most local tier of government and manages facilities and services used throughout the six communities.
Facility users and community groups	Community buildings, the café, cinema, sports facilities, parks, playgrounds, allotments and grants support local activity provided by the Council.
Residents seeking help	Clear guidance on which issues are handled by the Council and which belong to Wokingham Borough Council.
Potential volunteers and councillors	Practical, impartial information on public participation, volunteering, council meetings and standing for election.

Central message: “The Parish Council is responsible for much more than meetings and paperwork. It provides and maintains many of the facilities and services that help make Shinfield a great place to live.”

3. Proposed campaign programme

Phase	Focus	Illustrative content
1. Awareness October– December 2026	Who the Council is and what it provides.	Parish Council versus WBC; School Green Centre; parks and open spaces; playgrounds; grounds team; community café; local groups; factual “2026 in numbers”.
2. Services, funding and impact January– February 2027	How services are funded and used, explained through facts rather than claims of achievement.	Precept, fees and grants, where money goes, community grants etc.
3. Participation and accountability March 2027	How residents can influence decisions.	How meetings work; public participation; committees; decision-making; published minutes; financial reporting and accountability.

4. Democratic awareness April–May 2027	Neutral civic and election information.	The role of a parish councillor; how local democracy and elections work; eligibility and expectations; voting information; post-election governance and continued involvement.
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Weekly content model

One main theme would be adapted across the Council’s channels rather than creating unrelated material for each platform:

- **Website:** concise source article containing the full factual explanation.
- **Facebook and Instagram:** one principal post or graphic directing residents to further information.
- **Noticeboards and facilities:** an A4 poster with a QR code to the relevant webpage.
- **Newsletter:** a monthly roundup of the strongest stories.
- **Recurring operational feature:** “One Thing Your Parish Council Did This Week”, highlighting routine work such as inspections, pitch preparation, room set-up, maintenance or grant administration.

Illustrative monthly themes

Month	Theme
October	What is a parish council; who does what; School Green Centre; meet the customer service team.
November	Green spaces; safe play areas; grounds operations; service statistics.
December	Community activity; café; hosted groups; factual year-end review.
January	Funding; High Copse Pavilion; sport; facilities team.
February	Expenditure; grants; allotments; volunteering.
March	Meetings; participation; committees; decisions and accountability.
April–May	Democratic and election information only, adjusted to the formal timetable.

4. Delivery, resources and safeguards

Delivery responsibilities

Area	Proposed approach
Editorial control	Officer-led content planning and approval, with a single source of verified facts and statistics.
Content production	Use existing staff expertise, photographs and service data where possible; commission design support only if required.
Accessibility	Plain English, accessible layouts, alternative text for images and formats suitable for online and printed use.
Community participation	Obtain appropriate permissions for case studies and photographs; represent the diversity of the parish without political endorsement.
Quality assurance	Check service ownership, figures, dates, privacy, accessibility and political neutrality before publication.

Political neutrality and election-period controls

Every item should pass the following test:

- Is it about the Council, its services or civic participation rather than an individual councillor?
- Is the language factual and informative rather than persuasive or self-congratulatory?
- Would the content appear fair to any candidate or political viewpoint?
- Does it avoid controversial disputes, party-political material and personal endorsements?
- Are photographs, quotations and claims of achievement appropriate for the point reached in the election timetable?

From the publication of the Notice of Election until polling day, content should be restricted to essential service information and neutral democratic guidance. Existing councillor profiles, endorsements, comparisons and “look what we delivered” messaging should not be used. The exact date should follow the confirmed election timetable and current monitoring advice.

Principal risks and mitigations

Risk	Mitigation
Publicity appears political	Clerk approval, neutral wording, no attribution of achievements to members and enhanced review during the election period.
Factual inaccuracies	Named data owners, evidence checks and dates shown for statistics.
Insufficient staff capacity	Prepare reusable templates, agree a realistic publishing rhythm and batch-produce content.
Low engagement	Use practical local stories, clear calls to action, QR codes and a mix of digital and physical channels.
Privacy or accessibility failures	Consent and safeguarding checks, accessible design and review before release.

5. Measures of success and decisions required

Suggested measures

A baseline should be recorded before launch. Progress can then be reviewed monthly and reported to councillors at agreed intervals.

Outcome	Possible indicators
Greater awareness	Visits to “What We Do” and service pages; QR-code use; reach and engagement with campaign posts; short resident survey results.
Better access to services	More correct referrals between the Parish Council and WBC; enquiries and bookings generated from campaign pages.
Increased participation	Meeting attendance; residents speaking at meetings; volunteering and grant enquiries; sign-ups for Council news.
Stronger democratic engagement	Use of election information pages and evidence that residents understand the councillor role and routes to involvement.
Compliance	No substantiated complaints concerning political bias, privacy or inaccurate information.

Shinfield Parish Council Padel Working Party Terms of Reference

Status

- This is a formal advisory Working Party of Shinfield Parish Council reporting to Facilities Committee

Purpose

- The Padel Working Party (PWP) is responsible for considering options for the provision of padel tennis within the parish, gathering evidence, assessing feasibility, and making recommendations to the Facilities Committee

Membership

- The Working Party shall have at least three members of the Council
- The Working Party may co-opt members of the public with experience and/or skills that will help achieve the purposes of the Working Party
- The Clerk and Facilities Manager shall attend meetings of the Working Party and provide professional and operational advice, but shall not count towards the quorum.
- The quorum for the Working Party is three members
- The Working Party will elect a Chair from amongst its members
 - The Chair of PWP will in conjunction with the Clerk agree the agenda for any meeting

Meetings

- The Working Party will select its own meeting schedule and frequency
- Where there is clear consensus, the Chair may record the consensus without a formal vote. The Chair may require a formal vote where this would assist clarity, and any member may request that a formal vote be taken on an item under discussion.

Aims and Objectives

- To manage the process of identifying the most appropriate location and method of delivery of padel tennis within the parish including:
 - Establishing the views of residents and stakeholders, including potential users, nearby residents, sports clubs and other affected parties
 - Preferred location
 - Number of courts
 - Indoor (roofed or covered) or outdoor
 - Concept layout
 - Establishing feasibility from a planning perspective
 - Identifying options for contractual arrangements with any potential third party
 - Establishing operational considerations, including access, booking arrangements, maintenance, staffing, security, lighting, noise, hours of use and income generation
 - Potential risks and rewards
- To make recommendations on the above matters, and any associated issues, to the Facilities Committee for consideration and onward referral to Full Council where required.

Expected Output

- The Working Party shall provide the Facilities Committee with recommendations supported, where appropriate, by evidence on consultation feedback, site options, planning feasibility, outline costs, delivery models, risks, operational implications and any proposed next steps.

Delegated powers

- The Working Party has the authority to undertake the following activities:
 - Delegation of work to the Clerk and other officers as appropriate
 - To commission or request professional support where this is within an approved budget, complies with the Council's financial regulations, and falls within delegated authority
 - To arrange public consultations and questionnaires necessary to achieve the Aims and Objectives

Reporting on the activities of the Working Party

- The Chair of the Working Party shall provide a written or verbal update on the activity of the Working Party to each Facilities Committee meeting
 - This will include any specific information requested by the Facilities Committee

Review

- The Working Party shall review these terms of reference annually at its first meeting after the Annual Meeting of the Council.
 - Any changes necessary will be referred to the Facilities Committee for approval
- If necessary additional reviews of these terms of reference may take place at any other time of the year

Proposal to modify Café Manager Role to Venues Manager

Background

At the July 2026 Full Council meeting, members considered and approved a number of measures relating to the Café. These included a recommendation to recruit a dedicated Café Manager to take over responsibilities currently split between Deputy Clerk (and now Media & Communications Officer) and the Café Supervisor

Proposal

In the process of recruiting for the above role and also the Community Engagement & Events Officer role a candidate presented who had significant experience in both café management and room hire businesses.

It is therefore proposed that the Café Manager position be modified also include room hire management for all council venues.

The Customer Care Team Supervisor is currently vacant and being filled on an interim basis. Utilising the budget for this role means that the intended change is effectively cost neutral.

Focus on Café Operations

This proposed change would not take away the immediate focus being to review and improve the operation of the café with room hire management being transition in 2027 once this immediate focus has been achieved.

Summary

The council's requirement has developed beyond the management of a café service alone. The proposed Venues Manager role will provide strategic and operational leadership across the council's portfolio of community venues, maximise income generation opportunities, enhance community use of assets, coordinate customer-facing services and support the sustainable development of council facilities into the future.

Ref	Payment Date	Payee / Supplier
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Please note the payments list is showing over separate months as there

Other Council Business - July

001	15/07/2026	HMRC paye
002	20/07/2026	IRIS Software Limited
003	20/07/2026	Everflow Utilities
004	20/07/2026	Everflow Utilities
005	20/07/2026	Everflow Utilities
006	20/07/2026	Everflow Utilities
007	20/07/2026	Everflow Utilities
008	20/07/2026	Everflow Utilities
009	20/07/2026	EDF Energy
010	20/07/2026	Rivervale
011	20/07/2026	SYSCO GB Ltd
012	20/07/2026	Telefonika UK Ltd
013	20/07/2026	Carlton Services
014	21/07/2026	Kompan UK
015	22/07/2026	Peninsula Business Services
016	22/07/2026	Nigel Jeffries Landscaping Ltd
017	22/07/2026	Larkstel Ltd
018	22/07/2026	Office Depot International (UK
019	22/07/2026	Royal Electrics
020	22/07/2026	Absolute Brilliance Cleaning Ltd
021	22/07/2026	Absolute Brilliance Cleaning Ltd
022	22/07/2026	Absolute Brilliance Cleaning Ltd
023	22/07/2026	Absolute Brilliance Cleaning Ltd
024	22/07/2026	Zip Heaters (UK) Ltd
025	22/07/2026	SKS Window Cleaning
026	22/07/2026	Select Environmental Services
027	22/07/2026	JD Drains Ltd
028	28/07/2026	Engie Power Limited
029	29/07/2026	A1 Locksmiths (Berkshire) Ltd
030	29/07/2026	Fcc Recycling (UK) Ltd
031	29/07/2026	Kreatif Design Ltd
032	29/07/2026	Select Environmental Services
033	29/07/2026	Lister Wilder
034	29/07/2026	Caloo Limited
035	29/07/2026	Air It Limited
036	29/07/2026	Air It Limited
037	29/07/2026	Air It Limited
038	29/07/2026	Lister Wilder
039	29/07/2026	Adcock Refridgeration

040 29/07/2026 Employees
Total Other Business July

Other Business - August

041	02/08/2026	FibreNest
042	03/08/2026	Wokingham Borough Council
043	03/08/2026	Wokingham Borough Council
044	03/08/2026	Wokingham Borough Council
045	03/08/2026	Wokingham Borough Council
046	03/08/2026	Wokingham Borough Council
047	03/08/2026	IRIS Software Limited
048	04/08/2026	Lloyds Bank plc
049	04/08/2026	Nest Pension Contributions
050	05/08/2026	Mission Cycles
051	13/08/2026	La Dolce Vita Caffè
052	13/08/2026	A & E Fire & Security
053	13/08/2026	Larkstel Ltd
054	13/08/2026	Josh Chamberlain Arborist
055	13/08/2026	Kreatif Design Ltd
056	13/08/2026	Hampshire Association of Paris
057	13/08/2026	Absolute Brilliance Cleaning Ltd
058	13/08/2026	Absolute Brilliance Cleaning Ltd
059	13/08/2026	Absolute Brilliance Cleaning Ltd
060	13/08/2026	Absolute Brilliance Cleaning Ltd
061	13/08/2026	Ricoh UK Ltd
062	13/08/2026	Nigel Jeffries Landscaping Ltd
063	13/08/2026	Seventeenth Construction
064	13/08/2026	MCB Dewatering Ltd
065	14/08/2026	Corona Energy Retail 4 Limited
066	14/08/2026	Corona Energy Retail 4 Limited
067	14/08/2026	Corona Energy Retail 4 Limited
068	14/08/2026	Corona Energy Retail 4 Limited
069	14/08/2026	Corona Energy Retail 4 Limited
070	14/08/2026	Corona Energy Retail 4 Limited
071	14/08/2026	Corona Energy Retail 4 Limited
072	18/08/2026	EDF Energy
073	19/08/2026	Telefonika UK Ltd
074	20/08/2026	Everflow Utilities
075	20/08/2026	Everflow Utilities
076	20/08/2026	Everflow Utilities
077	20/08/2026	Everflow Utilities
078	20/08/2026	Everflow Utilities
079	20/08/2026	Everflow Utilities
080	20/08/2026	Rivervale
081	25/08/2026	HMRC paye
082	26/08/2026	Employees

083	27/08/2026	Peninsula Business Services
084	27/08/2026	Air It Limited
085	27/08/2026	Air It Limited
086	27/08/2026	Air It Limited
087	27/08/2026	Air It Limited
088	27/08/2026	Office Depot International (UK
089	27/08/2026	Fcc Recycling (UK) Ltd
090	27/08/2026	Adcock Refridgeration
091	27/08/2026	Wokingham Town Council
092	27/08/2026	SAS Land Services
093	27/08/2026	Alpha Furnishings Ltd
094	27/08/2026	Berkshire Pest Control Ltd
095	27/08/2026	O'Donovan Services
096	27/08/2026	Engie Power Limited

Total Other Business - August**Tin Roof Café - July**

097	20/07/2026	Booker Limited
098	22/07/2026	La Dolce Vita Caffè
099	27/07/2026	Brakes / Sysco

Total Tin Roof Café - July**Tin Roof Café - August**

100	13/08/2026	Kingdom Coffee International L
101	17/08/2026	Booker Limited
102	27/08/2026	Kingdom Coffee International L
103	27/08/2026	La Dolce Vita Caffè

Total Tin Roof Café - August

Total Other Council Business
Total Tin Roof Café
Total Lloyds Bank Payments

Amount
Paid
(exc VAT)
£
were no report

11,152.22

89.76

1,234.99

280.04

124.93

9.09

351.70

65.81

821.54

381.60

342.99

336.07

228.00

487.11

475.42

2,259.60

10,076.37

171.76

786.00

5,397.18

1,891.88

241.68

656.40

2,176.26

60.00

522.01

204.00

221.93

62.99

126.13

81.60

8.88

995.52

21,847.20

1,587.20

1,899.90

390.31

169.55

526.80

33,213.86**101,956.28**

37.00

1,271.00

1,160.00

188.00

165.00

43.00

87.12

46.44

3,070.79

2,145.00

658.30

2,132.21

10,076.37

1,000.00

81.60

70.80

6,224.27

1,891.88

893.81

241.68

639.66

2,203.20

1,300.00

1,116.00

55.23

246.48

28.40

45.08

506.92

623.75

1,031.55

1,340.81

394.66

1,204.84

232.34

403.46

49.04

14.27

98.38

381.60

3,774.61

30,799.52

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

Item 109.1

475.42
503.33
1,899.90
1,629.80
396.00
118.44
126.13
951.60
509.40
1,020.00
10,602.00
487.08
75.00
246.30

97,014.47

1,199.76
272.05
508.49

1,980.30

241.78
1,781.04
204.58
229.10

2,456.50

198,970.75
4,436.80

203,407.55

Description

is in August 2026

PAYE & NI - June Payroll
Payroll Software - July 2026
Water 1 Mth - Allotments
Water 1 Mth - School Green Centre
Water 1 Mth - SWP
Water 1 Mth - Millworth
Water 1 Mth -High Copse
Water 1 Mth - Manor
Electricity - High Copse - June
Van Rental - June
Food Order 9/7/2026
Mobile Phones - July
Service Dishwasher Spencers Wood
Playground Inspection June x 3
HR & HS August Advice Service - 1 mth
Grass Cutting - June
Maintenance of Pitches & Open Space at Manor & High Copse & Hire of Roller - 1 mth
Paper, Batteries and Pens for Offices
New Circuit High Copse Kitchen
Cleaning June - School Green Centre
Cleaning June - Spencers Wood Pavilion
Cleaning June - The Manor Pavilion
Cleaning June - High Copse Pavilion
New Hot Water Boiler High Copse Kitchen
Extra Cleaning of Cafe Windows 2 mthly Contract
Commercial Waste Services
Clear Blockage - June
Street Lighting Electricity - June
Replacement Combination Padlock-Allotment
Disposal of Flytipping - 1 Load
Website Hosting - July
Sanitary Hygiene Bin - Spencers Wood Pavilion - 1 Mth
Purchase of Brush Cutter for Brambles
Installation of Community Shelter
Microsoft 365 / E Mails - July
Managed Services - July
Telephones - School Green Centre - July
Motomix for Mower & Mower Part
Correction Works at School Green Centre

Net Pay July

Broadband - High Copse - August
Business Rates - August 1/10th - School Green Centre
Business Rates - August 1/10th - High Copse Pavilion
Business Rates - August 1/10th - The Manor
Business Rates - August 1/10th - Spencers Wood Pavilion
Business Rates - August 1/10th - Millworth Lane Pavilion
Payroll System / License -1 mth
Bank Fee £10 and Charges £36.44 - July
Pension Contributions - July
Purchase of Electric Bike
3868/TEL 10/8/2026/La Dolce Vi
Fire Safety Check on Equipment
Maintenance of Pitches & Open Space at Manor & High Copse & Hire of Roller - 1
mth
Pollard Tree Canopy Millworth Lane
August Web Hosting
Funding & Grants Course - Councillor
Cleaning School Green Centre - July
Cleaning Spencers Wood Pavilion - July
Cleaning - High Copse Pavilion - July
Cleaning - The Manor Pavilion - July
May - July
July x 2 Cuts
Fit Security Doors Ryeish
Excavate & Test Millworth Water Table
Electricity - July - Ryeish Pavilion
Electricity - July - The Manor
Electricity - July - School Green
Electricity - July - Millworth
Electricity - July - Spencers Wood Pavilion
Electricity - July - SGC - South
Electricity - July - SGC North
Electricity High Copse - July
Mobiles & Sims August
Water 1 month - Allotments
Water/Waste 1 mth - Sch Grn Centre
Water / Waste 1 mth - High Copse
Water / Waste 1 mth - Manor
Water / Waste 1 mth - Spencers Wood Pavilion
Water / Waste 1 mth - Millworth Pavilion
Van Rental August
PAYE & NI
Net Pay August

HR & HS August Advice Service - 1 mth
telephones & Broadband -August
Microsoft 365 , E Mails etc - August
Managed Support - August
Collection of 6 Old Lap Tops and Cleaning Data
Printing and Photocopying Paper 25 Reams
Disposal General Non Hazardous Waste (1 Delivery)
Call Out to Cooling System
Brushcutter Safety Course x 2 Facilities Officers
Clearance of Brambles - Clares Green Rd - Allotments
120 x Replacement Chairs - School Green Centre
Annual Contract Rat Bait Boxes - Millworth (10 Visits)
Wasp Nest Clearance Deardon Allotments
Electricity Street Llighting - July

Purchase Supplies
Cakes 9/7/2026
Food & Consumable

Coffee Order July
Bookers Order 24/7/2026
Coffee Order 12th August
Cakes 20th August

Report from Grants Working Party Meeting
8th September 2026

Grant Application 2026

The Council received 16 applications for grant funding totalling £39,354 against a budget of £30,000.

Each application was considered by the Grants Working Party (a working party of Finance & General Purposes Committee) at a meeting on 8th September 2026.

The applications received and the grants recommended by the Grants Working Party are attached. The recommendations are that:

- 9 are awarded in full
- 4 are awarded in part
- 3 do not receive any award

The total value of recommended awards (included School Award Scheme – see below) is £23,821.25 leaving a balance of £6,178.75 unallocated.

School Awards Scheme

The Council makes a grant on the basis of one award per class per term per academic year.

	Classes	£
Shinfield Infants and Nursery		
School	12	720
Alder Grove	15	900
Grazeley	7	420
Shinfield St Mary's	12	720
Whiteknights	16	960
Lambs Lane	7	420
	<u>69</u>	<u>4,140</u>

Rent Subsidy

The grant applications include two ongoing revenue support grants based on subsidised rent at Spencers Wood Pavilion (i.e. the grant is equal to the room hire that would otherwise be payable.

Seniors Social Morning £1,594

Volunteer Car Scheme £3,938

Grants to Young Individuals

The Council launched a new scheme in 2025 to support young individual residents. There was only one application for the maximum amount of £150.00.

Ref	Grant Application 2026 Applicant	Application	Recommended	Variance	2021	2022	2023	2024	2025	Total
		2026	2026							5 Yrs
		£	£	£	£	£	£	£	£	£
26-01	Greenshaw Trust - Oakbank Secondary School	4,900.00	4,900.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
26-02	Pound Green Womens Institute	600.00	600.00	0.00	0.00	0.00	600.00	0.00	0.00	0.00
26-03	Bright Hope Church	1,500.00	500.00	(1,000.00)	0.00	0.00	0.00	500.00	0.00	0.00
26-04	Spencers Wood Luncheon Club	500.00	500.00	0.00	500.00	500.00	400.00	480.00	500.00	500.00
26-05	ARC - Wokingham Youth Counselling & Information Service	5,000.00	1,000.00	(4,000.00)	0.00	0.00	0.00	0.00	0.00	0.00
26-06	Alder Grove School - Memorial Garden	5,000.00	0.00	(5,000.00)	0.00	0.00	0.00	0.00	0.00	0.00
26-07	Keep Mobile	4,042.74	2,000.00	(2,042.74)	1,000.00	1,365.00	1,500.00	1,600.00	1,000.00	1,000.00
26-08	Together One Step at a Time	250.00	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
26-09	My Cancer , My Choices	3,630.00	2,000.00	(1,630.00)	0.00	0.00	0.00	0.00	0.00	0.00
26-10	Cowshed	5,000.00	0.00	(5,000.00)	0.00	0.00	0.00	0.00	5,000.00	0.00
26-11	Link Visiting	2,000.00	2,000.00	0.00	0.00	900.00	1,000.00	1,250.00	1,500.00	0.00
26-12	Wokingham District Veteran Tree Association	250.00	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
26-13	Young Person Individual Grant	150.00	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
26-14	Home Start	1,000.00	0.00	(1,000.00)	0.00	0.00	0.00	1,000.00	0.00	0.00
26-15	Seniors Coffee Morning - Rent	1,593.75	1,593.75	0.00	1,400.00	1,770.83	1,500.00	1,215.00	1,625.00	1,400.00
26-16	Shinfield Voluntary Car Scheme - Rent	3,937.50	3,937.50	0.00	500.00	0.00	3,465.00	3,825.00	3,806.25	500.00
26-17	School Awards Scheme	4,140.00	4,140.00	0.00	0.00	0.00	2,000.00	3,600.00	3,720.00	0.00
Total of Applications 2026		43,493.99	23,821.25	(19,672.74)						
Buget			£30,000.00							
Unallocated			6,178.75							

Ref	Payment Date	Payee / Supplier	Amount Paid (exc VAT) £	Description
Please note the payments list is showing over separate months as there were no reports in August 2026				
<u>Other Council Business - July</u>				
001	15/07/2026	HMRC paye	11,152.22	PAYE & NI - June Payroll
002	20/07/2026	IRIS Software Limited	89.76	Payroll Software - July 2026
003	20/07/2026	Everflow Utilities	1,234.99	Water 1 Mth - Allotments
004	20/07/2026	Everflow Utilities	280.04	Water 1 Mth - School Green Centre
005	20/07/2026	Everflow Utilities	124.93	Water 1 Mth - SWP
006	20/07/2026	Everflow Utilities	9.09	Water 1 Mth - Millworth
007	20/07/2026	Everflow Utilities	351.70	Water 1 Mth -High Copse
008	20/07/2026	Everflow Utilities	65.81	Water 1 Mth - Manor
009	20/07/2026	EDF Energy	821.54	Electricity - High Copse - June
010	20/07/2026	Rivervale	381.60	Van Rental - June
011	20/07/2026	SYSCO GB Ltd	342.99	Food Order 9/7/2026
012	20/07/2026	Telefonika UK Ltd	336.07	Mobile Phones - July
013	20/07/2026	Carlton Services	228.00	Service Dishwasher Spencers Wood
014	21/07/2026	Kompan UK	487.11	Playground Inspection June x 3
015	22/07/2026	Peninsula Business Services	475.42	HR & HS August Advice Service - 1 mth
016	22/07/2026	Nigel Jeffries Landscaping Ltd	2,259.60	Grass Cutting - June
017	22/07/2026	Larkstel Ltd	10,076.37	Maintenance of Pitches & Open Space at Manor & High Copse & Hire of Roller - 1 mth
018	22/07/2026	Office Depot International (UK	171.76	Paper, Batteries and Pens for Offices
019	22/07/2026	Royal Electrics	786.00	New Circuit High Copse Kitchen
020	22/07/2026	Absolute Brilliance Cleaning Ltd	5,397.18	Cleaning June - School Green Centre
021	22/07/2026	Absolute Brilliance Cleaning Ltd	1,891.88	Cleaning June - Spencers Wood Pavilion
022	22/07/2026	Absolute Brilliance Cleaning Ltd	241.68	Cleaning June - The Manor Pavilion
023	22/07/2026	Absolute Brilliance Cleaning Ltd	656.40	Cleaning June - High Copse Pavilion
024	22/07/2026	Zip Heaters (UK) Ltd	2,176.26	New Hot Water Boiler High Copse Kitchen
025	22/07/2026	SKS Window Cleaning	60.00	Extra Cleaning of Cafe Windows 2 mthly Contract
026	22/07/2026	Select Environmental Services	522.01	Commercial Waste Services
027	22/07/2026	JD Drains Ltd	204.00	Clear Blockage - June
028	28/07/2026	Engie Power Limited	221.93	Street Lighting Electricity - June
029	29/07/2026	A1 Locksmiths (Berkshire) Ltd	62.99	Replacement Combination Padlock-Allotment
030	29/07/2026	Fcc Recycling (UK) Ltd	126.13	Disposal of Flytipping - 1 Load
031	29/07/2026	Kreatif Design Ltd	81.60	Website Hosting - July
032	29/07/2026	Select Environmental Services	8.88	Sanitary Hygiene Bin - Spencers Wood Pavilion - 1 Mth
033	29/07/2026	Lister Wilder	995.52	Purchase of Brush Cutter for Brambles
034	29/07/2026	Caloo Limited	21,847.20	Installation of Community Shelter
035	29/07/2026	Air It Limited	1,587.20	Microsoft 365 / E Mails - July
036	29/07/2026	Air It Limited	1,899.90	Managed Services - July
037	29/07/2026	Air It Limited	390.31	Telephones - School Green Centre - July
038	29/07/2026	Lister Wilder	169.55	Motomix for Mower & Mower Part
039	29/07/2026	Adcock Refrigeration	526.80	Correction Works at School Green Centre
040	29/07/2026	Employees	33,213.86	Net Pay July
Total Other Business July			<u>101,956.28</u>	
<u>Other Business - August</u>				
041	02/08/2026	FibreNest	37.00	Broadband - High Copse - August
042	03/08/2026	Wokingham Borough Council	1,271.00	Business Rates - August 1/10th - School Green Centre
043	03/08/2026	Wokingham Borough Council	1,160.00	Business Rates - August 1/10th - High Copse Pavilion
044	03/08/2026	Wokingham Borough Council	188.00	Business Rates - August 1/10th - The Manor
045	03/08/2026	Wokingham Borough Council	165.00	Business Rates - August 1/10th - Spencers Wood Pavilion
046	03/08/2026	Wokingham Borough Council	43.00	Business Rates - August 1/10th - Millworth Lane Pavilion
047	03/08/2026	IRIS Software Limited	87.12	Payroll System / License -1 mth
048	04/08/2026	Lloyds Bank plc	46.44	Bank Fee £10 and Charges £36.44 - July
049	04/08/2026	Nest Pension Contributions	3,070.79	Pension Contributions - July
050	05/08/2026	Mission Cycles	2,145.00	Purchase of Electric Bike
051	13/08/2026	La Dolce Vita Caffe	658.30	3868/TEL 10/8/2026/La Dolce Vi
052	13/08/2026	A & E Fire & Security	2,132.21	Fire Safety Check on Equipment
053	13/08/2026	Larkstel Ltd	10,076.37	Maintenance of Pitches & Open Space at Manor & High Copse & Hire of Roller - 1 mth
054	13/08/2026	Josh Chamberlain Arborist	1,000.00	Pollard Tree Canopy Millworth Lane
055	13/08/2026	Kreatif Design Ltd	81.60	August Web Hosting
056	13/08/2026	Hampshire Association of Paris	70.80	Funding & Grants Course - Councillor
057	13/08/2026	Absolute Brilliance Cleaning Ltd	6,224.27	Cleaning School Green Centre - July
058	13/08/2026	Absolute Brilliance Cleaning Ltd	1,891.88	Cleaning Spencers Wood Pavilion - July
059	13/08/2026	Absolute Brilliance Cleaning Ltd	893.81	Cleaning - High Copse Pavilion - July
060	13/08/2026	Absolute Brilliance Cleaning Ltd	241.68	Cleaning - The Manor Pavilion - July
061	13/08/2026	Ricoh UK Ltd	639.66	May - July
062	13/08/2026	Nigel Jeffries Landscaping Ltd	2,203.20	July x 2 Cuts
063	13/08/2026	Seventeenth Construction	1,300.00	Fit Security Doors Ryeish
064	13/08/2026	MCB Dewatering Ltd	1,116.00	Excavate & Test Millworth Water Table
065	14/08/2026	Corona Energy Retail 4 Limited	55.23	Electricity - July - Ryeish Pavilion

Ref	Payment Date	Payee / Supplier	Amount Paid (exc VAT) £	Description
	Please note the payments list is showing over separate months as there were no reports in August 2026			
066	14/08/2026	Corona Energy Retail 4 Limited	246.48	Electricity - July - The Manor
067	14/08/2026	Corona Energy Retail 4 Limited	28.40	Electricity - July - School Green
068	14/08/2026	Corona Energy Retail 4 Limited	45.08	Electricity - July - Millworth
069	14/08/2026	Corona Energy Retail 4 Limited	506.92	Electricity - July - Spencers Wood Pavilion
070	14/08/2026	Corona Energy Retail 4 Limited	623.75	Electricity - July - SGC - South
071	14/08/2026	Corona Energy Retail 4 Limited	1,031.55	Electricity - July - SGC North
072	18/08/2026	EDF Energy	1,340.81	Electricity High Copse - July
073	19/08/2026	Telefonika UK Ltd	394.66	Mobiles & Sims August
074	20/08/2026	Everflow Utilities	1,204.84	Water 1 month - Allotments
075	20/08/2026	Everflow Utilities	232.34	Water/Waste 1 mth - Sch Grn Centre
076	20/08/2026	Everflow Utilities	403.46	Water / Waste 1 mth - High Copse
077	20/08/2026	Everflow Utilities	49.04	Water / Waste 1 mth - Manor
078	20/08/2026	Everflow Utilities	14.27	Water / Waste 1 mth - Spencers Wood Pavilion
079	20/08/2026	Everflow Utilities	98.38	Water / Waste 1 mth - Millworth Pavilion
080	20/08/2026	Rivervale	381.60	Van Rental August
081	25/08/2026	HMRC paye	3,774.61	PAYE & NI
082	26/08/2026	Employees	30,799.52	Net Pay August
083	27/08/2026	Peninsula Business Services	475.42	HR & HS August Advice Service - 1 mth
084	27/08/2026	Air It Limited	503.33	telephones & Broadband -August
085	27/08/2026	Air It Limited	1,899.90	Microsoft 365 , E Mails etc - August
086	27/08/2026	Air It Limited	1,629.80	Managed Support - August
087	27/08/2026	Air It Limited	396.00	Collection of 6 Old Lap Tops and Cleaning Data
088	27/08/2026	Office Depot International (UK	118.44	Printing and Photocopying Paper 25 Reams
089	27/08/2026	Fcc Recycling (UK) Ltd	126.13	Disposal General Non Hazardous Waste (1 Delivery)
090	27/08/2026	Adcock Refrigeration	951.60	Call Out to Cooling System
091	27/08/2026	Wokingham Town Council	509.40	Brushcutter Safety Course x 2 Facilities Officers
092	27/08/2026	SAS Land Services	1,020.00	Clearance of Brambles - Clares Green Rd - Allotments
093	27/08/2026	Alpha Furnishings Ltd	10,602.00	120 x Replacement Chairs - School Green Centre
094	27/08/2026	Berkshire Pest Control Ltd	487.08	Annual Contract Rat Bait Boxes - Millworth (10 Visits)
095	27/08/2026	O'Donovan Services	75.00	Wasp Nest Clearance Deardon Allotments
096	27/08/2026	Engie Power Limited	246.30	Electricity Street Lighting - July
	Total Other Business - August		<u>97,014.47</u>	
	Tin Roof Café - July			
097	20/07/2026	Booker Limited	1,199.76	Purchase Supplies
098	22/07/2026	La Dolce Vita Caffè	272.05	Cakes 9/7/2026
099	27/07/2026	Brakes / Sysco	508.49	Food & Consumable
	Total Tin Roof Café - July		<u>1,980.30</u>	
	Tin Roof Café - August			
100	13/08/2026	Kingdom Coffee International L	241.78	Coffee Order July
101	17/08/2026	Booker Limited	1,781.04	Bookers Order 24/7/2026
102	27/08/2026	Kingdom Coffee International L	204.58	Coffee Order 12th August
103	27/08/2026	La Dolce Vita Caffè	229.10	Cakes 20th August
	Total Tin Roof Café - August		<u>2,456.50</u>	
	Total Other Council Business		198,970.75	
	Total Tin Roof Café		<u>4,436.80</u>	
	Total Lloyds Bank Payments		<u>203,407.55</u>	

Ref	Payment Date	Supplier	Amount (inc VAT) £	Description
Please note that this information has been analysed for July and August separately due to no meeting in August				
Other Council Business - July				
001	04/07/2026	Scale Lane Printers	13.27	Carbonless Receipt Books - Reception
002	06/07/2026	Adobe Systems Software Ireland	66.49	Creative Cloud Pro - Software License -1 mth
003	07/07/2026	Dannels Ltd	27.65	4 x Metal Ring for Poppy Mobiles
004	08/07/2026	Lathams	347.99	Second Steel Security Door for Ryeish Pavilion
005	09/07/2026	Mailchimp	40.75	Mailing App for Newsletters - 1 Mth
006	15/07/2026	Lidl	22.50	Youth Club Activities
007	16/07/2026	GOPAK	37.80	Spare Protective Feet for Chairs - SGC
008	22/07/2026	Asda Stores	63.50	Youth Club Activities
009	22/07/2026	PAC Supplies Gobal Limited	11.39	Till Rolls - Sum Up Machine (Council)
010	23/07/2026	Premium Invention	1,099.91	3 CCTV Cameras - High Copse
011	26/07/2026	Amazon EU	25.99	Microsoft 122 - License iPad (Youth Worker)
012	26/07/2026	Amazon EU	7.95	Work Pad Cover - Youth Worker Equipment
013	27/07/2026	Amazon EU	19.98	Youth Craft Activities
014	27/07/2026	Amazon EU	7.98	Youth Craft Activities
015	27/07/2026	Amazon EU	21.95	Screen Protector - Youth Leader iPad
Total July Other Council Business			<u>1,815.10</u>	

Other Council Business - August

016	04/08/2026	Amazon EU	176.49	Laptop Screen Extender (3 screens) for Office
017	04/08/2026	Rivermarket Ltd	21.99	Insect Repellant for Facilities Officers
018	06/08/2026	Adobe Systems Software Ireland	66.49	Software Subscription for Design - 1 mth
019	06/08/2026	Amazon EU	270.00	Prizes for Event Competitions (£15)
020	07/08/2026	Amazon EU	7.98	Dishwasher Fluid - Spencers Wood Pavilion
021	08/08/2026	Amazon EU	39.95	Solar Eclipse Glasses - Youth Club
022	08/08/2026	Mailchimp	46.24	Mailing App for Newsletters
023	10/08/2026	Gov Uk Maintenance Fees	180.00	Renewal of License
024	10/08/2026	NALC	42.00	Training - Clerk
025	10/08/2026	First Rescue Training & Supplies	294.00	First Aid Training Staff
026	11/08/2026	Origin Suregreen Limited	492.90	Steel Fencing Pins - Mountain Bike Track
027	11/08/2026	Oyple.com LLP	119.95	Safety Barrier Netting - Mountain Bike Track
028	11/08/2026	Amazon EU	28.97	Corner Brace Black for Joint Plates
029	12/08/2026	Text Magic	60.00	Top Up Text Magic - Phone Texts to Allotment Holders
030	17/08/2026	Amazon EU	8.82	Cycling Equipment -Bike reflector for Night
031	17/08/2026	Amazon EU	27.82	Cycling Equipment - Bike Storage Bag
032	17/08/2026	Amazon EU	9.72	Cycling Equipment - Bike Lock
033	17/08/2026	Amazon EU	25.82	Cycling Equipment - Rain Coat
034	17/08/2026	Amazon EU	53.25	Cycling Equipment - Bike Helmet
035	18/08/2026	Amazon EU	10.08	Brackets for CCTV - High Copse
036	19/08/2026	JDDrains	204.00	Drain Maintenance - January 2026
037	19/08/2026	Amazon EU	32.49	Adult Trike Cover
038	20/08/2026	Canva	99.99	Design Software - 1 month
039	24/08/2026	Universal Signs & Silk Screen	16.96	CCTV Warning Signs
040	24/08/2026	The Workplace Depot	71.98	2 Kick Steps
041	27/08/2026	Bio8 Industrial Limited	19.99	Graffiti Removal Fluid
042	27/08/2026	Amazon EU	13.99	Paint Brush Set - Protecting Community Shelter

Ref	Payment Date	Supplier	Amount (inc VAT) £	Description
043	29/08/2026	M P Enterprises	28.99	Tacky Surface Coating - Community Shelter
044	30/08/2026	Amazon EU	36.72	Secure Printing Paper
045	31/08/2026	Wokingham Borough Council	284.20	Pre Planning Application Padel Courts
Total August Other Council Business			<u>2,791.78</u>	

Tin Roof Cafe - July

046	01/07/2026	Lidl	10.18	Milk & Chorizo
047	06/07/2026	Lidl	9.90	Vanilla Ice Cream
048	08/07/2026	Amazon EU	3.69	Coffee Cup Wall Sticker
049	09/07/2026	Lidl	32.08	Milk & Ham
050	09/07/2026	Amazon EU	52.59	Pavement Sign
051	09/07/2026	Amazon EU	8.99	Chalks for Board
052	09/07/2026	Amazon EU	4.49	Café Decorations
053	09/07/2026	Amazon EU	16.99	Wall Clock Cafe
054	09/07/2026	Amazon EU	15.99	Artificial Plants - Cafe
055	09/07/2026	Catering24	91.81	Disposable Cups
056	10/07/2026	Lidl	16.50	Vanilla Ice Cream x 10
057	14/07/2026	Pop Developments	2,016.00	5 2m x 2m Parasols for the Patio
058	22/07/2026	HTR Sales	27.98	Black Paper Drinking Straws
Total July Tin Roof Café			<u>2,307.19</u>	

Tin Roof Café - August

059	12/08/2026	Lidl	13.20	Ice Cream x 8
060	13/08/2026	Hygiene Supplies Direct Limited	45.58	Replacement Bulbs for Fly Trap Kitchen
061	19/08/2026	Vistaprint	91.03	Replacement T Shirts - Cafe
062	24/08/2026	Amazon EU	18.99	Dustpan & Brush
063	24/08/2026	Amazon EU	46.98	New Electric Bug Zapper - Café Kitchen
064	25/08/2026	Lidl	15.90	Ice Cream x 10
Total August Tin Roof Café			<u>231.68</u>	

Total Barclaycard July	4,122.29
Total Barclaycard August	<u>3,023.46</u>
Total	<u>7,145.75</u>

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

The Council has received the documents for the annual all risks policy which is due to be renewed and paid on 1st October. The premium is **£32,242.93**. This excludes the insurance for the Council Van.

The Council undertook a revaluation exercise earlier in the year to ensure buildings are sufficiently covered and the policy and premium was adjusted accordingly.

Under the long-term agreement with Hiscox Insurance Company (3 years), all factors will be considered again for September 2028.