

Minutes of the Annual Council meeting
Held on Wednesday, 27th May 2026
at the School Green Centre commencing at 19:30

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

Attending: B Winton (Clerk)
S Herring (Deputy Clerk)

5 members of the public

Presentation of community awards

Prior to the start of the meeting, the Chair presented the trophies for the community awards.

Following the presentation of awards 3 members of the public left the meeting

26/53 Election of Chair of Council

- 53.1 Cllr Boyer had been nominated by Cllrs Johnson, Montgomery and Peer. There were no other nominations for the role of Chair of Council
- 53.2 The election of Cllr Boyer as Chair of Shinfield Parish Council was APPROVED unanimously
- 53.3 Cllr Boyer signed the declaration of acceptance of office as the Chair of Shinfield Parish Council for 2026/2027

26/54 Election of Vice-Chair of Council

- 54.1 Cllr James had been nominated by Cllrs Boyer, Johnson, Montgomery and Peer. There were no other nominations for the role of Vice-Chair of Council
- 54.2 The election of Cllr James as Vice-Chair of Shinfield Parish Council was APPROVED unanimously
- 54.3 Cllr James signed the declaration of acceptance of office as the Vice-Chair of Shinfield Parish Council for 2026/2027


24.6.26

26/55

Apologies and declaration of members' interests

55.1

Apologies for absence

Apologies had been received from Cllrs Jahromi and Poole and from BCllrs Glover, Johnson and Srinivasan

55.2

Declarations of members' interest

Changes to members declaration of pecuniary interest

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

Cllr Rance was also a Borough Councillor
Cllr Hoyle was related to BCllr Glover

ACTION – All Councillors to review their declaration of pecuniary interest form and send any updates to the Clerk

26/56

Public Questions

56.1

A member of the public presented a petition from members of the community who felt that there was a large gap in communication from Shinfield Parish Council to residents who had no access to social media or any form of IT. They were not requesting a glossy magazine to be posted through every door in the parish, like the annual newsletter, but a couple of A4 sheets that could be left in various locations for collection. Information requested was useful contacts, information on clubs, etc possibly on a quarterly basis.

ACTION –

- Clerk to add 'Newsletters' to the agenda of the Arts, Culture and Events Committee for further discussion and costings.
- Clerk to add 'Newsletters' to the agenda of the next Full Council meeting

26/57

Committee Appointments 2026/2027

57.1

The current list of membership of committees had been circulated with the agenda.

Members agreed to join the following committees:-

57.1.1

Facilities Committee membership for 2026/2027 would be:-

Bowler, Corrine
Boyer, Nigel
Clarke, Ian (VCH)
Jahromi, Peyman
James, Laurence
Johnson, Brett (CH)
Masseron, Nadine
Peer, Dawn



24.6.26

- 57.1.2 Arts, Culture and Events Committee membership for 2026/2027 would be:-
- Bowler, Corinne
Jahromi, Peyman (VCH)
James, Laurence
Matic, Zoran (CH)
Montgomery, Ian
Peer, Dawn
Rance, Jackie
- 57.1.3 Planning and Highways Committee membership for 2026/2027 would be:-
- Boyer, Nigel (VCH)
Hoyle, Richard
Jahromi, Peyman
James, Laurence
Masseron, Nadine
Peer, Dawn (CH)
Pollock, Hilary
- 57.1.4 Children and Young Adults Committee membership for 2026/2027 would be:-
- Bowler, Corinne
Matic, Zoran
Montgomery, Ian (CH)
Pollock, Anthony
Rance, Jackie
- 57.1.5 Staffing Committee for 2026/2027 membership would be:-
- At least 4 members of the Council and no more than 5 including the Vice-Chair of the Council
- James, Laurence (CH)
Matic, Zoran
Montgomery, Ian
Peer, Dawn
Pollock, Anthony
- 57.1.6 Finance and General Purposes Committee membership for 2026/2027 would be made up of the following:-
- Cllr Nigel Boyer as Chair of Council
Cllr Laurence James as Vice-Chair of the Council
Chairs of Standing committees once elected at their first meeting
Cllr Anthony Pollock



24.6.26

- 57.1.7 Cllr Peer suggested that all Councillors should be a member of at least one Committee.

Cllr Johnson requested that an action list from meetings be circulated by the end of the week following the meeting.

ACTION –

- Clerk to invite Cllr Poole to join a standing committee
- Clerk to circulate an action list from meetings by the end of the week following the meeting.

26/58

Meeting Schedule for 2027/28

- 58.1 The proposed meeting schedule for 2027/28 had been circulated with the agenda, making appropriate adjustments for the Christmas holiday period.

Members NOTED the proposed meeting schedule for 2027/2028.

ACTION – Clerk to send out diary notifications to all members

- 20:05 *One member of the public left the meeting*

26/59

Appointments to outside bodies

- 59.1 Members APPROVED the appointments to the following outside bodies:-

Outside Body	2026/2027
Fields NAG	Cllr Peer
AWE Liaison Committee	Cllr Montgomery
Berkshire Association of Local Councils (BALC)	Cllr Peer
Borough/Parish Liaison Forum	Cllr Peer and Cllr Bowler
Godson Charity	Mr Peter Robson (replaced Andrew Oughton December 2025)
Grazeley Village Hall Management Committee	Cllr A Pollock
Natural History Museum	Cllr A Pollock
Shinfield St Mary's CE(VA) Junior School	Cllr Bowler
Shinfield United Charities	Cllr Montgomery and Cllr Jahromi
Shinfield Volunteer Group	Ian Young to act as liaison between group and SPC
Youth Club	Cllr Montgomery and Cllr Jahromi
Spencers Wood Village Hall Committee	Cllrs James and Matic
Wokingham Veteran Tree Association	Cllr H Pollock and Elaine Butler

ACTION –

- Clerk to confirm with Cllr Jahromi that he was still able to be the representative of Shinfield United Charities and the Youth Club
- Clerk to contact the Natural History Museum Liaison group for the meeting schedule
- Clerk to enquire if there were community groups for the British Museum and Kew Botanical Gardens
- Clerk to provide contact details for Grazeley Village Hall Committee to Cllr A Pollock



24.6.26

26/60

Subscriptions

- 60.1 The subscriptions listed below were a repeat of the previous two years except for inflationary increases

Description	£ (Exc. VAT)
Association of Local Councils Of which Berkshire (invoice £1,473) National (invoice £1,180)	2,653
Berkshire Youth (Associate Membership)	100
National Allotment Society	60
Clerks & Councils Direct	80

Members **APPROVED** the schedule of subscriptions to be paid for 2026/2027

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

- 60.2 Members **NOTED** the schedule of subscriptions to be paid for 2026/2027 as detailed below:-

Description	£ (Exc. VAT)
Television Licence – The Manor	175
Television Licence – School Green Centre	175
Television Licence – Spencers Wood Pavilion	175
Television Licence – High Copse Pavilion	175
PPL – PRS Music Licence	606
Information Commissioners Office	73

26/61

Risk Register

- 61.1 Full council was required to formally review the Risk Register on an annual basis. Updates are reported to each meeting of the Finance and General Purposes Committee and the full document was presented in April. Since last year a section had been included to specifically cover the café (FM3.8)

Members **APPROVED** the Risk Register

Proposed: Cllr A Pollock
 Seconded: Cllr I Clarke
 Approved: Unanimously


 24.6.26

- 62.1 The minutes of the meeting held on 22nd April 2026 were approved and signed by Cllr Boyer as a correct record.

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

- 62.2 Matters arising from the minutes of the meeting held on 22nd April 2026

- 26/32/2 Chair and Clerk to update Full Council at the next meeting from their meeting with Buckinghamshire, Oxfordshire and Berkshire Integrated Care Board (BOB ICB)

This had been done and a summary of the conversation can be found on the Planning & Highway Minutes issued with the agenda for this meeting at item 26/PC/53.2

- 26/45.3 Clerk to send three options on the Neighbourhood Plan update to all councillors.

This had been done and a further meeting had been held on Thursday, 21st May 2026.

- 26/45.4.1 Clerk to obtain advice on the responsibility of access to the tennis club via Millworth Lane

There was no clear statement of ownership of land, therefore it was impossible to advise on responsibility. Shinfield Parish Council were under no obligation to do anything to this lane unless they were directing people down the lane that was known to be a liability, in which case they may be liable, however, and it was unlikely that the current conditions would trigger such action.

ACTION – Clerk to explore the legal feasibility of ownership of Millworth Lane

- 26/45.4.2 Clerk to circulate the apportionment spreadsheet presented at the Finance and General Purposes Committee meeting to all councillors.

The Finance Manager had circulated the document as requested

- 26/46.1 Clerk to arrange for the revised Financial Regulations to be published on the website.

This had been done.

- 26/46.2 Clerk to add an item to the agenda of the next meeting to amend the Standing Orders once the correct procedure had been followed.

This was on the agenda – see minute 26/65.1


24.6.26

26/46.3 Clerk to circulate nomination forms, for electing the Chair and Vice-Chair, to members of the Council with an outline of the process.

This had been done.

26/47.1.1 All Councillors to review their declarations of interest

No updates had been received since the last meeting.

26/47.1.2 To review the policy regarding declaring political affiliation in June 2027 following the re-election of the council.

This will be added to the Full Council agenda in June 2027

26/50.1 Clerk to arrange for the Lloyds bank payments to be categorised to separate those for the Café.

This had been done.

26/50.2 Clerk to arrange for the Barclaycard payments to be categorised to separate those for the Café.

This had been done.

26/63

Reports from Borough Councillors

63.1 Report from Borough Councillors

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

63.2 Questions arising from the reports of the BCllrs

Cllr Montgomery referred to the Memorial at Shinfield Park. The Clerk confirmed that the Facilities Team would be tidying up this area.

ACTION – Facilities Manager to arrange for the war memorial area on Shinfield Park to be tidied.

The Chair thanked BCllrs Glover and Johnson, and Rance for their written reports.


24.6.26

Reports from Committees and associated Working Parties

- 64.1 Members received the draft minutes of the Facilities Committee held on 6th May 2026 and an update from the Chair.

The committee had been working on several projects that were detailed in the minutes.

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

ACTION –

- Clerk to arrange for a 'bin map' to be circulated to members
- Clerk to continue with the sports masterplan work to inform a long-term solution.

- 64.2 Members received the draft minutes of the Arts, Culture and Events Committee held on 7th May 2026 and an update from the Chair.

The committee reported that the Annual Parish Meeting had been a success.

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

- 64.3 Members received the draft minutes of the Planning and Highways Committee held on 13th May 2026 and an update from the Chair

Cllr Clarke expressed concerns over the lack of doctors surgeries within the Parish. The Clerk explained the process that had been explained to him during a recent meeting with BOB ICB.

The Chair of the Committee thanked Cllr H Pollock for agreeing to join the committee.

Members **NOTED** the minutes of the Planning and Highways Committee

- 64.4 Members received the draft minutes of the Staffing Committee held on 20th May 2026 and an update from the Chair

The following points were highlighted:-

- Staff appraisals would be commencing the following week.
- Cllr Hoyle raised the issue of the reduction in staffing levels in the café. The Café Working Party reviewed the costs and were making cuts due to expenditure exceeding income.

Members **NOTED** the minutes of the Staffing Committee

- 64.5 Report from the Chair of the Council

Cllr Boyer reported that he had been involved in the presentation at the Annual Council meeting.


24.6.26

64.6 Reports from Outside Bodies

Members NOTED the written report from Cllr Montgomery from the AWE Local Liaison Committee Meeting held on Thursday, 30th April 2026.

26/65

Standing Orders

65.1 3 special motions, proposed by Cllrs Boyer and Matic, to amend the Standing Orders had been submitted.

Motion 1 – Appointment of Vice-Chair

Members APPROVED the changes proposed to the Standing Orders as presented.

Proposed: Cllr Peer
Seconded: Cllr Rance
Approved: Unanimously

Motion 2 – Removal of the Chair's Allowance

Members voted on the changes proposed to the Standing Orders as presented.

Proposed: Cllr Rance
Seconded: Cllr Montgomery
Approved: 4 in favour and 8 against

Therefore, the Chair's Allowance would remain in the Standing Orders.

Motion 3 – to reaffirm the changes presented to Full Council meeting in February 2026

Members APPROVED the changes proposed to the Standing Orders as presented.

Proposed: Cllr James
Seconded: Cllr Peer
Approved: Recommendations 1 and 3 were approved unanimously
Recommendation 2 – 12 for and 1 against

ACTION – Clerk to arrange for the revised Standing Orders to be updated accordingly and published on the website



24.6.26

26/66

Solar Photovoltaic (PV) Panel for the Shinfield Parish Estate

66.1

The report had previously been circulated and set out the recommendations. The CIL budget had been approved by Full Council previously, however, the Facilities Committee were seeking confirmation from Full Council before proceeding further.

PV Panels to be installed at
2026

- Manor Ground (estimated cost £20,000)
- School Green Centre (estimated cost £90,000 including battery storage)

2027

- High Copse Pavilion (estimated cost £65,000 including battery storage)
- Spencers Wood Pavilion (estimated cost £45,000 including battery storage)

Proposed: Cllr Peer
Seconded: Cllr Matic
Approved: Unanimously

ACTION – Clerk and Facilities Manager to proceed with the solar PV installation programme and with the 'Quick-Wins'

26/67

Public Art

67.1

A preferred artist had been selected with a choice of two designs. These were on the tables for inspection.

The recommendation of the ACE committee was for the circular design known as 'Continuum'

Members **AGREED** to proceed with the 'Continuum' sculpture.

Proposed: Cllr Matic
Seconded: Cllr Rance
Approved: 8 For and 5 Against

ACTION –

- Clerk to confirm the final design with the artist and start the legal agreement and preparations
- Clerk to arrange for community engagement on the final art design
- Arts, Culture and Events Committee to initiate fundraising for the public art project



24.6.26

26/68

Invoices for payment

- 68.1 Lloyds bank payment of invoice within the Clerk's financial delegation.
Members **NOTED** the payments made within the Clerk's financial delegation
- 68.2 Barclays bank payment of invoice within the Clerk's financial delegation.
Members **NOTED** the payments made on Barclaycard within the Clerk's financial delegation
- 68.3 Payments due to be made that are out the Clerk's financial delegation.
There were no scheduled payments outside the Clerk's delegation.

26/69

Correspondence

- 69.1 Police and Crime Commissioner launch of new strategy to tackle vehicle crime
Members **NOTED** the new strategy launched by the Police and Crime Commissioner

26/70

Date of Next Meeting

- 70.1 The date of the Full Council meeting will be held on 24th June 2026 at School Green Centre

Meeting ended at 21:34


24.6.26

List of Actions

Minute	Action	Responsibility
26/55.1	All Councillors to review their declaration of pecuniary interest form and send any updates to the Clerk	All Councillors
26/56.1	Clerk to add 'Newsletters' to the agenda of the Arts, Culture and Events Committee for further discussion and costings.	Clerk
26/56.1	Clerk to add 'Newsletters' to the agenda of the next Full Council meeting	Clerk
26/57.1.7	Clerk to invite Cllr Poole to join a standing committee	Clerk
26.58.1	Clerk to circulate an action list from meetings by the end of the week following the meeting.	Clerk
26/58.1	Clerk to send out diary notifications to all members	Clerk
26/59.1	Clerk to confirm with Cllr Jahromi that he was still able to be the representative of Shinfield United Charities and the Youth Club	Clerk
26/59.1	Clerk to contact the Natural History Museum Liaison group for the meeting schedule	Clerk
26/59.1	Clerk to enquire if there were community groups for the British Museum and Kew Botanical Gardens	Clerk
26/59.1	Clerk to provide contact details for Grazeley Village Hall Committee to Cllr A Pollock	Clerk
26/62.2 (26/45.4.1)	Clerk to explore the legal feasibility of ownership of Millworth Lane	Clerk
26/63.2	Facilities Manager to arrange for the war memorial area on Shinfield Park to be tidied.	Facilities Manager
26/64.1	Clerk to arrange for a 'bin map' to be circulated to members	Clerk
26/64.1	Clerk to continue with the sports masterplan work to inform a long-term solution.	Clerk
26/65.1	Clerk to arrange for the revised Standing Orders to be updated accordingly and published on the website	Clerk


 24.6.26

26/66.1	Clerk and Facilities Manager to proceed with the solar PV installation programme and with the 'Quick-Wins'	Clerk and Facilities Manager
26/67.1	Clerk to confirm the final design with the artist and start the legal agreement and preparations	Clerk
26/67.1	Clerk to arrange for community engagement on the final art design	Clerk
26/67.1	Arts, Culture and Events Committee to initiate fundraising for the public art project	ACE Committee



24.6.26

