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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 26th March 2025 at the School Green Centre commencing at 19:30

A handwritten signature in blue ink, appearing to read 'Bruce Winton', is positioned above the printed name.

Bruce Winton
Chief Executive and Clerk to the Parish Council
20th March 2025

Members: Cllrs Boyer, Clarke, Fernandes, Grimes, Hoyle, Jahromi, James, Johnson, Jones, Lias, Masseron, Matic, Montgomery, Peer and Tatla

Agenda

1. Public Questions

- 1.1 To **RECEIVE** and **CONSIDER** any questions from the public

2. Apologies and declarations of members' interests

- 2.1 To **RECEIVE** and **CONSIDER** members' apologies for absence
- 2.2 To **RECEIVE** and **CONSIDER** declarations of members' interests
- 2.3 To **RECEIVE** and **CONSIDER** changes to members' declarations of pecuniary interest

3. Minutes of Full Council Meeting held on 26th February 2025

- 3.1 To **APPROVE** the minutes of the Full Council meeting held on 26th February 2025* as a correct record of the meeting
- 3.2 To **RECEIVE** information on matters arising

4. Reports Borough Councillors

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

5. Reports from Committees and associated Working Parties

- 5.1 To **RECEIVE** and **NOTE** the draft minutes of the Facilities Committee held on 5th March 2025* and an update from the Chair
- 5.2 To **RECEIVE** and **NOTE** the draft minutes of the Arts, Culture and Events Committee held on 6th March 2025* and an update from the Chair
- 5.3 To **RECEIVE** and **NOTE** the draft minutes of the Children and Young Adults Committee held on 11th March 2025* and an update from the Chair
- 5.4 To **RECEIVE** and **NOTE** the draft minutes of the Planning and Highways Committee held 12th March 2025* and an update from the Chair

* indicates one or more attachments in support of the item

** indicates papers to follow

- 5.5 To **RECEIVE** and **NOTE** the draft minutes of the Staffing Committee dated 19th March 2025* and an update from the Chair
- 5.6 To **RECEIVE** and **CONSIDER** a verbal update from the Corporate Governance Working Party
- 5.7 To **RECEIVE** a verbal report from the Chair of the Council
- 5.8 To **RECEIVE** reports from outside bodies

6. Millworth Sports Park

- 6.1 To **RECEIVE** and **CONSIDER** an update on the revised drawings and costs for the proposed Millworth Sports Park

7. Crumbs Café lease

- 7.1 To **RECEIVE** and **APPROVE** the lease between Shinfield Parish Council and Crumbs Cafe

8. Invoices for payment

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

9. Correspondence

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

10. Date of Next Meeting

- 10.1 The date of the next Full Council Meeting will be held on 23rd April 2025

** indicates one or more attachments in support of the item*

*** indicates papers to follow*

Minutes of a meeting of Full Council
Held on Wednesday, 26th February 2025
At School Green Centre commencing at 19:30

Present: Cllrs Boyer, Grimes (Chair), Hoyle, Jahromi, James, Jones, Lias, Masseron, Matic, Montgomery, Peer and Tatla

Attending: BClIr Rance
B Winton (Clerk), S Herring (Deputy Clerk)

25/12 Public Questions

- 12.1 There were no public questions

25/13 Apologies and declarations of Members' Interest

- 13.1 Apologies had been received from Cllrs Clarke and Johnson and BClIrs Glover and Gray
- 13.2 There were no declarations of interest
- 13.3 There were no changes to members' declarations of pecuniary interests

25/14 Minutes of the Meetings held on 29th January 2025

- 14.1 The minutes of the Council Meeting held on 29th January 2025 were approved and signed by the Chairman as a correct record.

Proposed: Cllr Jahromi
Seconded: Cllr Montgomery
Approved: Unanimously

14.2 The following matters arising were discussed:

- 25/1.1** Clerk to set up a public meeting in two weeks and to invite the MP, representatives of Anthem Trust and WBC

A meeting had been held on 13th February with approximately 45 members of the public, BClIr Prue Bray and Yuan Yang MP in attendance. The next public meeting is scheduled for Friday 28th March at 18.00 in the School Green Centre. It is hoped that the Chief Executive of Greenshaw Learning Trust (the interim Trust) will be attending that meeting.

ACTION – Clerk to circulate the name of the new trust to all members once it has been announced

25/4.2

- 24/128.1 Deputy Clerk to send calendar invitation to all members for a tour of High Copse Pavilion

This had been done.

- 24/129.1 Clerk to add the lease between SPC and Crumbs Café to the agenda of the Full Council in February 2025

The Clerk apologised for not tabling for this meeting and advised that he would expect it to be on the agenda for the March Full Council after the catering quarterly meeting on 28th February.

- 25/6.6** Clerk to add Corporate Governance Working Party to the agenda in May

This would be done.

- 25/8.1** Deputy Clerk to issue calendar updates to councillors for meetings 2025/26

This had been done.

- 25/9.1** Deputy Clerk to confirm training date and time for Public Speaking training course

This had been arranged for 13th March 2025 at 18:30.

- 25/9.1** Deputy Clerk to send a diary entry to all councillors for the Public Speaking training course

This had been done.

- 25/9.1** Deputy Clerk to open the training session up to other local parish councils

This had been done and to date there had been 11 people booked onto the course, these included Earley Town Council, Twyford Parish Council, Arborfield Parish Council, Wokingham Town Council, Barkham Parish Council, Wokingham Without Parish Council, Winnersh Parish Council.

25/15

Reports from Borough Councillors

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

- 15.2 The following matters were raised:

- BCllr Glover reported that there was a plan to install solar panel canopies at MereOak Park and Ride.
- BCllr Rance had been speaking to the neighbours of 52 Oaklands Road. Concern was expressed that Wokingham Borough Council (WBC) Enforcement were not addressing the problems.

Members expressed concerns that not all BCllrs were taking an active role and working closely with the parish council. It was recognised that there were sometimes clashes with meetings and they had to give WBC meeting priority, however, it was felt that a report on their work would help to strengthen the relationship.

ACTION –

- Clerk to invite BCllrs to the next joint meeting with the University of Reading (UoR)
- Clerk to prepare a report detailing BCllr attendance at Shinfield Parish Council (SPC) meetings, their submission of a written report and whether apologies had been submitted

19:58 BCllr Rance left the meeting

25/16

Reports from Committees and associated Working Parties

16.1 **Facilities Committee**

Members **NOTED** the minutes of Facilities Committee held on 5th February 2025

16.2 **Arts, Culture and Events Committee**

Cllr Matic formally thanked the Clerk, Deputy Clerk and all members of the council staff for their work in making the Shinfield Art Showcase a successful event. The preview evening had been a fantastic start to the exhibition. Of the 305 paintings exhibited, 48 had been sold. £575 had been raised for the Alexander Devine Hospice (from the sale of David Cotton's art work) and 20% commission from the remainder of the sales would be put towards SPC public art. Two paintings had been donated to SPC that would be added to the SPC inventory, these were

- 1) 'Perhaps' by Trish Roberts – donated by SPC Facilities Officer
- 2) 'Talinka' by Michael Jay Hibbit – donated by the artist

The Clerk also thanked all staff who had worked hard to ensure the event was a success.

Members **NOTED** the minutes of Arts, Culture and Events Committee held on 6th February 2025

16.3 **Minutes of the Planning and Highways Committee**

Cllr Lias reported that he had been following the planning inquiry for PA233038 - Land East of Hayes Drive North of Three Mile Cross. From the information to date it would appear that the DEPZ was not going to block the application. Cllr Lias would be raising questions including concerns over flooding issues.

Cllr Lias raised concerns over the future of the land adjacent to Aldergrove School that had been identified for an extension to the school. Members requested that more information be requested from WBC regarding the future

intentions of primary school expansion, including the proposed Spencers Wood Primary School in Shinfield Parish.

ACTION –

- Cllr Lias to report back on the planning inquiry for PA233038
- Clerk to contact UoR regarding the land adjacent to Aldergrove Primary School
- Clerk to contact WBC regarding future primary school provision in the parish

Members **NOTED** the minutes of the Planning and Highways Committee held on 12th February 2025

16.4 Minutes of the Finance and General Purposes Committee

Cllr James reported that the following meetings would be taking place

- Meeting with the Facilities Manager regarding a long term maintenance plan for SPC assets
- Finance group meeting with WBC regarding S106 money
- Meeting with Martin Alder, WBC regarding outstanding traffic issues

Members **NOTED** the minutes of the Finance and General Purposes Committee held on 19th February 2025

16.5 Corporate Governance Working Party

The Corporate Governance Working Party was meeting fortnightly to update the Standing Orders and were working towards the updated document being adopted by Annual Council Meeting in May.

ACTION – Clerk to add to the agenda of the meeting in May

16.6 Chairman's Report

AG advised that

- He had recently moved house and would continue as a SPC Councillor and Chairman of the Council until May 2025.
- He would be meeting with Martin Alder, WBC regarding the number 3 bus operating every 30 minutes to Wokingham, and discussing the issues around school buses
- He would be monitoring the uptake of spaces at Oakbank School that should be announced next week
- He had developed a good relationship with Yuan Yang, MP and was in contact with Clive Jones, MP

16.7 Reports from Outside Bodies

- 1) Cllrs Montgomery and Matic had met with Reading BCllrs for the South Whitley and Church Wards on Saturday, 22nd February 2025.

Three areas of potentially common interest were discussed

- Building of one of two possible pathways from Whitley Wood Community Centre (Lexington Drive) to Whitley Wood Lane, to meet up with a proposed

road crossing to facilitate access to both sides of this busy road. This would necessitate further hedge cutting in the direction of the Lower Earley Relief Road junction, on the Western side of the road to match up with that already achieved recently by Reading Borough Council (RBC). Exact locations to be determined.

Discussion also centred on proposals to install a roundabout on this very busy, and in some eyes, dangerous junction. The late Former WBC and SPC Councillor, Normand Gould, mentioned that S106 monies should have been used 12 /13 years ago for this)

- Discussion on better, more coherent phasing of traffic lights on the two junctions on Shinfield Road, (possibly also installing crossings) would/could produce better traffic flow in both directions. This was agreed as a RBC issue but that we are happy to explore options.
 - A review of an area known as Shinfield Community Park, adjacent to Linden Drive and Blagdon Road in Whitley, currently very under used, with a view to installing a multi-gym and/ or a running track to encourage youngsters to be active. If linked with "2" This could attract youngsters from Shinfield Rise area?
 - It was suggested that discussions could be carried out between SPC Planning and Highways Committee, RBC councillors and Mark Redfearn on a way forward for joint working and possibly funding using CIL or S106 monies.
- 2) Cllr Peer had attended the Borough Liaison meeting:-
- Tension between WBC and RBC on traffic issues
 - Proposed M4 bridge to be for buses, pedestrians and cyclists only
 - Traffic will no longer impede on planning

25/17

Appointments to outside bodies

- 17.1 Cllr Montgomery and David Purton were **RE-APPOINTED** as representatives to serve on Shinfield United Charities.

Proposed: Cllr Lias
Seconded: Cllr Boyer
Approved: Unanimously

ACTION – Clerk to inform Shinfield United Charties of the reappointments

25/18

Millworth

- 18.1 This item would be deferred to the meeting in March in order for all the information to be collated and circulated to Cllrs so they could make an informed decision.

ACTION – Clerk to circulate details of the revised plans to members prior to the Full Council meeting in March

25/19

Correspondence

- 19.1 The Clerk had received an email from Molli Cleaver, UoR regarding Hall Farm/Loddon Garden Village extending an invitation to SPC as well as Borough Councillors and "Representatives from local community and interest groups e.g. schools, churches and healthcare providers".

ACTION – Clerk to circulate date of meeting with UoR regarding Hall Farm/Loddon Garden Village once this had been set

25/20

Wokingham Borough Council

20.1 WBC's Community Governance Review

Members considered the questions raised in WBC's Community Governance Review and agreed to respond as follows:-

- Do you think the boundary of your town or parish should be changed? YES
- Please provide a narrative description of the changes you would like
 - Expand SPC boundary to encompass the group of houses at the end of Ryhill Way
 - Expand SPC boundary along the River Loddon to the Hampshire County Boundary towards Swallowfield to encompass the properties on Lambs Lane
- Why do you think the boundary should change?
So that properties in the same area fall under one local council
- Do you think the name of your town or parish should change? NO
- Do you think the warding arrangements in your area should be changed? YES
- How do you think the warding arrangements should be changed? Wards are not necessary, Shinfield Parish is one community

Proposed: Cllr Boyer
Seconded: Cllr Lias
Agreed: 10 For, 2 Abstentions

- Do you think the number of town or parish councillors in your area should be changed? YES
- How many councillors do you think there should be? Please also tell us your rationale. Change from 15 to 18 Councillors due to the increase in the number of properties.

Proposed: Cllr Lias
Seconded: Cllr Hoyle
Agreed: Unanimously

ACTION – Clerk to complete and return the Community Governance Review on behalf of the Council

20.2 **WBC's Plan 2025-2030**

Members considered the WBC's Plan. The following initial comments were made:-

- Fairness Mission – Shinfield Parish does not seem to have been treated fairly, for example, “everyone in Wokingham Borough has equitable access to opportunities, support and leisure regardless of their circumstances” and
- “Residents across the borough have access to a range of education, skills and services and opportunities . . . ”

ACTION – Members to submit comments to the Clerk by the 7th March 2025

25/21 Invoices for Payment

21.1 **Payments made within the Clerk's financial delegation**

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

21.2 **Payments made on Barclaycard within the Clerk's financial delegation**

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

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

There were no payments outside the Clerk's delegation.

25/22 Date of Next Meeting

22.1 The date of the next meeting was Wednesday, 26th March 2025

Meeting ended at 21:22

List of Actions

25/14.2		
25/1.1	Clerk to circulate the name of the new trust for Oakbank School to all members once it had been announced	Clerk
25/15.2	Clerk to invite BCLRs to the next joint meeting with the University of Reading (UoR)	Clerk
25/15.2	Clerk to prepare a report detailing BCLlr attendance at Shinfield Parish Council (SPC) meetings, their submission of a written report and whether apologies had been submitted	Clerk
25/16.3	Cllr Lias to report back on the planning inquiry for PA233038, Land East of Hayes Drive North of Three Mile Cross	Cllr Lias
25/16.3	Clerk to contact UoR regarding the land adjacent to Aldergrove Primary School	Clerk
25/16.3	Clerk to contact WBC regarding future primary school provision in the parish	Clerk
25/16.5	Clerk to add the updated Standing Orders to the agenda of the Full Council meeting in May	Clerk
25/17.1	Clerk to inform Shinfield United Charities of the reappoint of Cllr Montgomery and David Purton	Clerk
25/18.1	Clerk to circulate details of the revised plans for Millworth Sports Park to members prior to the Full Council meeting in March	Clerk
25/19.1	Clerk to circulate date of meeting with UoR regarding Hall Farm/Loddon Garden Village once this had been set	Clerk
25/20.1	Clerk to complete and return the Community Governance Review on behalf of the Council	Clerk
25/20.2	Members to submit comments on WBC's Plan to the Clerk by the 7 th March 2025	All members / Clerk

Borough Councillor Reports

Councillor Edmonds

Councillor Gray

Councillor Glover

Councillor Rance

21/2/25 Visited the Painting Exhibition, School Green. I understand it was a 'sell out'. Was mesmerised by the beauty of all and marvelled at the many different ways one can produce a picture.

23/02/25 Met resident in Gloucester Ave. Erecting summer house in place of shed but two complaints meant visit from WBC who say it is within legal allowances but maintain he has to have PP. Bitter blow. He's stressed, couldn't fathom the application docs. Was going to give up and pull the new 'shed' down. Bit drastic. (9/3/25 PP publicised). Same day Bookers Hill, saw deer dead. Photo'd sent to Cleaner & Greener. It was picked up by 2pm on 24th. Requested signage. WBC take 60 days to respond. I parked near a drain which was completely blocked. Very often further down Bookers there's flooding after heavy rain, and no wonder. Nothing would get out of this drain. Took photo, wrote to WBC Highways. (10th March rec'd notice that Gullies/Pipework will start very soon)

24/2/25 Phone call Community Church. Wanted me to join them this evening, which I couldn't. Would like to say prayers for 'us'. Suggested the children of Oakbank School. They are the ones in educational crisis and need all our thoughts and prayers.

Queried bollards in Bays/Cobham. WBC responded (SPC may know this) the bollard section not adopted. WBC working with Developers to address residual issues to finalise areas which may be adopted or remain management company control. Meanwhile builders remain responsible for maintenance. Residents approached Taylor Wimpey as delivery drivers cutting through. Put cones there to deter drivers. WBC say TW 'may' have refused to install bollard as the salient issue is one of police enforcement. Residents could raise this with TVP. WBC have requested TW to consider installing bollards and are awaiting decision.

25/2/25 Received notification from Molli Cleaver, Community Engagement, Whiteknights Campus which SPC probably know about. Construction starting near Natural History Museum Access Road on new road and temporary being built. Expected to finish, end 2026. Footpaths to remain open.

Several more residents emailed about Shire Hall. Horrified about the demolition/ the plans put forward/the immense traffic implications. Planning Permission dated 25th February No 250415 Observations by 25th March.

27/2/2525 Resident emailed re overflowing litter bin Oatlands Road. Had a look! Reported it to SPC who had received similar report. 24 hours later it's cleared.

27/2/25 SPC probably know, I didn't. Questioned Highways about Bolton/Deardon roadworks began 17/2/25 changing junction priority - Deardon minor, and Bolton major arm in the new development.

29/2/25 At least 10 residents upset as works went on to 11.30pm down to Westall St junction, with max noise from lorries and cranes. Most said they had not received any formal notification. Wrote to WBC - Reply 14.3.25 – "Resurfacing planned for 28/2/25 & 1.3.25 to be Day works but traffic levels meant difficulties. Decision taken to do works between 19.00-23.00 & accepted by WBC. Buxted organised letter drop for advance warning, but this was not delivered as agreed on 26/2/25. Residents voiced concern about the noise so Contractor suspended works at 10pm, but was obliged to decide to make the works safe and return another night or continue. Rightly or wrongly they resolved to continue until midnight. We are disappointed by events and taking it up directly with the Developer".

Met with Sarah Bell who kindly explained fully about Management Companies and their charges. Mind blowing. She is going to forward me paperwork and we hope to meet again and with residents.

1/3/25 Several residents complained about front garden of house North Shinfield. Chronic state. Took photos – cars dumped, lorries, junk, tyres, bottles. Wrote to ASB who responded straight away. Officers investigating. Will be kept informed.

6/3/25 Ian Clarke, SPC alerted me to the apparent emptiness of Ryeish Green Bungalow, next to Oakbank School. Wrote to WBC, Julia Poole, Voids Manager answered "This is a Void property. Not empty. Been split into 5 rooms. Let since 2022 as supported accommodation, being a joint venture with WBC & NHS. for highly vulnerable occupants (hence security gate). Run by Loddon Homes Ltd."

Blue fencing along Church Lane all fallen over for 9 months. Spoke to Highways – the fencing should be mended by end of March. They haven't started yet! Barriers outside Pulleyn's will remain until investigation works are completed by drainage team (except no one has been out there for months. They tell me Case Closed!

7/3/25 Met 2 Hawthorn residents troubled re management fees. One hoping to become a Director, so 'part of the management team'. Seems excellent solution which others might follow. They also complained about Speeding and the placement of bus stops!!

8/3/25 Pleased to hear that Wokingham South's Neighbourhood Team arrested 2 shoplifters in Shinfield Coop. Let's hope it deters others. The Team confirm that all reports should be made to TVP, rather than FB groups.

11/3/25 Two residents emailed – one in Skylark, the other Church Lane. Very concerned about the new road layout at Deardon/Bolton. Traffic speed escalating. Worried about families going into Honeysuckle Nursery. Would like to see a crossing there.

12/3/25 Contacted Bruce, SPC for advice. I then emailed Matthew Gould, WBC who was not dismissive. Advised I used “Report a Road Safety Concern”. I have and been informed an officer will make enquiries and contact will be in approx. 12 weeks!

12/3/25 Took part in Counter Security Office Terrorism Training for Councillors on Teams

14/3/25 Invited to Loddon Garden Village Shinfield Stakeholder forum 27/3/25

Councillor Srinivasan

Councillor Munro

Minutes of a meeting of
The Facilities Committee
held on Wednesday 5th March 2025
at the School Green Centre commencing at 19:30

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

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

25/FC/24 Public Questions

24.1 There were no public questions.

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

25.1 Apologies for absence had been received from Cllrs James & Jahromi
and S Ali (Facilities Manager)

25.2 Declarations of Members' interests

There were no declarations of Members interests.

25/FC/26 Minutes of the Previous Meeting

26.1 The minutes of the Facilities Committee meeting held on 5th February 2025
were approved as a correct record and signed by Cllr Clarke

Proposed: Cllr Masseron
Seconded: Cllr Johnson
Approved: Unanimously

26.2 The following matters arising from the meeting held on 5th February were
discussed:

25/FC/15.2

24/FC/82 Facilities Manager to inform AOC of the decision of the Committee
regarding the installation of the hatch to the kitchen

This had been communicated to AOC and as a result there had been
progress on implementation. The Facilities Manager was in the process
of arranging a site visit for 12th March to confirm the details for a May
half-term installation.

24/FC/89.1 Facilities Manager to progress moving a bin from Fullbrook Avenue to Hyde End Road

The bin had now been relocated.

24/FC/107.2 Clerk to add the ongoing grounds maintenance costs for the High Copse site to the agenda of the Sports Working Party

This would be done.

24/FC/108.4 Deputy Clerk to report back once options and costs had been obtained for the provision of the necessary equipment in the Tower and Grazeley rooms for streaming and recording council meeting

Meetings had been arranged to discuss options with external suppliers.

ACTION – Deputy Clerk to report back once options and costs had been obtained for the provision of the necessary equipment in the Tower and Grazeley rooms for streaming and recording council meeting

24/FC/110.2 Clerk to add the future of Ryeish Green Pavilion to the agenda of a future Full Council meeting

This would be done with a view to placing on the Agenda for the April meeting.

ACTION – Clerk to add the future of Ryeish Green Pavilion to the agenda of the Full Council meeting in April

25/FC/16.2 Clerk to arrange revised drawings and costings for Millworth Sports Park for consideration by Full Council

See minute 25/FC/27.2

25/FC/16.2 Clerk to add Millworth Sports Park to the agenda of the Full Council meeting in February

This had been done but as costings were not received in time the item was withdrawn from the agenda.

ACTION - Clerk to add Millworth Sports Park to the agenda of the Full Council meeting in March

25/FC/16.2 Clerk to arrange a meeting with Chris Howard and Andy Glencross, WBC regarding Millworth Sports Park

This would be held on Monday, 10th March at 1.00p.m.

25/FC/16.2 Clerk to invite members of the committee to the meeting with Chris Howard and Andy Glencross, WBC

This had been arranged for 10th March 2025. Members of the Working Party had been invited directly.

- 25/FC/16.2** Clerk to add Hiring of Facilities as a standing item on the agenda of future Facilities Committee meeting (starting from April 2025 to allow a report on the year ending 31st March 2025)

This will be done with effect from April 2025.

ACTION - Clerk to add Hiring of Facilities as a standing item on the agenda of future Facilities Committee meetings

- 25/FC/16.4** Clerk to add the funding of the Hybrid Cricket Strips to the next meeting of Finance and General Purposes Committee

This had been done.

- 25/FC/16.5** Facilities Manager to obtain quotes for extending the patio area in front of the pavilion

This was still with the Facilities Manager.

ACTION - Facilities Manager to obtain quotes for extending the patio area in front of the pavilion

- 25/FC/18.1** Deputy Clerk to progress the update of the Community Room at Spencers Wood Pavilion

See minute 25/FC/29.1

- 25/FC/18.2** Clerk to present options for reducing ASB at Spencers Wood Pavilion at the next meeting

See minute 25/FC/29.2

- 25/FC/18.2** Cllr Johnson to engage with young adults around Spencers Wood Pavilion to identify issues and needs they may have

See minute 25/FC/29.2

- 25/FC/19.1** Members to propose potential names for the principal room at High Copse Pavilion for consideration at the next meeting

See minute 25/FC/30.1

- 25/FC/19.2** Clerk to arrange a site visit for the Working Party and others to examine the playing surfaces at High Copse

The Clerk was arranging a site visit.

ACTION - Clerk to arrange a site visit for the Working Party and others to examine the playing surfaces at High Copse

- 25/FC/20.1** Clerk to follow up alternative options for Microgeneration advice
- See minute 25/FC/31.1
- 25/FC/21.1** Clerk to arrange a site visit to the Environmental Field to include Andrew Fletcher (WBC), Cllr Clarke and the Facilities Manager
- See minute 25/FC/32.1
- 25/FC/21.2** Clerk to arrange a site visit to Deer Leap Park to include Cllr Clarke, BCllr Glover and Ray Barry (WBC)
- See minute 25/FC/32.2
- 25/FC/21.3** Clerk to add the discussion on potentially providing a new interpretation panel for Deardon Orchard to the agenda for the next meeting
- See minute 25/FC/32.3

25/FC/27

Sports Provision

27.1 Toilets for Millworth Lane

The Finance & General Purposes Committee had approved an additional £18k to enable completion of the toilet installation. Quotes received were for £10,400 + VAT to complete the installation and £2,500 + VAT for trackway. Crane hire is expected to be a further £1,500 + VAT for a total to completion of £14,400 + VAT (£17,280 VAT inc)

Members **APPROVED** the completion of the project

27.2 Millworth Sports Park

This had been scheduled for discussion at Full Council last week but as the updated costing had not been received until the morning of the meeting there was insufficient time to consider the revised figures.

The request was to see the impact of moving to a revised layout for Millworth Lane which:

- Retained the basketball/netball courts
- Retained the padel tennis courts and the option for expansion of tennis courts in the future
- Retained the full-sized grass pitch
- Removed 3g court provision (on the basis of going to High Copse)
- Removed the Pump Track (again this could go to High Copse)
- Provided an alternative route for vehicle access to the Tennis Club toilets
- Doubled the size of the main car park (which was itself a doubling of the current car park)

The revised costing suggests that the revised layout for Millworth Lane would cost less than the currently authorised budget after taking into account

increased costs for car parking, padel and other smaller elements. However this revised figure excludes 3g facility and pump track.

The discussion was linked to being able to accommodate 3g at High Copse Pavilion and members consider this using drone footage provided by Cllr Johnson. It was agreed that there would be sufficient room to accommodate a 3g facility at High Copse which was much larger than that originally proposed for Millworth Lane.

This would be the subject of a separate capital project which would look to be at least partly funded via the local football clubs and the Berkshire and Buckinghamshire Football Association (BBFA).

ACTION – Cllr Johnson to send the aerial photograph of High Copse to the Clerk

ACTION – Clerk to send the revised plan for Millworth Lane to members of the Committee

ACTION – Clerk to label up photograph of High Copse with potential development and circulate to members

ACTION – Clerk to arrange a site visit to High Copse once the evenings were lighter

The University of Reading had reported that there would be an archaeological assessment taking place on the land north of the bus lane. This was to maintain the planning approval for the pitches north of the bus lane. There was however still no identified funding for the provision of those pitches.

27.3 Cricket strips – Manor Ground

This had been approved at Finance & General Purposes Committee

ACTION – Facilities Manager to inform Cllr Johnson when the work was to commence so he could take drone photographs

27.4 Other Sports matters

There were no further sports matters to report.

25/FC/28

School Green Centre and School Green

28.1 School Green Centre

The Facilities Manager was developing a long-term maintenance programme that would include all items of anticipated major expenditure for maintenance and redecoration of the building. Members noted that some areas of the building needed attention, for example, the floor in the Tower Room. These would be picked up by the plans for the normal care of the building.

The Facilities Manager would also be retendering the cleaning contract at the appropriate time.

28.2 School Green working Party

Nothing to report at the current time.

25/FC/29

Spencers Wood Pavilion

29.1 Upgrade to the Community Room

The new blinds had been fitted into the Community Room at the Spencers Wood Pavilion on 19th February 2025.

The quote received from Project Audio Visual UK for installing the speakers, (these had been removed from the Ryeish Green room at the School Green Centre) was £1398.00 (including VAT).

Cllr Johnson would take an aerial drone picture of the area with the Spencers Wood Pavilion in the centre once the weather had brightened up. This would be placed on the large wall at the end of the hall.

The concertina wall divider was not being utilised and was costing money for maintenance. It was proposed that consideration be given to the removal of the divider at a future meeting.

ACTION – Facilities Manager and Deputy Clerk to consider whether to remove the divider in the Community Room at Spencers Wood

29.2 Anti-Social Behaviour (ASB) at Spencers Wood Pavilion

Discussion took place regarding installing a seated shelter on the recreation ground with solar panels to allow for charging electronic devices. It was suggested that the best position for this would be by the gate onto the field at the car park entrance end of the field with the intention of providing a facility away from the pavilion itself.

It was also suggested that a low-level fence may be required along the front of the building to provide hirers with greater separation from groups of teenagers who would otherwise hang out around the building. This would be considered further at a future meeting if the shelter did not help address the problems being experienced.

Members **AGREED** to install a shelter on the recreation ground.

ACTION –

- Clerk to investigate designs and costings for the seated area to be discussed at the next meeting
- Cllr Johnson to discuss plans with the frequent visitors to the recreation ground

25/FC/30

Other Council buildings

30.1 High Copse Pavilion

Suggestions had not been received for a name for the large hall at the High Copse Pavilion. This item to be deferred to the next meeting.

ACTION – Cllrs to suggest names for the large hall at High Copse Pavilion and send these to the Clerk before the next meeting

30.2 High Copse Pavilion – working party

This would be set up in due course.

ACTION – Clerk to set up a working party to look at the use of the High Copse Pavilion

25/FC/31

Microgeneration

31.1 The Clerk was investigating options with an external consultant.

ACTION – Clerk to follow up Microgeneration advice with the external consultant

25/FC/32

Parish Wide Items

32.1 Environmental Field at the End of Hayes Drive

ACTION – Cllr Clarke to arrange a site visit to the Environmental Field to include Andrew Fletcher (WBC), Facilities Manager and the Clerk

32.2 Deer Leap Park – grassed area

ACTION – Cllr Clarke to arrange a site visit to the Deep Leap Park – grassed area, to include Raymond Barry and Catherine Glover.

32.3 Deardon Orchard – information board

Existing panel was weather worn and too wordy. Proposal would be for something slightly larger with simplified text, recognising Freely Fruity. This could be mounted to the same base to reduce costs. It was proposed that Freely Fruity be asked to help design a new sign.

ACTION – Clerk to contact Freely Fruity to ask if they would like to help design a new sign for Deardon Orchard

32.4 Hyde End Lane pitches

Cllr Clarke reported that the pitches were looking good. Wokingham Borough Council (WBC) owned the pitches and would be letting them out to users.

Concern was expressed about the fruit trees that had been planted in an area adjacent to the pitches that had now been destroyed by the deer.

25/FC/33

Correspondence

33.1 Spencers Wood Pavilion signage

A member of the public has raised concerns over the lack of signage at the Spencers Wood Pavilion. The Clerk proposed a sign be positioned on the road near the exit to the car park to mirror the noticeboard on the opposite side of the exit. This would include the name of the pavilion, an arrow to direct visitors to the entrance to the car park, a contact email address and phone number for bookings and a QR code for the SPC website.

Members **AGREED** to the installation of a sign

ACTION – Clerk to arrange for installation of a sign at the Spencers Wood Pavilion and Recreation Ground

25/FC/34

Date of Next Meeting

34.1 The next meeting would be held on Wednesday, 2nd April 2025

The meeting ended at 21:05

List of Actions

25/FC/26.2	Deputy Clerk to report back once options and costs had been obtained for the provision of the necessary equipment in the Tower and Grazeley rooms for streaming and recording council meeting	Deputy Clerk
25/FC/15.2		
24/FC/110.2	Clerk to add the future of Ryeish Green Pavilion to the agenda of the Full Council meeting in April	Clerk
25/FC/16.2	Clerk to add Millworth Sports Park to the agenda of the Full Council meeting in March	Clerk
25/FC/16.2	Clerk to add Hiring of Facilities as a standing item on the agenda of future Facilities Committee meetings	Clerk
25/FC/16.5	Facilities Manager to obtain quotes for extending the patio area in front of the pavilion	Facilities Manager
25/FC/19.2	Clerk to arrange a site visit for the Working Party and others to examine the playing surfaces at High Copse	Clerk
25/FC/27.2	Cllr Johnson to send the aerial photograph of High Copse to the Clerk	Cllr Johnson
25/FC/27.2	Clerk to send the revised plan for Millworth Lane to members of the Committee	Clerk
25/FC/27.2	Clerk to label up photograph of High Copse with potential development and circulate to members	Clerk
25/FC/27.2	Clerk to arrange a site visit to High Copse once the evenings were lighter	Clerk
25/FC/27.3	Facilities Manager to inform Cllr Johnson when the work was to commence so he could take drone photographs	Facilities Manager
25/FC/29.1	Facilities Manager and Deputy Clerk to consider whether to remove the divider in the Community Room at Spencers Wood	Facilities Manager
25/FC/29.2	Clerk to investigate designs and costings for the seated area to be discussed at the next meeting	Clerk
25/FC/29.2	Cllr Johnson to discuss plans with the frequent visitors to the recreation ground	Cllr Johnson
25/FC/30.1	Cllrs to suggest names for the large hall at High Copse Pavilion and send these to the Clerk before the next meeting	Cllrs
25/FC/30.2	Clerk to set up a working party to look at the use of the High Copse Pavilion	Clerk
25/FC/31.1	Clerk to follow up Microgeneration advice with the external consultant	Clerk
25/FC/32.1	Cllr Clarke to arrange a site visit to the Environmental Field to include Andrew Fletcher (WBC), Facilities Manager and the Clerk	Cllr Clarke
25/FC/32.2	Cllr Clarke to arrange a site visit to the Deep Leap Park – grassed area, to include Raymond Barry and Catherine Glover	Cllr Clarke
25/FC/32.3	Clerk to contact Freely Fruity to ask if they would like to help design a new sign for Deardon Orchard	Clerk
25/FC/33.1	Clerk to arrange for installation of a sign at the Spencers Wood Pavilion and Recreation Ground	Clerk



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Minutes of a meeting of
the Arts, Culture and Events Committee
Held on Thursday 6th March 2025
at School Green Centre commencing at 19.30

Present: Cllrs Jahromi, James, Jones, Matic (Chair), Montgomery & Tatla

Attending: B Winton (Clerk)

25/ACE/20 Public Questions

20.1 There were no public questions

25/ACE/21 Apologies and declarations of Members' Interest

21.1 There were apologies from Cllr Peer

21.2 There were no declarations of members' interests

25/ACE/22 Minutes of the previous meeting

22.1 The minutes of the committee meeting of 6th February 2025 were approved as a correct record and signed as such by Cllr Matic

Proposed: Cllr Jahromi
Seconded: Cllr Tatla
Approved: Unanimously

22.2 Actions and Matters Arising

6.1 Clerk to assist the Youth Club in arranging a Games Evening for the Easter period

The Clerk confirmed that the Youth Club would be holding a games night on Wednesday 9th April during the Easter holiday period. New games and two additional controllers had been ordered.

11.1 Clerk to investigate the potential for a parish council minibus

This is on the agenda at Item 4.4

- 11.2 Clerk to work with WBC to co-ordinate Christmas events in the north of the parish

This was on the agenda.

- 11.3 Clerk to investigate the potential for a funfair on Frensham Green

A site visit had been arranged for 17th March with the funfair operator who uses School Green to establish site viability.

ACTION – Clerk to report back on the viability of Frensham Green as a site for a funfair

- 15.1 Clerk to meet with Cllrs Peer and Tatla to discuss marketing of the cinema and report back to the committee

The meeting took place on 10th February and would be covered further at Item 5.1

25/ACE/23

Developing Arts & Culture in the parish

- 23.1 **Art Exhibition**

Review of 2025

The Clerk advised that the cash costs of the event had been £5,105 including the purchase of the hanging fittings which would be useable in future years.

Most of the staffing provision for the event would be taken as TOIL.

Comparing the actual bookings for the same period last year indicated that the potential opportunity cost of lost room hire was £1,150 although this was largely mitigated by redirecting actual bookings to other dates and/or locations.

The overall budget was £10,000

Income generated was £971 from artists entrance fees and commissions. £575 was also raised from the sale of artwork provided by David Cotton sold to raise funds for the Alexander Devine Hospice.

Attendance at the event was:

	Visitors
Preview	90
Friday	157
Saturday	295
Sunday	197
TOTAL	<u>739</u>

The immediate feedback from public and artists was very positive, and further comments had been sought from artists after the event which will be incorporated for the future.

Art Exhibition 2026

Proposed: Cllr Tatla
Seconded: Cllr Montgomery
Approved: Unanimously

It was **AGREED** that the Art Exhibition should be repeated in 2026.

Therefore, the preview evening would be Thursday 19th February 2026 followed by the exhibition on Friday 20th, Saturday 21st and Sunday 22nd.

It was not proposed to change the opening times (10.00 to 20.00 Friday and Saturday and 10.00 to 16.00 Sunday).

The intention was to arrange more workshops during the days of the exhibition itself. The Fans of Art activity would also be repeated.

For 2025 artists could enter up to 6 pieces of artwork for a fee of £10 but this created uncertainty regarding the amount of panels required. It was agreed that for 2026 the space would be sold on a "by panel" basis (initial suggestion was £5 per panel).

ACTION – Clerk to convene a Working Party (including Cllrs Montgomery and Tatla) meeting in May to start the planning for the 2026 event

There was a desire to see a children's art exhibition, but it was agreed that this would be run at a different time of year.

ACTION – Clerk to develop proposal for a children's art exhibition

23.2 Possible Events for Shinfield North

The Clerk has a meeting arranged with WBC (Shabina Maher and Lisa Hookway) on 12th March. This would look at supporting the HAF summer event and an event to switch on the Christmas tree lights at Frensham Green. Other opportunities to work collaboratively with WBC would be explored.

ACTION – Clerk to work with WBC to co-ordinate Christmas events in the north of the parish

23.3 Potential For Minibus

The Clerk provided some initial information on options for a minibus and potential costs. The preferred option would be for at least a 16-seater with a wheelchair lift.

Potential uses would include:

- Second vehicle for Facilities Management team as required
- Shuttle services to Shinfield North and Grazeley while events take place in Shinfield or Spencers Wood e.g. Trip to both locations once each hour
- Potential use by the Car Service for shopping trips
- Use by Youth Club to support and extend their range of activities

The type of vehicle being considered would not require a separate driving licence, but any drivers would need to be competent in handling a minibus.

It was agreed that the Clerk would obtain further quotes for outright purchase and lease and report back to the next meeting with a formal proposal.

ACTION – Clerk to develop proposal for the potential acquisition or leasing of a minibus

23.4 Next School Green Centre Event

The Clerk proposed organising a Miniature Garden competition for during the summer holiday period. Entries would be submitted in a biscuit tin, sweet tub or similar. Entries would be in age categories and could be for best fantasy garden, allotment and realistic garden.

Proposed: Cllr Matic
Seconded: Cllr Tatla
Approved: Unanimously

Members APPROVED a miniature garden competition

ACTION – Clerk to develop a plan for delivery of the miniature garden competition

- 24.1 Further to the meeting between Cllrs Peer and Tatla and the Clerk, some themes for film selection were identified:
- Films linked to SPC or other events e.g. Loving Vincent linking to the Art Exhibition
 - "Long time since seen on the big screen" e.g. classics that haven't been up on the big screen for a long time
 - Film & Things e.g. Mama Mia is going to be a singalong with a glass of prosecco
 - Foreign language films

It was now possible to pay at the door for films.

There would be more proximity advertising within the School Green Centre and paid for promotion on social media.

Comments had been received that 4.00 p.m. was slightly too early as a start time and so from April the start time would move to 4.30 p.m. (there would be no change to the evening start time)

The cinema has a dedicated Facebook Group with 235 members. A poll of the group had generated 40 responses as follows:

- I have visited and will be back 42.5%
- I have not visited yet due to the films being shown 25%
- I haven't visited yet but intend to 17.5%
- I haven't visited yet due to the timings of the films 15%
- I have visited the cinema and it isn't for me 0%

ACTION – Clerk to ensure that there is active promotion of the cinema programme

ACTION – Clerk to arrange a panel for the council van promoting the cinema

25/ACE/25

Public Art

- 25.1 The next meeting of the public art group was on 7th March.
- The Clerk shared the results of the survey conducted at the Art Exhibition on what the public liked to see in public art.

25/ACE/26

VE Day 80th Anniversary Event

- 26.1 The Clerk reported on a meeting with the local churches to plan the thanksgiving element of the event.
- Timings were now established as follows:
- 8.30 pm Act of Thanksgiving at War Memorial Starts
 - 8.45 pm Act of Thanksgiving Ends
 - 8.50 pm Procession Starts
 - 9.10 pm Target Arrival time at Beacon
 - 9.20 pm Words of Welcome from the Chair of the Council, Prayer of Thanks, Pipe Band tune
 - 9.30 p.m. Beacon is Lit, Lone Piper plays a lament, National Anthem
 - 9.35 p.m. dispersal
 - 10.00 p.m. Beacon extinguished, site made safe and cleared
- The Clerk was asked to establish if it was possible to arrange some form of laser display at the end of the event

ACTION – Clerk to continue to plan delivery of the VE80 event

ACTION – Clerk to investigate the possibility of a laser display to augment the VE80 event

25/ACE/27

Correspondence

- 27.1 There had been no correspondence received.

25/ACE/28

Date of Next Meeting

- 28.1 The next meeting of the Arts, Culture and Events Committee meeting will be held on Thursday, 3rd April 2025 at 19:30
- It was agreed that the meeting on the 8th May would start at 7.00 p.m. and finish no later than 8.00 p.m. to allow participation in VE80.
- There was no June meeting

The meeting ended at 20.55

List of Actions

25/ACE/11.3	Clerk to report back on the viability of Frensham Green as a site for a funfair	Clerk
25/ACE/23.1	Clerk to convene a Working Party (including Cllrs Montgomery and Tatla) meeting in May to start the planning for the 2026 Art Exhibition event	Clerk
25/ACE/23.1	Clerk to develop proposal for a children's art exhibition	Clerk
25/ACE/23.2	Clerk to work with WBC to co-ordinate Christmas events in the north of the parish	Clerk
25/ACE/23.3	Clerk to develop proposal for the potential acquisition or leasing of a minibus	Clerk
25/ACE/23.4	Clerk to develop a plan for delivery of the miniature garden competition	Clerk
25/ACE/24.1	Clerk to ensure that there is active promotion of the cinema programme	Clerk
25/ACE/24.1	Clerk to arrange a panel for the council van promoting the cinema	Clerk
25/ACE/26.1	Clerk to continue to plan delivery of the VE80 event	Clerk
25/ACE/26.1	Clerk to investigate the possibility of a laser display to augment the VE80 event	Clerk

Minutes of a meeting of
Children and Young Adults Committee
Held on Tuesday 11th March 2025
At School Green Centre commencing at 19:30

Present: Cllrs Grimes, Matic, Montgomery (Chair) & Tatla

Attending: B Winton (Chief Executive and Clerk to the Parish Council)

25/CYA/10

Public Questions

- 10.1 There were no public questions.

25/CYA/11

Apologies for Absence and Declarations of Interest

- 11.1 Apologies for absence were received from Cllr Fernandes
11.2 There were no declarations of members' interests.

It was **NOTED** that Councillors Fernandes, Johnson and Matic have children of school age.

25/CYA/12

Minutes of the previous meeting

- 12.1 The minutes of the meeting held on 14th January 2025 were approved and signed by the Chairman as a correct record.

Proposed: Cllr Tatla
Seconded: Cllr Grimes
Approved: Unanimously

12.2 Matters arising from the minutes

- 24/CYA/35.2 Clerk to arrange the next Education Working Party meeting and invite representatives of Oakbank School and Swallowfield Parish Council to attend

This had been in abeyance while discussions were taking place regarding Oakbank, but it was agreed that the next meeting should be scheduled for April.

ACTION – Clerk to arrange a meeting of the Education Working Party for April

- 24/CYA/37.3 Clerk to request the Youth Club to design posters aimed at directing young people to websites relevant to them

This has not been progressed due to the schedule that the Youth Club already had in place but was now in hand.

ACTION – Clerk to request the Youth Club to design posters aimed at directing young people to websites relevant to them

- 24/CYA/38.1 Clerk to follow up with Facilities Manager regarding arranging options for displaying activities within the café area

The Clerk set out an idea to use a touchscreen photo frame mounted alongside the main display to enable visitors to search for information as required. If this proved successful then it would be possible to install similar screens elsewhere.

ACTION – Clerk to trial touchscreen

- 24/CYA/38.1 Clerk to arrange introduction of “user-friendly” agendas to be displayed on noticeboards

This had not been progressed, but it is something the Clerk would be bringing into action.

ACTION – Clerk to produce samples of “user-friendly” agendas to be displayed on noticeboards

- 24/CYA/45.2 Clerk to chase for a response from PCC and Chief Constable to letter sent to them dated 16th December 2024

This was on the agenda item 5.1

- 24/CYA/52.3 Clerk to follow up Oakbank school's interest in the mobile pouch proposal
- There had been no further response from the school to the previous correspondence. Members discussed other technology which had been in the news in recent weeks, but it was agreed that there were other proprieties at Oakbank, and this matter would be followed up once the new trust was in place.
- 25/CYA/4.1 Clerk to prepare a proposal for the next meeting setting out how SPC could offer additional social media safety training to primary schools within the parish
- This was on the Agenda at 4.3
- 25/CYA/4.2 Clerk to include SPC providing similar information as for 4.1 directly to interested parents/guardians in the discussions with the provider
- As above
- 25/CYA/4.3 Clerk to follow up with Yuan Yang's Constituency office after their next meeting with the DfE
- This was done and Yuan Yang attended the meeting at High Copse on 13th February.
- 25/CYA/4.4 Cllr Fernandes to advise the outcome of the St Mary's Governor's meeting on 28th January
- This was on the agenda at Item 4.4
- 25/CYA/5.1 Clerk to prepare a report for Full Council to consider options for enhanced security provision within the parish
- The Clerk advised that he had not followed up on this item.
- 25/CYA/6.1 Clerk to establish interest of local groups (ACF, Scouts and Guides) in participating in a "Sleep Out" event in 2025
- This was on the agenda at Item 6.1
- 25/CYA/6.2 Clerk to ask Oakbank School for permission for SPC to address a students' assembly to establish matters of interest to students
- This was on the agenda at Item 6.2

- 25/CYA/6.3 Clerk to develop proposals for the use of the cinema equipment for youth club film evenings and gaming sessions

The Youth Club will be using the cinema on the 9th April for a gaming night. They are acquiring some additional controllers and new games for the event.

- 25/CYA/7.1 Clerk to add the committee's decision on future meeting schedule to the next Full Council agenda

This had been done.

- 25/CYA/8.2 Clerk to prepare proposals for the next meeting for a summer holiday coach excursion

This was on the agenda at Item 6.3

25/CYA/13

Education

- 13.1 Oakbank School – Change of Trust

Cllr Grimes and the Clerk advised members of their conversation with the CEO of Greenshaw Learning Trust who are the nominated trust to take over Oakbank Secondary School (GLT). The discussions covered the challenges for the school and how GLT would address each of these. GLT were fully cognisant of those challenges, intended to tackle the immediate concerns of safety at the school and support for those about to take their GCSEs and were confident in their ability to turn the school around.

The next meeting on Oakbank was on 28th March where GLT and WBC would be represented.

ACTION – Clerk to arrange streaming and promotion of the meeting to the general public

- 13.2 Secondary School admission figures 2025-2026

Members discussed and **NOTED** the allocation of secondary school places for 2025-26.

- 13.3 Social media safety training

The Clerk had not been able to progress the proposals for social media training.

ACTION – Clerk to prepare a proposal for the social media training for schools for the next meeting

13.4 St Mary's Junior School – governor appointment

Cllr Fernandes has now been appointed as a governor to St Mary's Junior School and had been attending meetings since 12th February 2025.

13.5 Other Education matters in the Parish

There were no other updates for the meeting.

25/CYA/14

Anti-Social Behaviour

14.1 Response from Thames Valley Police Chief Constable

Members considered the detailed response from the Chief Constable of Thames Valley Police dated 27th February 2025 to the letter sent by the Clerk on 16th December 2024.

The Clerk was asked to reply thanking for the response but also

- Asking for clarification as to why TVP could not give a definitive response on current levels of policing compared to 18 months ago
- asking how SPC could help improve the low response rate to surveys conducted by TVP
- Giving the example of the TVP response to a theft of a bicycle from the School Green Centre

ACTION – Clerk to reply to the response received from the Chief Constable of Thames Valley Police dated 27th February 2025

14.2 Update on Anti-Social behaviour within the Parish

On 24th February 4 youths entered the male toilets by Reception in the School Green Centre and locked the door from the inside. When challenged they opened the door and left. There was no damage, but footprints were noticed on the toilet seat. Further inspection suggests that something had been stored in the suspended ceiling but had been removed by the youths. The twist lock has been removed from the inside of the toilet doors and staff advised to be aware but to challenge only where safe to do so.
Facilities

A bicycle had been stolen from the rear of the School Green Centre on 11th March.

The Facilities committee has been considering the provision of a youth shelter for the Spencers Wood Recreation ground with the intention of encouraging youths not to congregate under the portico to the pavilion. This is subject to finding a suitable shelter and achieving planning permission.

Youth Matters

15.1 Youth Event

The Clerk advised that ACE had approved a miniature garden competition for the summer holiday period and also a desire to organise a children's art exhibition. As a result the Clerk was intending to recommend running both of these in two blocks of two weeks each and adding in a photography exhibition as well. Each would have workshops and activities leading up to a weekend long exhibition. Schools be incentivised with a small cash sum for the school generating the most involvement from their students.

If the focus was on delivering these three events the Clerk would not be able to deliver the previously discussed Sleep Over event and it was agreed to support the summer holiday activities and defer the Sleep Over event until at least 2026.

It was also suggested that some form of "Beating the Bounds" event be considered for the future.

ACTION – Clerk to develop the summer series of events

ACTION – Clerk to investigate a "Beating of the Bounds" type event

15.2 Young Councillors Working Party

This has not been progressed due to the change of trust at Oakbank but once this had begun to bed in then we could make an approach to the school for such a discussion with students.

ACTION – Clerk to arrange a meeting with students of Oakbank School, to discuss a Young Councillors Working Party and other relevant topic, at an appropriate time after Greenshaw Learning Trust have had an opportunity to bed in at the school

15.3 Engagement with children and young adults

There was a discussion on the possibility of organising a seaside excursion in the summer holidays with a view to providing an opportunity to help those who may not otherwise be able to go on such a trip and to help promote community engagement.

Members were prepared to consider underwriting the commitment to coaches and asked the Clerk to undertake some further research into options for a trip to Bournemouth and the possibility of collaboration with other councils.

ACTION – Clerk to further develop the concept of a summer seaside excursion

25/CYA/16

Correspondence

- 16.1 There were no items of correspondence

25/CYA/17

Date of Next Meeting

- 17.1 The date of the next Children and Young Adults Committee meeting will be 5th June 2025

The meeting ended at 21.25

List of Actions

24/CYA/35.2	Clerk to arrange a meeting of the Education Working Party for April	Clerk
24/CYA/37.3	Clerk to request the Youth Club to design posters aimed at directing young people to websites relevant to them	Clerk
24/CYA/38.1	Clerk to trial touchscreen	Clerk
24/CYA/38.1	Clerk to produce samples of "user-friendly" agendas to be displayed on noticeboards	Clerk
25/CYA/13.1	Clerk to arrange streaming and promotion of the meeting to the general public	Clerk
25/CYA/13.3	Clerk to prepare a proposal for the social media training for schools for the next meeting	Clerk
25/CYA/14.1	Clerk to reply to the response received from the Chief Constable of Thames Valley Police dated 27 th February 2025	Clerk
25/CYA/15.1	Clerk to develop the summer series of events	Clerk
25/CYA/15.1	Clerk to investigate a "Beating of the Bounds" type event	Clerk
25/CYA/15.2	Clerk to arrange a meeting with students of Oakbank School, to discuss a Young Councillors Working Party and other relevant topic, at an appropriate time after Greenshaw Learning Trust have had an opportunity to bed in at the school	Clerk
25/CYA/15.3	Clerk to further develop the concept of a summer seaside excursion	Clerk



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Minutes of a meeting of
Planning & Highways Committee
Held on Wednesday 12th March 2025
At School Green Centre commencing at 19:30

Present: Cllrs Boyer (Vice-Chair), Grimes, Hoyle, Lias, Masseron and Peer

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

1 member of the public

25/PC/26 Public Questions

26.1 There were no public questions.

25/PC/27 Apologies and declarations of Members' Interest

27.1 Apologies had been received from Cllrs James

27.2 There were no declarations of members' interests

25/PC/28 Minutes of the Previous Meeting

28.1 The minutes of the committee meeting of 12th February 2025 were approved signed as such by Cllr Peer

Proposed: Cllr Masseron

Seconded: Cllr Grimes

Approved: Unanimously

28.2 **Actions and Matters Arising from the meeting held on 12th February 2024**

25/PC/3

24/PC/94 & Deputy Clerk to add to the agenda of the next meeting "when did
85.2 Woodcock Lane cease being a bridle way and to request that motor
vehicles are restricted" when more information was available

This had been done. This was also on the agenda, see minute 25/PC/33.4

- 24/PC/121.1 Clerk to contact Enerveo and The Lighting Bee for advice regarding the streetlighting on B roads in the parish

The Clerk was chasing for responses

ACTION - Clerk to continue to chase for responses from Enerveo and The Lighting Bee for advice regarding the streetlighting on B roads in the parish

- 25/PC/11.5 BCllr Glover to report any further developments to the committee regarding parking issues in Spring Gardens

BCllr Glover had nothing further to report.

- 25/PC/16.2 Cllr Lias to report back to the next meeting following the public inquiry in relation to PA233038

See minutes 25/PC/29.2

- 25/PC/16.3 Clerk to write to Enforcement at WBC to express the concerns of SPC that no action appeared to be taking place regarding the unauthorised building at 52 Oatlands Road (PA233038) and to request further information as to what action had been, and would be taken to prevent further unauthorised development

This had not yet been done.

ACTION - Clerk to follow up on previous action.

- 25/PC/19.1 Deputy Clerk to circulate the draft Active Travel Plan document to members of the committee

Cllr Masseron had circulated the document.

- 25/PC/19.1 Members to comment on the draft plan, direct to Cllr Masseron, by 27th February 2024

See minute 25/PC/32.1

- 25/PC/20.3 BCllr Glover to check with Shinfield Infant and Nursery School that they accepted the plan for the proposed footpath

BCllr Glover reported that this was now in the hands of the planning department.

- 25/PC/22.2 Clerk to arrange a meeting with Richard Alexander (WBC) to explore the process for applications for 'Assets of Community Value'

The Clerk had written to Richard Alexander but no response had been received to date.

- 25/PC/22.2** Clerk to apply to register a further three areas previously identified as 'Assets of Community Value'

See above.

ACTION - Clerk to apply to register a further three areas previously identified as 'Assets of Community Value'

- 25/PC/22.3** Clerk to instruct AOC to proceed with the project for the proposed Spencers Wood Village Centre

See Minute 25/PC/36.3

- 25/PC/23.1** Cllr Lias to draft a question(s) in relation to specific case(s) where S106 agreements had been varied

Cllr Lias had not yet drafted a question. He identified the area of Basingstoke Road / Church Lane junction that now appeared to be delayed until 2026.

ACTION – BCllr Glover would present a ward question asking whether Deeds of Variation are made for each change in S106 agreements. If so why had Shinfield Parish Council (SPC) not been notified.

- 25/PC/24.2** Clerk to report the advertising of Mammoth Storage Services Building at RG7 1AW to WBC Enforcements

This had been done, and we were awaiting a response.

Post meeting note:- Mammoth Storage Services had now submitted a planning application.

25/PC/29 **Schedule of Deposited Plans**

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

- 29.2 Planning application 233038 – Land East of Hayes Drive North of Three Mile Cross

Cllr Lias had been following the inquiry and anticipated an announcement of the result in approximately two months.

Cllr Peer thanked Cllr Lias for giving his time to follow the inquiry.

- 29.3 Planning Application 250005 – 52 Oatlands Road RG2 9DN

The Clerk had received communications from the neighbours who were now taking the owner to the Small Claims Court for outstanding payment for the erection of scaffolding on their property.

29.3 Planning Application 250415 – Shinfield Park

Cllr Boyer had suggested a response to the planning application; however, he suggested that other members of the committee also contribute to his comments.

ACTION –

- Deputy Clerk to request all members of the committee to submit any additional comments to Cllr Boyer's suggested response by Friday, 21st March 2025
- Deputy Clerk to submit final response on the WBC planning portal once received

29.4 Planning Application 250435 – Land off Church Lane, Shinfield

Shinfield Parish Council (SPC) would object to continually extending temporary planning for a site that was originally used for local works. If approval was given to the application SPC would ask for a restriction on movements of heavy vehicles through the weight restricted section of road.

ACTION – Deputy Clerk to submit comments on behalf of SPC

29.5 Planning Application 232560 - Whitehouse Farm Arboretum

There was nothing further to consider.

29.6 Planning Application 242665 - Land West of Kingfisher Grove, TMX

Revised plans had now been submitted.

ACTION – Deputy Clerk to request an extension for submission of comments

25/PC/30

Appeals

30.1 There had been no changes from the previous month.

25/PC/31

Enforcement Notices

31.1 Closed Enforcement Notices

Nine items deemed to have been "No Breach". Two are marked Application submitted' (The Paddocks and Hyde End Lane).

Oatlands Road is reported as "Voluntary Compliance"

Members **NOTED** the report

31.2 Live Enforcement Notices

There had been nine new cases this month.

Members **NOTED** the report

25/PC/32

Local Active Travel Plan

- 32.1 Cllr Masseron had submitted a revised plan following comments received from members.

The following comments were made:-

Page 5

- caveat to be included to state that the list was not definitive and was not designed to give a comprehensive overview of facilities in the parish.
- Shinfield Rise diagram to be reorganised into two sections to clearly show facilities that sit within SPC and Reading separately

Page 8 to 13 - include lengths of paths on every section

Page 14 – add date of WBC’s publication

Addition – To be revised annually

Members **APPROVED** the document subject to the amendments above.

Proposed: Cllr Lias
Seconded: Cllr Hoyle
Approved: Unanimously

ACTION – Cllr Masseron to update the document

25/PC/33

Highways, Street Lighting and Footpath Matters

- 33.1 Footpath matters

There was nothing further to report this month.

- 33.2 Traffic Working Party

There was nothing further to report this month.

- 33.3 Lailey Path / Hyde End Road footpath

This had been covered in “Actions and Matters Arising 25/PC/20.3”

- 33.4 Woodcock Lane

Cllr Hoyle had circulated documents he had obtained from the Ramblers outlining options to address the issues with Woodcock Lane. It appeared that Woodcock Lane had been a Byway Open to All Traffic (BOAT) since the 1980’s. The suggested course of action was to apply for a Traffic Regulation Order (TRO) to restrict motorised vehicles from using the path. Cllr Lias reminded the committee that money had already been allocated to improve the northern side of the path.

ACTION –

- Clerk to apply for a TRO for the northern side of the path
- Clerk to draw to the attention of WBC the poor condition of the southern side of the path

- 25/PC/34** **Wokingham Borough Council**
- 34.1 Wokingham Borough Council Local Plan Update 2023-40
- Members **NOTED** the plan and would await the result.
- 25/PC/35** **Renewal of Neighbourhood Development Plan (SPNDP)**
- 35.1 Neighbourhood Development Plan Project Group
- There had been no meetings of the project group since the last Planning and Highway Committee meeting.
- ACTION –**
- Clerk to circulate the SPNDP plan as it currently stands
 - Members to look at other local council's NDPs
- 35.2 Assets of Community Value (ACV)
- This had been discussed at 28.2 Actions and Matters Arising from the meeting held on 12th February – 25/PC/22.2
- ACTION – Clerk to follow up with Richard Alexander to arrange a meeting to explore the process for applications for 'Assets of Community Value'**
- 36.3 Spencers Wood Village Centre
- The Clerk had instructed AOC and had held a brief meeting with them on 12th March to clarify the scope. AOC were going to look at the site.
- 25/PC/37** **Variations to S106 agreements**
- 37.1 This had been discussed at 28.2 Actions and Matters Arising from the meeting held on 12th February – 25/PC/23.1
- The Clerk reported that WBC would have a system available in approximately six months that enabled everyone to access S106 expenditure.
- 25/PC/38** **Correspondence**
- 38.1 Pre-Submission Version of the Charvil Neighbourhood Plan
- Members **NOTED** the plan
- 38.2 Natural History Access Road Construction
- The University of Reading had provided details of the traffic management plan.
- Members **NOTED** the plan

38.3 Loddon Garden Village – Shinfield Area Stakeholder Meeting Invitation

Two meetings had been planned

- 1) 17th March – public online meeting to allow for questions and answers
- 2) 27th March at 19:00 at the School Green Centre – Stakeholder Area meeting

25/PC/39

Date of the next meeting

- 39.1 The date of the next meeting will be Wednesday, 9th April 2025

The meeting ended at 21:18

List of Actions

25/PC/28.2

24/PC/121.1	Clerk to continue to chase for responses from Enerveo and The Lighting Bee for advice regarding the streetlighting on B roads in the parish	Clerk
25/PC/16.3	Clerk to write to Enforcement at WBC to express the concerns of SPC that no action appeared to be taking place regarding the unauthorised building at 52 Oatlands Road (PA233038) and to request further information as to what action had been, and would be taken to prevent further unauthorised development	Clerk
25/PC/22.2	Clerk to apply to register a further three areas previously identified as 'Assets of Community Value'	Clerk
25/PC/23.1	BCllr Glover would present a ward question asking whether Deeds of Variation are made for each change in S106 agreements. If so why had Shinfield Parish Council not been notified	BCllr Glover
25/PC/29.3	Deputy Clerk to request all members of the committee to submit any additional comments to Cllr Boyer's suggested response on Planning Application 240415 – Shinfield Park by Friday, 21 st March 2025	Deputy Clerk
25/PC/29.3	Deputy Clerk to submit final response on the WBC planning portal once received	Deputy Clerk
25/PC/29.4	Deputy Clerk to submit comments on Planning Application 250435 – Land off Church Lane, Shinfield, on behalf of SPC	Deputy Clerk
25/PC/29.6	Deputy Clerk to request an extension to Planning Application 242665 – Land West of Kingfisher Grove, TMX, for submission of comments	Deputy Clerk
25/PC/32.1	Cllr Masseron to update the Local Active Travel Plan document	Cllr Masseron
25/PC/32.4	Clerk to apply for a TRO for the northern side of the Woodcock Lane path	Clerk
25/PC/32.4	Clerk to draw to the attention of WBC the poor condition of the southern side of the Woodcock Lane path	Clerk
25/PC/35.1	Clerk to circulate the SPNDP as it currently stands to all members	Clerk
25/PC/35.1	Members to look at other local council's NDPs	All Members
25/PC/35.2	Clerk to follow up with Richard Alexander to arrange a meeting to explore the process for applications for 'Assets of Community Value'	Clerk

Minutes of a meeting of
Staffing Committee
Held on Wednesday 19th March 2025
At School Green Centre commencing at 19.30

Present: Cllrs James (Chair), Masseron, Montgomery, Peer & Tatla

Attending: B Winton (Clerk)

25/SC/10 Public Questions

10.1 There were no public questions.

25/SC/11 Apologies and declarations of Members' Interests

11.1 There were absences for this meeting.

11.2 There were no declarations of members' interests.

25/SC/12 Minutes of Previous Meetings

12.1 The minutes of the committee meetings on 22nd January 2025 were approved as a correct record and signed as such by the Chairman.

Proposed: Cllr Tatla
Seconded: Cllr James
Approved: Unanimously

25/SC/13 Actions and Matters Arising

13.1 There were the following matters arising:

5.2 Clerk to arrange ILCA training for Sarah Bell

The Clerk has asked both Sarah Bell and the Facilities Manager to undertake the ILCA training

- 5.3 Clerk to arrange changing the job title from Grounds Maintenance Officer to Facilities Team Member

This had been done.

- 5.4 Clerk to implement the Media & Communications Officer moving to full time working from 1st February 2025

This had been done.

25/SC/14

Staffing Update

Staffing Matters Update

- 14.1 The Clerk provided a verbal report on staffing matters not otherwise covered on the agenda. Members **NOTED** the report.

- 14.2 Cycle to Work Scheme

The Clerk advised that two members of staff have asked if we could join a cycle to work scheme. There was minimal administration for the employer and financial benefits to both the council and the employee as the scheme was a salary sacrifice scheme.

Members **AGREED** that Shinfield Parish Council could join a cycle to work scheme

ACTION – Clerk to arrange implantation of the cycle to work scheme

25/SC/15

Training & Development

- 15.1 Training since last meeting

- All councillors issued "The Good Councillors Guide to Finance" – 29/1/25
- 8 councillors and the Clerk attended "Communicating with the Community – Pt 2" – 27/2/25
- 6 councillors and the Clerk attended "Public Speaking" – 13/3/25
- 3 members of staff on First Aid training – 18/3/25 (Also members of Repair Café)

15.2 Future Training

- Cllrs Lias and Peer – Planning Update – 2/4/25
- S Bell and S Ali to undertake ILCA

15.3 Future succession planning

There was a discussion on increasing resilience and cross-training within the team particularly in support of the Finance Manager. This may lead in turn to a clearer indication on how best to provide succession planning for the Clerk and Deputy Clerk.

Appraisals should include asking members of staff to consider how they see their career progression.

ACTION – Clerk to update Appraisal form to include consideration of career progression

25/SC/16

Staff Security Matters

16.1 No specific reports directly affecting staff

16.2 On 24th February 4 youths entered the male toilets by Reception in the School Green Centre and locked the door from the inside. When challenged they opened the door and left. There was no damage, but footprints were noticed on the toilet seat. Further inspection suggests that something had been stored in the suspended ceiling but had been removed by the youths. The twist lock has been removed from the inside of the toilet doors and staff advised to be aware but to challenge only where safe to do so.
Facilities

A bicycle had been stolen from the rear of the School Green Centre on 11th March.

25/SC/17

Equality, Diversity and Inclusion Policy

17.1 Members considered Wokingham Borough Council's draft Equality, Diversity and Inclusion policy which had been received by the Clerk the previous day. It was agreed that the Clerk should use this as the basis for a draft Shinfield Parish Council policy and add to the agenda for the next meeting.

ACTION – Clerk to prepare a draft updated Equality, Diversity and Inclusion Policy



Clerk: Bruce Winton
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RG2 9EH
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E-mail:
clerk@shinfieldparish.gov.uk
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25/SC/18

Date of Next meeting

18.1 The date of the next meeting was the Wednesday 21st May 2025

The Meeting ended at 20.25

Ref	Date Paid	Supplier / Payee	Amount Paid (inc VAT) £	Description
001	19/02/2025	Telefonika UK Ltd	257.51	Mobile Phone Devices (6) - Office & Facilities
002	20/02/2025	The Wokingham Paper Company Ltd	420.00	Art Showcase Adverts 30/1/25 & 6/2/25
003	20/02/2025	DLM PAT Testing	236.00	Pat Testing Council Equipment - All Sites
004	20/02/2025	Tineke Training Limited	594.00	Emergency First Aid Course - Staff and Volunteer Groups
005	20/02/2025	Access & Security Systems	144.00	Call Out to attend Fire Shutter - School Green Centre
006	20/02/2025	HMRC PAYE	7,760.12	January Payment for PAYE & NI
007	20/02/2025	Wokingham Borough Council	263.59	Attachment of Earnings - January Payroll
008	20/02/2025	Everflow Utilities	493.04	Water & Waste - March - all sites
009	20/02/2025	Peninsula Business Services	475.42	HR Contract - 1 Month February 2025
010	26/02/2025	Employees	22,395.35	Net Pay - February
011	27/02/2025	Chairman of Council	600.00	Chairman's Allowance 24/25
012	27/02/2025	HMRC PAYE	7,831.76	February Payment for PAYE & NI
013	27/02/2025	Wokingham Borough Council	263.63	Attachment of Earnings February payroll
014	27/02/2025	Employee	210.87	Salary February
015	27/02/2025	British Gas Lite	1,194.16	Electricity 1 month - Jan/Feb - School Green Centre (North)
016	27/02/2025	British Gas Lite	903.78	Electricity 1 month - Jan/Feb - School Green Centre (South)
017	27/02/2025	British Gas Lite	620.29	Electricity 1 month - Jan/Feb - Spencers Wood Pavilion
018	27/02/2025	British Gas Lite	75.21	Electricity 1 month - Jan/Feb - Milworth Lane Pavilion
019	27/02/2025	British Gas Lite	60.55	Electricity 1 month - Jan/Feb - Ryeish Green Pavilion
020	27/02/2025	British Gas Lite	35.68	Electricity 1 month - Jan/Feb - Outside Meler School Green
021	27/02/2025	Fresh Berks - Crumbs Cafe	150.00	Contribution to Childrens' Craft Workshops.
022	28/02/2025	DORMAKABA UK Limited	264.60	Call Out Front Doors - School Green Centre
023	28/02/2025	A & E Fire & Security	582.61	Annual Maint Intruder Alarm & Fire Safety Checks - Spencers Wood Pavilion
024	28/02/2025	Thames Valley Signs (Berkshire)	291.62	Cinema Sign for School Green Centre
025	28/02/2025	Gartec Limited	291.60	Call Out to fix lift (School Green Centre) 6/2/2025
026	28/02/2025	Air It Limited	53.03	Internet - February Car Scheme
027	28/02/2025	Air It Limited	53.03	Internet - February - Pre School
028	28/02/2025	Air It Limited	1,355.74	Managed IT Support - February
029	28/02/2025	Air It Limited	400.49	Data Cloud Back Up - February
030	28/02/2025	Air It Limited	29.97	Phones - January - Car Scheme
031	28/02/2025	Air It Limited	29.97	Phones - January - Pre School
032	28/02/2025	Air It Limited	1,373.17	Microsoft 365 - February
033	28/02/2025	Air It Limited	337.75	Internet High Copse January - (£50)& Phones School Green Centre - January
034	28/02/2025	Kreatif Design Ltd	369.99	Annual Government Domain
035	28/02/2025	Office Depot International (UK	255.41	Filing Cabinet for Office, Staple Gun & Stationery
036	28/02/2025	Office Depot International (UK	170.24	IT Accessories for High Copse Office
037	28/02/2025	Office Depot International (UK	357.60	2 Chairs for High Copse Office
038	28/02/2025	Office Depot International (UK	198.12	Laminating Pouches & Batteries for High Copse Shutters
039	28/02/2025	Office Depot International (UK	178.80	Desk Cabinet for High Copse Office
040	28/02/2025	Office Depot International (UK	469.49	Consumable Cleaning Supplies High Copse
041	28/02/2025	Office Depot International (UK	214.80	Office Notice Boards and set up stationery and equipment - High Copse
042	28/02/2025	Pink Frog Events	288.00	Disco and Photo booth Hire for Youth Club Activity
043	28/02/2025	Select Environmental Services	285.73	Waste Services - January - School Green Centre
044	28/02/2025	Select Environmental Services	126.62	Waste Services - January - Milworth Lane
045	28/02/2025	Select Environmental Services	94.55	Waste Services - January - Spencers Wood Pavilion
046	28/02/2025	Select Environmental Services	61.88	Waste Services - January - The Manor
047	28/02/2025	Select Environmental Services	2,605.56	Emptying Litter Bins and Disposal of Waste
048	28/02/2025	Fcc Recycling (UK) Ltd	116.63	Waste Disposal Charge for Council Van - (RE3) - 16/1/2025
049	28/02/2025	SPY Alarms	582.00	Maintenance and testing School Green centre Alarm System
050	28/02/2025	Absolute Brilliance Cleaning Ltd	228.00	Cleaning January - The Manor
051	28/02/2025	Absolute Brilliance Cleaning Ltd	5,091.70	Cleaning - January - School Green Centre
052	28/02/2025	Absolute Brilliance Cleaning Ltd	1,764.60	Cleaning January - Spencers Wood Pavilion
053	28/02/2025	Rishas Business Solutions Ltd	68.12	Software Licence - Additional User Bookings Team
054	28/02/2025	Greenbarnes Ltd	160.54	Replacement Door Notice Board
055	28/02/2025	Advance Glass Doors and	316.00	Repair Broken Window - School Green Centre & Spencers Wood Pavilion
056	28/02/2025	Bennetts Tree Care Ltd	564.00	Removal Tree Ryeish Green Open Space - Order by Wokingham Borough Council
057	28/02/2025	SmartestEnergy Ltd	769.53	Electricity - High Copse January
058	28/02/2025	Imagin Products Ltd	14.76	ID Badge & Lanyard - New Staff member
059	28/02/2025	21CC Group Limited	658.80	Purchase of V600 Day Beacon for Evert in May
060	28/02/2025	Chargemaster Limited	883.80	Data Subs Yr 1/3 - 2 Chargers
061	28/02/2025	A1 Locksmiths (Berkshire) Ltd	313.80	4 x Vulcan Comb Padlock (Allotments)
062	28/02/2025	Enerveo Ltd	138.13	Street Lighting Repair
063	28/02/2025	Kompan UK	752.25	Annual Playground Inspection - 4 sites
064	03/03/2025	Nest Pension Contributions	2,116.73	Pension Contrib Feb
065	04/03/2025	Multiple	3,506.20	Net Sales
066	04/03/2025	Lloyds Bank plc	24.24	Fee (£8.50) & Chgs (£15.74)
067	05/03/2025	L Clarke - Subs	11.00	TFR to Art Reserve
068	05/03/2025	Art Commission	665.05	Commission to Income
069	05/03/2025	British Gas Lite	604.79	Jan/Feb
070	06/03/2025	FibreNest	37.00	Broadband March
071	06/03/2025	IRIS Software Limited	55.20	Staffology February 2025
072	13/03/2025	Chargemaster BP Pulse	7.85	SPC Card
073	14/03/2025	Multiple	500.00	Return Deposit
074	14/03/2025	Thames Valley Signs (Berkshire)	570.55	Christmas Magnetic Van Sign
075	14/03/2025	Malden Window Cleaning Ltd	384.00	3RD March
076	14/03/2025	Berkshire Carpets and Blinds	1,139.00	Roller Blinds
077	14/03/2025	SD Displays	1,620.00	Poster Board Hire Arts
078	14/03/2025	Office Depot International (UK	199.12	Office Supplies
079	14/03/2025	Office Depot International (UK	170.24	Misc Supplies
080	14/03/2025	ProServicing Limited	427.20	Service to Acoustic Moveable
081	14/03/2025	Larkstel Ltd	1,140.00	SWRG & Allotments - Hedges
082	14/03/2025	A V Partsmaster Limited	60.00	Call Out to Fix Promithean Screen to Stand
083	14/03/2025	A & E Fire & Security	533.16	Replace Emergency Lighting - The Manor
084	14/03/2025	Kreatif Design Ltd	59.99	Web Hosting - March 2025
085	14/03/2025	Absolute Brilliance Cleaning Ltd	1,859.97	Cleaning Services & Supplies - February - Spencers Wood Pavilion
086	14/03/2025	Absolute Brilliance Cleaning Ltd	5,707.56	Cleaning Services & Supplies - February - School Green Centre
087	14/03/2025	Absolute Brilliance Cleaning Ltd	1,006.32	Cleaning Services & Supplies - February - High Copse
088	14/03/2025	Absolute Brilliance Cleaning Ltd	414.46	Cleaning Services & Supplies - February - The Manor
089	14/03/2025	Absolute Brilliance Cleaning Ltd	537.62	Installation Soap Dispensers - High Copse
090	14/03/2025	Castle Water Limited	177.63	Water - Deardon Allotments - 1/11/24 - 31/3/2025
091	14/03/2025	SLCC Enterprises Ltd	3,250.00	Training Level 4 Cila - The Clerk
092	14/03/2025	Air It Limited	3,067.72	Procurement of Equipment - Infrastructure & Wifi - High Copse *
093	14/03/2025	Air It Limited	933.55	Set up of PC for Door Access System & CCTV - High Copse *
094	14/03/2025	Air It Limited	198.00	Openreach Installation Fee - High Copse *
095	14/03/2025	Air It Limited	10,260.00	Cloud Migration Project - Fixed Agreed Fee
096	14/03/2025	Air It Limited	376.85	Phones - February (SGC) & High Copse Internet (£50.00) February
097	14/03/2025	Air It Limited	58.44	Phones - Car Scheme - February
098	14/03/2025	Air It Limited	39.75	Phones - Pre School February
099	14/03/2025	Air It Limited	53.03	Internet - School Green - March
100	14/03/2025	Air It Limited	28.28	Managed Web Protection (restricting access to harmful websites) - February (part)
101	14/03/2025	Air It Limited	79.20	Managed Web Protection (restricting access to harmful websites) - March
102	14/03/2025	Air It Limited	1,355.74	Managed IT Support - March 2025
103	14/03/2025	Air It Limited	1,341.13	Microsoft 365 - March 2025
104	14/03/2025	Air It Limited	277.75	New Phone and Set Up - School Green Centre
105	14/03/2025	Air It Limited	53.03	Internet - Spencers Wood Pavilion - March
106	14/03/2025	Air It Limited		
			115,968.34	

* This expenditure is funded through CIL as critical to the set up of High Copse as an operational building.

Ref	Date Paid	Supplier	Amount Paid (inc VAT) £	Description
001	01/02/2025	The Works	80.00	Youth Club Crafts
002	03/02/2025	Amazon EU	26.82	Cards for Arts Showcase
003	05/02/2025	Amazon EU	20.99	Switch Game for Youth Club Activities
004	06/02/2025	Adobe	56.98	Software Subscription - 1 month
005	09/02/2025	Asda	28.67	Cleaning Supplies - School Green Centre
006	11/02/2025	Sainsburys	71.40	Supplies - Youth Club Tuck Shop
007	12/02/2025	Amazon EU	17.50	Name badges for Arts Showcase
008	12/02/2025	Amazon EU	145.91	Art Materials for Showcase Workshops
009	12/02/2025	Hobbycraft	70.00	Box Canvas for Mounting Fans - Arts Showcase
010	13/02/2025	Shinfield Parish Council	3.00	Testing Sum Up Machine
011	13/02/2025	Mailchimp	43.87	Mailchimp Software - February - Newsletter
012	14/02/2025	Brugman and Gevers BV	37.95	Canvas Panels _ Fans of Art
013	14/02/2025	Amazon EU	21.99	Paper Fans for Fans of Art (Showcase)
014	14/02/2025	Amazon EU	7.99	Film for Cinema - A Space Odyssey
015	17/02/2025	Amazon EU	7.38	Pins for Artwork - Arts Showcase
016	17/02/2025	Amazon EU	9.59	Cards for Labelling art work
017	20/02/2025	PVOnline Deals (Amazon)	9.98	Staples for Staple Gun
018	20/02/2025	Costco	213.69	Catering Arts Gala Evening
019	21/02/2025	Amazon EU	7.96	Glu Dots for Fixing Labels
Total Paid			881.67	

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

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