

Minutes of a meeting of Full Council
Held on Wednesday, 24th September 2025
At School Green Centre commencing at 19:30

Present: Cllrs Bowler, Boyer, Clarke, Hoyle, Johnson, Jones, Lias, Masseron (Vice Chair, Corporate Governance), Matic, Montgomery and Peer

Attending: BCllrs Glover, Gray and Rance
S Herring (Deputy Clerk)
J Mason (Finance Manager)
R Emberson-Poole (Customer Care Team Member)

1 member of the public

In the absence of a Chair of the Council and Vice-Chair, Finance and Staffing, Cllr Masseron chaired the meeting as Vice-Chair, Corporate Governance

25/86 Resignation of the Chair of the Council

86.1 Cllr Masseron reported that Cllr Tatla had resigned from the Council on 18th September 2025. Cllr Masseron read out the resignation that had been addressed to the Deputy Clerk.

Wokingham Borough Council (WBC) had been informed of the vacancy and would be publicising the vacancy in accordance with Section 87(2) of the Local Government Act 1972.

The Deputy Clerk would send out nomination forms as per Standing Order 5.5c and 6d(i) in due course.

Members **AGREED** to hold an election for Chair of Shinfield Parish Council at an extraordinary meeting of Full Council on 13th October 2025.

Proposed: Cllr Peer

Seconded: Cllr Clarke

Approved: 8 For/3 Against

ACTIONS–

- Deputy Clerk to send all Cllrs nomination forms for the position of Chair of Shinfield Parish Council.
- Deputy Clerk to send out the agenda for an extraordinary meeting of Full Council to be held on 13th October.

Cllr Masseron thanked Cllr Tatla for her work as Chair to the Council and wished her all the best to for the future.



25/87

Public Questions

- 87.1 There were no public questions.

25/88

Apologies and declaration of members' interests

- 88.1 Apologies for absence had been received from Cllrs Jahromi and James, B Winton (Chief Executive Officer and Clerk to the Parish Council)

The Deputy Clerk informed members that BCllrs Glover and Gray would be arriving late due to another meeting they were attending.

- 88.2 There were no declarations of members' interest

- 88.3 There were no changes to members declaration of pecuniary interest

25/89

Minutes of the Full Council Meetings held on 23rd July 2025 and 29th July 2025

- 89.1 Minutes of the Full Council Meeting held on 23rd July 2025

The minutes of the meeting held on 23rd July were approved and signed by Cllr Masseron as a correct record.

Proposed: Cllr Clarke
Seconded: Cllr Jones
Approved: Unanimously

- 89.2 The following matters arising from the meeting held on 23rd July 2025 were discussed:

25/77

- 25/25.2 ➤ Clerk to circulate responses to Councillors from the various government departments

This had been done on 25th July 2025

- Clerk to respond to Ministry of Housing, Communities and Local Government (MHCLG)

This would be done.

ACTION – Clerk to respond to MHCLG

- Clerk to write to West Berkshire Council

This would be done.

ACTION – Clerk to write to West Berkshire Council

- Clerk to follow up with Defence Nuclear Organisation (DNO)

This would be done

ACTION – Clerk to follow up with DNO

- 25/37.1 Clerk to request that all Wokingham Borough Clerks prepare a joint case to present to WBC regarding enforcing planning obligations with developers at the Clerk's Forum in October 2025

No further information to report to this meeting.

- 25/78.2 BCllr Rance to investigate numbers of students affected by SEND provision in the parish

BCllr Rance reported that she had sent the information to Cllr Tatla.

ACTION -

- **BCllr Rance to send the report to Deputy Clerk for circulation.**

Post meeting note – The information had been received from BCllr Rance and circulated to members.

- 25/79.4 Cllr Johnson to provide some aerial images to help with the areas discussed at the Planning and Highways Committee meeting held on 9th July 2025.

Cllr Johnson took images and had emailed these to the Clerk.

ACTION - Clerk to circulate images taken by Cllr Johnson.

- 25/79.7 Cllr Tatla to feed back any information to Council from the meeting with Greenshaw Trust at the Full Council meeting in September 2025

Cllr Montgomery, accompanied by the Customer Care Team Supervisor, attended the meeting on 24th September 2025

Cllr Montgomery reported the following:-

- Cllr Montgomery met with the CEO of Greenshaw Trust and the interim Head of Oakbank School who took him on a tour of the school.
- The students were settled with no disturbances and were very well behaved.
- DFE had attended previously and were impressed with the running of the school.
- Greenshaw Trust will be advertising for the post of music teacher possibly to be shared on a 50/50 basis with Hartland High School in Whitley. They will also advertise for a permanent post of PT/Sports instructor to replace the current temporary incumbent.
- Staffing levels currently at 27/30. Appointment of permanent Headteacher to be undertaken in the near future.
- Teachers were now offered a hot meal at lunchtime.

- Greenshaw Trust had requested £6m from the DfE and had secured £3.5m.
- Greenshaw Trust planned to purchase a mini-bus to enable students to attend away matches

Cllrs Clarke and Lias commented that the students looked smart in their new uniform and had noticed an improvement in their demeanor.

25/79.8 Clerk to contact the Spring Gardens Focus Group to ask if Shinfield Parish Council could have an official representative at their meetings

ACTION -

- Clerk to contact the Spring Gardens Focus Group to ask if Shinfield Parish Council could have an official representative at their meetings

25/79.9 Clerk to inform Spencers Wood Village Hall of the SPC Trustees

The Spencers Wood Village Hall Committee has been informed of the SPC Trustees.

25/80.1 Clerk to inform WBC of the decision of the Council to refuse a contribution towards funding a pedestrian crossing on Shinfield Road

This had been done on 5th August 2025.

25/81.1 Clerk to submit proposal for a two-ward split with 10 and 8 councillors to WBC

This had been submitted on 24th July 2025.

25/84.2 Clerk to send out notification for an extraordinary Full Council meeting to be held on Tuesday, 29th July 2025

This had been done.

89.3 The Minutes of the Extraordinary Full Council meeting held on 29th July 2025

The minutes of the meeting held on 29th July 2025 were approved and signed by Cllr Masseron as a correct record

Proposed: Cllr Montgomery
Seconded: Cllr Clarke
Approved: Unanimously

89.4 There were no actions to report on from the meeting held on 29th July 2025

25/90 **Report from Borough Councillors**

90.1 Report from Borough Councillors

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

90.2 Questions arising from the reports of the BCllrs

Cllr Clarke requested an update on roundabout maintenance. BCllr Rance reported that she had chased for further information from 'Greener and Cleaner', WBC but had not heard back.

19:55 *BCllr Gray joined the meeting*

25/91 Reports from Committees and associated Working Parties

91.1 **Facilities Committee** held on 3rd September 2025 and an update from the Chair

Cllr Lias wished to raise a point of order relating to minute 25/FC/95.2 Catering Working Party. He felt that the minute reported a fait accompli in relation to the name of the café and all updates should have been reported to Full Council. He felt that the name of the café "Tin Roof Café" was inappropriate.

Cllr Johnson accepted that some members were unhappy with the name of the café. The name was made public at the Spencers Wood Carnival and had been received well by members of the public.

ACTION -

- Cllr Masseron and Clerk to revisit the standing orders to ensure that they covered amendments.

Members **NOTED** the minutes of the Facilities Committee held on 3rd September 2025

91.2 **Art Culture and Events Committee** held on 4th September 2025 and an update from the Chair

Cllr Matic reported the following:-

- A longer timeline had been set for artists entries for the public art project.
- Arts4Wokingham had advised a separate website for artists updates specific to the public art project.
- It was unlikely the Spencers Wood Carnival would continue due to the lack of volunteers.

Cllr Clarke commented on the arrangements for the Annual Parish meeting and suggested that speakers such as the Chief Executive of the Royal Berkshire Hospital, Thames Water, University of Reading would be good options, however, they needed to be booked at least a year in advance.

Cllr Peer reported that Arts4Wokingham had been a great help, however, the project was very time consuming.

Cllr Masseron reported surprise at an additional website where there was no reference in any of the minutes.

Members **NOTED** the minutes of the Arts Culture and Events Committee held on 4th September 2025

20:08 BCllr Glover joined the meeting

91.3 **Minutes of the Planning and Highways Committee** held on 10th September 2025 and an update from the Chair

Concern was expressed regarding the land adjacent to Alder Grove School as this would return to the University of Reading (UoR) at the end of 2026. BCllr Gray was expecting this to be considered by WBC Executive Committee and an update would be likely in March 2026. This land had been identified as registering as an asset of community value. Cllr Boyer felt it was unlikely that WBC would buy the land due to the proposed Spencers Wood Primary School.

ACTION -

- Clerk to progress registering the land next to Alder Grove School as an asset of community value and report to the next meeting of Planning and Highways Committee

The planning application for 149 dwellings at Three Mile Cross had been refused by the Secretary of State on the grounds that it was in the Detailed Emergency Planning Zone (DEPZ). There was an appeal process, however, it was felt that this would be unlikely.

Members **NOTED** the minutes of the Planning and Highways Committee held on 10th September 2025

91.4 **Corporate Governance Working Party**

The working party would resume reviewing the Financial Regulations at their next meeting.

91.5 **Report from the Chair of the Council**

No report was made by Cllr Masseron.

91.6 **Reports from Outside Bodies**

Berkshire Association of Local Councils (BALC)

Cllr Peer had attended this meeting and had nothing material to report.

Spencers Wood Village Hall

Cllrs James and Matic had attended the Spencers Wood Village Hall Committee and commented on how welcoming they were.

Grazeley Village Memorial Hall

Cllr Lias had continued to make contact with Grazeley Village Memorial Hall but had still received no response.

School Green Centre Cafe

92.1

Documents relating to the progress of the transfer of the café from Fresh Berkshire (trading as Crumbs Café) had been circulated to members prior to the meeting to address questions that had been raised by individual Councillors. These papers included:-

- Presentation to Full Council on 29th July 2025
- Proposed presentation to Full Council on 24th September 2025
- Tin Roof Café – financial arrangements
- Report received from Merritt-Harrison Catering Consultancy
- Draft Terms of Reference of the Café Working Party
- Sample menu

The Catering Working Party had apologised for the administrative error in that the delegation to the working party had not been formally recorded in the minutes of the Extraordinary Full Council meeting held on 29th July 2025.

Members **ACCEPTED** the apology of the Catering Working Party

Proposed: Cllr Boyer
Seconded: Cllr Matic
Agreed: Unanimously

Members **NOTED** that the consultant's report was positive about the way the process was being dealt with.

Various questions were raised relating to the expenditure and recording processes that were addressed by the Finance Manager, however, there had not been sufficient time to gather all the information that Cllr Masseron had requested that afternoon. The Finance Manager advised members that financial arrangements were already addressed in the Financial Regulations and Standing Orders and it was not necessary to add special regulations for the setting up of the café. Cllr Lias, therefore, proposed that the presentation by the Catering Working Party and questions relating to the financial arrangements and compliance with the Standing Orders be deferred to the Extraordinary meeting on 13th October 2025.

Proposed: Cllr Lias
Seconded: Cllr Clarke
Agreed: 7 Agree / 2 Against / 2 Abstained

Cllr Hoyle **PROPOSED** that the Terms of Reference of the Catering Working Party be accepted. *(The Deputy Clerk advised that for a vote to take place the item should have been identified on the agenda).*

Proposed: Cllr Hoyle
Seconded: Cllr Bowler
Agreed: 5 Agree / 0 Against / 6 Abstained

ACTION – An update and further discussion on the "Tin Roof Café" to be added to the agenda of the Extraordinary Meeting of Full Council on 13th October 2025.

25/93

Invoices for Payment

93.1 Payments made within the Clerk's financial delegation

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

- Cllr Clarke noted the high cost of High Copse utilities usage and for the Council to be aware.
- Cllr Masseron noted item 46 – uniforms for the cafe

ACTION-

- Clerk to add an agenda item on cafe expenditure to the Extraordinary Full Council meeting to be held on 13th October 2025

93.2 Payments made on Barclaycard within the Clerk's financial delegation

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

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

There were no payments outside the Clerk's delegation.

25/94

Correspondence

94.1 There had been no correspondence received.

25/95

Date of Next Meeting

95.1 The date of the next Full Council meetings will be

- Extraordinary meeting – Monday, 13th October at High Copse Pavilion
- Full Council – Wednesday, 22nd October 2025 at the School Green Centre

Meeting ended at 20:55



List of Actions

25/86.1	➤ Deputy Clerk to send all Cllrs nomination forms for the position of Chair of Shinfield Parish Council.	Deputy Clerk
	➤ Deputy Clerk to send out the agenda for an extraordinary meeting of Full Council to be held on 13th October.	Deputy Clerk
25/89.2		
25/25.2	➤ Clerk to respond to Ministry of Housing, Communities and Local Government (MHCLG)	Clerk
	➤ Clerk to write to West Berkshire Council	Clerk
	➤ Clerk to follow up with Defence Nuclear Organisation (DNO)	Clerk
25/78.2	BCllr Rance to send the report on students affected by SEND provision to the Deputy Clerk for circulation	BCllr Rance Deputy Clerk
25/79.4	Clerk to circulate aerial images taken by Cllr Johnson of the areas discussed at the Planning and Highways Meeting held on 9 th July 2025 to members of the council	Clerk
25/79.8	Clerk to contact the Spring Gardens Focus Group to ask if Shinfield Parish Council could have an official representative at their meetings	Clerk
25/91.1	Cllr Masseron and Clerk to revisit the standing orders to ensure that they cover amendments	Cllr Masseron Clerk
25/91.3	Clerk to progress registering the land next to Alder Grove School as an asset of community value and report to the next meeting of Planning and Highways Committee	Clerk
25/92.1	An update and further discussion on the "Tin Roof Café" to be added to the agenda of the Extraordinary Meeting of Full Council on 13 th October 2025	Deputy Clerk
25/93.1	Clerk to add an agenda item on café expenditure to the Extraordinary Full Council meeting to be held on 13 th October 2025	Clerk



