

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 29th January 2025 at the School Green Centre commencing at 19:30



Bruce Winton
Chief Executive and Clerk to the Parish Council
23rd January 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. Education Matters

- 2.1 To **RECEIVE** and **CONSIDER** the most recent Ofsted report in respect of Oakbank Secondary School

3. Apologies and declarations of members' interests

- 3.1 To **RECEIVE** and **CONSIDER** members' apologies for absence
3.2 To **RECEIVE** and **CONSIDER** declarations of members' interests
3.3 To **RECEIVE** and **CONSIDER** changes to members' declarations of pecuniary interest

4. Minutes of Full Council Meeting held on 18th December 2024

- 4.1 To **APPROVE** the minutes of the Full Council meeting held on 18th December 2024* as a correct record of the meeting
4.2 To **RECEIVE** information on matters arising

5. Reports Borough Councillors

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

6. Reports from Committees and associated Working Parties

- 6.1 To **RECEIVE** and **NOTE** the draft minutes of the Facilities Committee held on 8th January 2025* and an update from the Chair
6.2 To **RECEIVE** and **NOTE** the draft minutes of the Arts, Culture and Events Committee held on 9th January 2025* and an update from the Chair

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

*** indicates papers to follow*

- 6.3 To **RECEIVE** and **NOTE** the draft minutes of the Children and Young Adults Committee held 14th January 2025* and an update from the Chair
- 6.4 To **RECEIVE** and **NOTE** the draft minutes of the Planning and Highways Committee held 15th January 2025* and an update from the Chair
- 6.5 To **RECEIVE** and **NOTE** the draft minutes of the Staffing Committee dated 22nd January 2025* and an update from the Chair
- 6.6 To **RECEIVE** and **CONSIDER** a verbal update from the Corporate Governance Working Party
- 6.7 To **RECEIVE** a verbal report from the Chair of the Council
- 6.8 To **RECEIVE** reports from outside bodies

7. Budgets for 2025/2026

- 7.1 To **RECEIVE** and **CONSIDER** the proposed budget recommendation for 2025/2026 as recommended by the Finance & General Purposes Committee**
- 7.2 To **RECEIVE** and **CONSIDER** the proposed Precept recommendation for 2025/2026 as considered by the Finance & General Purposes Committee on 11th December 2024**

8. Council meetings

- 8.1 To **RECEIVE** and **CONSIDER** a proposal to review the council's meeting arrangements from 1st May 2025*

9. Correspondence

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

10. Invoices for Payment

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

11. Date of Next Meeting

- 11.1 The date of the next Full Council Meeting will be held on 26th February 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, 18th December 2024
At School Green Centre commencing at 19:30

Present: Cllrs Clarke, Grimes (Chair) (*arrived at 20:00*), Fernandes, Hoyle, James (Vice Chair), Jahromi, Jones, Lias, Matic, Montgomery and Peer

Attending: BClrs Glover, Gray and Rance
B Winton (Clerk), S Herring (Deputy Clerk)

2 members of the public

Cllr James, Vice-Chair of the Council, chaired the meeting until the arrival of Cllr Grimes

24/140 Public Questions

140.1 There were no public questions.

24/141 Apologies and declarations of Members' Interest

141.1 Apologies had been received from Cllrs Boyer, Johnson, Masseron and Tatla, and BClr Srinivasan

141.2 There were no declarations of interest

141.3 There were no changes to members' declarations of pecuniary interests

24/142 Minutes of the Meetings held on 20th November 2024

142.1 The minutes of the Council Meeting held on 20th November 2024 were approved and signed by the Chairman as a correct record.

Proposed: Cllr Clarke
Seconded: Cllr Montgomery
Approved: Unanimously

142.2 **The following matters arising were discussed:**

24/126.2

24/111.1 Clerk to approach NAG and request that they invite the Managers of the retail outlets to their next meeting

The Clerk had written to the secretary of the Fields NAG suggesting such a meeting.

- 24/111.1 Clerk to send a copy of the letter that had been written to the Police and Crime Commissioner to the Co-op with a covering letter expressing the concerns of the council

This had been done.

- 24/111.1 Chairman to write to the MP's asking what was being done at government level to address the issues of anti-social behaviour (ASB)

The Chairman was not present for this item.

Postscript: this had been done

- 24/111.1 Clerk to publish the response once received from the PCC and Co-op

This will be published when received.

- 24/111.1 Clerk to send letter to the Chief Constable and Crime Commissioner

This had been done.

- 24/111.1 Shinfield Parish Council to offer to facilitate a meeting between the Police, Co-op and other affected retail outlets experiencing similar problems once Lidl had opened.

The Clerk reported that this was dependent upon the responses received but anticipated that the most likely approach would be a dedicated meeting of retailers with the Police, Wokingham Borough Council (WBC) and any other interested parties.

24/87.3

- 41.7 Cllr Fernandes and the Clerk to meet with Oakbank School regarding ideas for the Natural History Museum

The Clerk had been in touch with Phil Collins the Interim Headteacher who had agreed in principle to a meeting but had not been forthcoming with dates.

In the most recent Oakbank newsletter the following was reported:-

"You should also have received a letter from me today informing you that for personal reasons I will be stepping down as Interim Headteacher at Oakbank. The letter provides you with more details. However, I am pleased to inform you that from January, Ms Esther Marshall will be taking my place as Interim Headteacher at Oakbank. Ms Marshall is currently Deputy Headteacher at E-Act Crest Academy in London."

- 24/110.2 Clerk to share the report on the implementation of the new waste collection scheme with members once received

The Clerk had spoken to a WBC officer regarding the implementation of the scheme who advised that in general it had gone well. There had been some bins not delivered in parts of the borough but not within the parish. The biggest issue

seemed to be the demand for green recycling bags. Part of this had been the desire or need to recycle more but it had also been observed that bags were being used for non-recycling purposes.

WBC would send more detailed data in respect of the parish and this would be circulated once received.

ACTION – Clerk to circulate data from WBC, once received, regarding the implementation of the new waste collect scheme

24/128.1 High Copse

This was on the agenda, see minute 24/150.2

24/128.1 Clerk to arrange a visit to High Copse Pavilion for all Councillors

This will be arranged once the lease had been signed.

ACTION - Clerk to arrange a visit to High Copse Pavilion for all Councillors once the lease had been signed

24/128.1 Clerk to circulate the High Copse Lease to members in advance of the meeting in December

This had been done.

24/128.1 Clerk to add 'signing of High Copse Lease' to the agenda of the December meeting

This was on the agenda, see minute 24/150.1

24/128.1 Clerk to add area adjacent to Star Rise Play area to the next meeting of the Planning and Highways Committee for further consideration

This had been done and it was intended to arrange a site visit with WBC officers in January.

24/128.1 School Green Working Party – all Members to report potholes on the WBC website

This had been noted.

24/128.4 Planning and Highways Committee to submit comments to the planning application for TPOs at the Stanbury development

This would be done.

24/128.8 Cllr Matic to send the link to the inspector's report, on The Hollies in Burghfield, to members of the council

This had been done.

- 24/129.1** Clerk to add the lease between Shinfield Parish Council (SPC) and Crumbs Café to the agenda of Full Council

The Clerk expected this to come to Full Council in January.

ACTION – Clerk to add the lease between SPC and Crumbs Café to the agenda of Full Council in January 2025.

- 24/131.1** Clerk to sign the agreement with Arts4Wokingham

This had been done and the first planning meeting had been held

- 24/132.1** Clerk to circulate the outline plan for the path from Lailey Path/Hyde End Road to Shinfield Infants and Nursery School to members

This had been done.

- 24/134.1** Clerk to send a meeting invite to all members for the meeting with the University of Reading (UoR)

This had been done.

- 24/134.1** Cllrs to send agenda items to the Clerk prior to the meeting with the UoR

This had been done.

- 24/135.1** Clerk to circulate a simplified version of the consultation on remote attendance and proxy voting to all members to enable a Council response

This had been done, minute 24/146.1

- 24/136.1** Clerk to arrange for a photographer to attend at the start of the next Full Council meeting

This had been done.

24/143

Reports from Borough Councillors

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

- 143.2 The following matters were raised:

BCllr Glover reported that Wokingham Borough Council (WBC) would not be introducing charges to the School Green car park.

The Clerk had been in discussion with WBC Energy Officer about potential support but had been advised that they “cannot pursue any potential commercialised offer with you at this point in time.”

ACTION – BCllr Glover to seek clarification on why WBC cannot assist the Parish with support on microgeneration options.

Cllr James thanked Cllr Bell for her work during her time as a borough councillor and congratulated Cllr Rance on her appointment.

24/144

Reports from Committees and associated Working Parties

144.1 Facilities Committee

Cllr Hoyle queried the minute in relation to the projected budget at High Copse. The Clerk advised that the Facilities committee minutes would be corrected.

Members **NOTED** the minutes of Facilities Committee held on 27th November 2024

144.2 Arts, Culture and Events Committee

Members **NOTED** the minutes of Arts, Culture and Events Committee held on 28th November 2024

144.3 Minutes of the Planning and Highways Committee

The Clerk reported that a meeting of the Neighbourhood Plan Working Party meeting had been set for 30th January 2025.

ACTION – Deputy Clerk to send an invite to Councillors

Cllr Lias would like a response to item 117.2/24/PC/94 regarding Woodcock Lane.

ACTION – Clerk to follow up a response and to report back to the Planning and Highways Committee in January 2025

Members **NOTED** the minutes of the Planning and Highways Committee meetings held on 3rd December 2024

144.4 Minutes of the Finance and General Purposes Committee

Members **NOTED** the minutes of the Finance Committee meetings held on 11th December 2024

144.5 Corporate Governance Working Party

The Working Party were continuing to work on updating the Standing Orders. The process was taking longer than anticipated, but had been productive.

ACTION – Corporate Governance Working Party to submit revised Standing Orders to a Full Council meeting once ready

144.6 Chairman's Report

Cllr Grimes reported on the following:-

- He had attended a meeting with south Reading Borough Councillors to discuss cross-boundary issues. It was recognised that the Whitley Wood Centre would be able to serve communities in north Shinfield and south

Reading. It had been identified that a suitable crossing on Whitley Wood Lane would be helpful as this road was extremely busy; this would require WBC to work with RBC. A further meeting would be held in the new year.

- Yuan Yang, MP was due to have a meeting with the Director of Education South regarding Oakbank School and he had provided a briefing note for that meeting
- He had written to Clive Jones, MP to remind him that he represents the Parish.

Cllr Grimes asked a question to the Borough Councillors regarding WBC's position on the recently published National Policy Planning Framework (NPPF); would this delay the submission of the Local Plan Update (LPU). BClr Glover reported that WBC was on track to submit the LPU in the new year.

ACTION – Chairman to write formally to WBC to ask what their plans were if the LPU was rejected

144.7 **Reports from Outside Bodies**

Cllr Montgomery had attended the 'South Reading Interested Parties' meeting during which he had discussions with a Reading Cllr who informed him that since the John Madejski Academy had failed their Ofsted inspection, they now had a new Trust.

24/145 **Education Matters**

145.1 Cllr Lias drew attention to WBC's disappointing response to SPC's concerns on the Planning Application 241861 for the proposed primary school in Spencers Wood. It was recognised that the parish suffers on all matters relating to education. SPC would like to see equality of provision of education for all children, however, WBC review the service across the whole Borough and this severely affects provision in this parish.

ACTION –

- Clerk to write to BClr Bray requesting a policy statement on transport arrangements for primary aged children to schools outside of the parish once the Primary places were oversubscribed.
- Cllr Hoyle to speak to Swallowfield Parish Council regarding these issues as they too were affected.

24/146 **Consultation on Remote Attendance and Proxy Voting**

146.1 Following the previous meeting, the Clerk had circulated a simplified version for members to enable a collated Council response to be submitted. From the responses received a collated response had been circulated with the agenda.

Members **AGREED** that the collated response be submitted.

Proposed: Cllr Peer
Seconded: Cllr Matic
Approved: Unanimously

ACTION – Clerk to send in the collated response from Shinfield Parish Council

24/147

Council meetings

- 147.1 Discussion at the Finance and General Purposes Committee led to a proposal for each committee to consider, in January 2025, what they felt was the most appropriate meeting frequency for that committee. The Clerk reported that currently SPC held 66 formal council meetings in each year. A reduction in the number of meetings would allow him and the Deputy Clerk more time to deal with the business of the council.

ACTION – Committees to consider the number of meetings required during 2025/26 and report back to the next Full Council meeting.

24/148

Correspondence

- 148.1 Shinfield Studios

An announcement had been made of the retirement of the joint Managing Directors, Nick Smith and Ian Johnson at the end of 2024. The daily operations of Shinfield Studios would be led by Dean Horne, Vice President of Global Studio Operations, and Charlene St Aubyn, Financial Controller, who have been part of the team since the early phases of construction. The Clerk had written to the joint Managing Directors to thank them for what they had brought to SPC and to wish them well in their retirement.

24/149

Invoices for Payment

- 149.1 **Payments made within the Clerk's financial delegation**

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

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

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

- 149.3 **Payments outside the Clerk's financial delegation**

There were no payments outside the Clerk's delegation.

24/150

High Copse

- 150.1 In accordance with the Public bodies (Admission to Meetings) Act 1960 it was **RESOLVED** that the press and public be excluded from the meeting as discussions on the following item may be prejudicial to the special nature of the business.

20:30 *BCllrs Glover, Gray and Rance, and two members of the public left the meeting*

- 150.2 The Clerk had previously circulated the proposed lease and financial model for High Copse to members of the Council. Questions had been received prior to the meeting and the Clerk responded to these following advice from the Council's lawyers and discussions with the UoR.

It was **AGREED** that the lease for High Copse between the University of Reading and Shinfield Parish Council be signed.

Proposed: Cllr Clark
Seconded: Cllr Jahromi
Agreed: 8 in favour
3 abstentions

ACTION – Clerk to arrange for the lease for High Copse between the University of Reading and Shinfield Parish Council be signed.

24/151

Date of Next Meeting

- 151.1 The date of the next meeting was Wednesday, 29th January 2025

Meeting ended at 21:33

List of Actions

24/142.2		
24/110.2	Clerk to circulate data from WBC, once received, regarding the implementation of the new waste collection scheme	Clerk
24/128.1	Clerk to arrange a visit to High Copse Pavilion for all Councillors once the lease had been signed	Clerk
24/129.1	Clerk to add the lease between SPC and Crumbs Café to the agenda of the Full Council in January 2025	Clerk
24/143.2	BCllr Glover to seek clarification on why WBC cannot assist the Parish with support on microgeneration options	BCllr Glover
24/144.3	Deputy Clerk to send an invite to Councillors to a meeting of the Neighbourhood Plan Working Party on 30 th January 2025 at 19:30	Deputy Clerk
24/144.3	Clerk to follow up a response and to report back to the Planning and Highways Committee in January 2025 regarding Woodcock Lane	Clerk
24/144.5	Corporate Governance Working Party to submit revised Standing Orders to a Full Council meeting once ready	Clerk
24/144.6	Chairman to write formally to WBC to ask what their plans were if the LPU was rejected	Cllr Grimes
24/145.1	Clerk to write to BCllr Bray requesting a policy statement on transport arrangements for primary aged children to schools outside of the parish once the Primary places were oversubscribed	Clerk
24/145.1	Cllr Hoyle to speak to Swallowfield Parish Council regarding these issues as they too were affected	Cllr Hoyle
24/146.1	Clerk to send in the collated response from Shinfield Parish Council on the Consultation on Remote Attendance and Proxy Voting	Clerk
24/147.1	Committees to consider the number of meetings required during 2025/26 and report back to the next Full Council meeting	All Committee Chairs
24/150.2	Clerk to arrange for the lease for High Copse between the University of Reading and Shinfield Parish Council to be signed	Clerk

Borough Councillor Reports

Councillor Edmonds

Councillor Gray

Councillor Glover

Noteworthy meetings

ASB

I attended the Fields NAG, in which we had quite a good discussion with the TVP representatives about the shoplifting at the Coop, as well as similar problems in Arborfield Green. It has been suggested that the NAG covers too wide an area, but it is useful to see our problems in a wider context.

I also attended a ‘webinar’ about ASB in Wokingham and Bracknell run by the Thames Valley Neighbourhood Watch. I found this to be a badly organized meeting, during which the words ‘Neighbourhood Watch’ were never mentioned. PCSO Lisa Wiggins spoke well, as she did at the Fields NAG meeting. The outcome of the meeting was to hold more meetings at a more local level, but I can’t see how this differs from the NAG.

Community Energy

At the January Climate Emergency O&S meeting, we had a presentation by Tony Cowling of Reading Community Energy Society. Officers and committee members alike were enthused by this presentation and WBC will be encouraging the setting up of what will probably be a branch of Tony's Society but called Wokingham Community Energy Society.

One of the things they do is put solar panels on the roofs of parish council buildings, churches, schools, even business premises. They charge something like £100 (token payment really) for the installation and then sell the electricity back to the owner of the building at a low price of course. I think there might have been a bit more to it than that - it's an investment opportunity for individuals and organisations. You can watch the presentation and subsequent discussion at <https://wokingham.moderngov.co.uk/ieListDocuments.aspx?CId=514&MId=5109&Ver=4>

And their website is <https://readingenergy.coop>

Planning

Unfortunately, I was unable to attend the webinars on Shinfield Park and Land East and West of Hyde End Road, due to council committee meetings.

Issues

The Swan Public House

Nothing to report.

Lailey Path-Infants School footpath

Rob Curtis has confirmed that the only option is to get the low wall demolished, which has to get through the whole Planning process for a Listed Building and so his estimated time for delivery is August 2025.

Yew Tree Lane

Request for double-yellow lines in passing places: I'm hoping this is being discussed this week (see Spring Gardens below).

Woodcock Lane

Nothing to report

MereOak Lane/A33 junction

A resident has report that it took him over an hour to get from Grazeley School to Junction 11 one morning, and has asked for the phasing on the lights to be changed to give traffic joining the A33 a better chance.

Phone app for reporting problems

I have mentioned this in my speech for a possible debate on a motion at Council tonight (which is about an integrated tracking system for reported problems).

Heron Industrial Estate

Nothing to report

Housing issues

Parking in Clements Close

Residents without driveways are having difficulty parking on their car park, because residents who have their own driveways are using it (either instead of or as well as their driveways). Housing is going to make sure that all cars in the estate are taxed and MOT'd but declined to introduce allocated places in the car parks as she has had experience of trying to manage this and said it turned her job as Housing Officer into that of a traffic warden or car park attendant. She added that families sometimes find themselves with four or five cars but this situation resolves itself as the young people move out.

EV Charging

I have passed on a request by resident in Clements Close for an EV charge point for residents there. WBC Housing have passed this request, the first from a Council tenant, to the Transport Planners.

ASB

I understand that there is an ASB issue in Larchside, which is being dealt with by a Multi-Agency Team.

Part Share Lease Extensions

The 'Approach to Lease Extensions for Council Shared Ownership Properties' has been published in the Agenda for the 30 January meeting of the Executive, at which the Executive will be asked to allow lease extensions for council-owned shared ownership houses (as opposed to flats), ensuring consistency and alignment with forthcoming legislative changes (Leasehold and Freehold Reform Act 2024), and to delegate authority to the Director of Place and Growth to manage the lease extension process, implementing a structured and transparent approach.

This affects 78 properties in Larchside and Blackwater Close, but one resident in particular has worked very hard for several years to get the Council to this position. Flats are not affected because their tenants already have the right to extend their leases.

Spring Gardens

A meeting has been set up with the management of Spencers Wood Nursery on 3 February, to discuss the parking problems caused by parents picking up and dropping off children. My yellow lines proposal was supposed to be discussed this week (although I now realise Spring Gardens is WBC land rather than public highway).

Spencers Wood Nursery

On the subject of the Nursery, I have just received their latest Ofsted Report, which tells me they are now Good in all areas, an improvement over the last report.

Deer Leap Playpark

Nothing to report.

Oakbank

Sadly, as we all know, the Ofsted report published on Monday 20 January shows that no improvement has been made by the Anthem Trust and that the situation has deteriorated. The Parish Council has received the same briefing as the ward councillors. The Director of WBC Children's Services had been instrumental in getting Ofsted in to inspect and has also lobbied the Regional Director of Education to take action. Children's Services are extremely concerned about the situation.

Bins

The only problem reported to me this month has been a failure of the Council/Veolia to collect a yellow sharps bin (twice). Customer Service has been very responsive but there is something wrong with the booking system for it to have happened two weeks running.

Individual residents

Supporting residents with PIP and Immigration problems.

Councillor Rance

- Continuing working with Resident over custody issue
- Resident rang concerned no Water in Leyland, Kendall, Hollow Lane. Nothing I could do. Water went back on after 6 hours
- 6th December - Supporting 'homeless' lady through the mire of WBC legislation. She now has accommodation.
- Would like to 'share' with you the super work SHARE Foodbank does at Shinfield Community Church. Xmas week fantastic! Generous donation of 40 Turkey Crowns distributed. Incredible amount of food/bread/gifts. 58 people visited.
- Resident called unhappy about the public Consultation/Redevelopment of Shinfield Park/Wood building where 'shipping out work' is in progress causing dust and noise.
- When a Councillor previously, I noticed the 'mess' on pavement Shinfield side of B3270. Regularly water pouring out. Blue fencing erected, which fell over repeatedly preventing runners/pedestrians from proceeding safely. Saw one runner go out into the road to circle it.

The 'hole' was jagged/cement crumbling. Contacted WBC 6 times in 3 years with a promise it would be done. Since re-election made another call to Ed Davy, WBC. Roots are the problem, but it will be sorted end January. He dismissed me at end of the email with "Case closed". We'll see. It's an eyesore and dangerous.

- 8th January - Attended NAG meeting. Good discussions regarding shoplifting at Coop in particular/an alleged suspect/ASB in general.
- 14th January - Meeting with Bolton Drive resident about councillor/resident engagement/Shinfield Meadows community. Ongoing concerns about Management Company fees. Am pursuing.
- Concerns over junction at Deardon and Bolton ongoing
- Tenant of property in Wychelm reporting mould and damp.
- 15th January – Resident sent me video of Police acting at Shepherd Road apartments Notice Sec 6 Anti-Social Behaviour Crime & Policing Act 2014, a flat to be closed other than to named resident, 'to prevent the nuisance or disorder from continuing, recurring or occurring'. App to the Mag. Court 16/1/25 Alleged drug dealing .
- 15th January – met resident in Perigee, Shinfield Park – ongoing concerns about Management Company fees. Similarly met resident in Bolton same issues. Am pursuing
- North Shinfield resident reported rootless Fir had been put out on Frensham Green, no ceremony/lights/or baubles. Felt it was pointless. Residents would like to see rooted tree to bring the community together (at Xmas) with lighting ceremony. Gentleman bought rooted tree. Planted it Sunday 12/1/25, hoping it will flourish. Have since shared this with Bruce. We need to be find out what the residents would like to happen!
- Met two residents at Oatlands Road, living either side of No 52 where extensive work is being undertaken. Causing a nuisance for 10 months. Vishal S, Andy G aware.
- 16th January – As have Dave E, Stuart M, Catherine G, Vishal, Andy G we have heard from WBC regarding Oakbank being placed in 'Special Measures' and we note the level of concern from the local community.
- At NAG on 8th Jan, PCSO Lisa Wiggins introduced herself and attended Foodbank on 20th Jan. Keen to promote TV Police as 'being seen' and not to hesitate to call. She and male colleague were at Foodbank's Christmas Special, chatted with residents, had coffee, coloured in drawing books with the children.
- Elderly, Diabetic, housebound resident at High Copse, rang. WBC have failed to collect her Diabetic Waste Tubs since before Christmas even though she had rung in 3 times. She had to order a third tub via her doctor, and our local chemist delivered it. I have contacted WBC – yet to hear back.

Councillor Srinivasan

Councillor Munro

Minutes of a meeting of
The Facilities Committee
held on Wednesday 8th January 2025
at School Green Centre commencing at 19:30

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

Attending: B Winton (Clerk)
S Herring (Deputy Clerk)
S Ali (Facilities Manager)

In the absence of Cllr Clarke, Cllr Johnson chaired the meeting

25/FC/1

Public Questions

- 1.1 There were no public questions.

25/FC/2

Apologies and declarations of Members' Interest

- 2.1 Apologies for absence had been received from Cllrs Clarke & Jahromi
2.2 Declarations of Members' interests

Cllr Johnson declared an interest in the Shinfield Rangers Football Club

25/FC/3

Minutes of the Previous Meeting

- 3.1 The minutes of the Facilities Committee meeting held on 27th November 2024 were approved as a correct record and signed as such by Cllr Johnson

Proposed: Cllr Masseron
Seconded: Cllr James
Approved: Unanimously

3.2 The following matters arising from the meeting held on 30th October were discussed:

24/FC/82

24/FC/71.2 Facilities Manager to arrange installation of the hatch in the café kitchen

The Facilities Manager was continuing to chase AOC regarding the hatch in the café kitchen.

ACTION – Facilities Manager to chase up AOC and stress the urgency in getting the hatch in the café kitchen completed

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

This is on the list of actions for the Facilities Manager but there are other higher priority items at present such as bedding in High Copse Pavilion.

ACTION - Facilities Manager to progress moving a bin from Fullbrook Avenue to Hyde End Road

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

Two quotes had been received so far for the ongoing maintenance of High Copse pitches in accordance with the specification set out by the installers. The lower of the two quotes received had been used in Full Council's consideration to approve the lease for High Copse at their meeting on 18th December 2024.

One additional quote was still being pursued.

ACTION - Clerk to establish the ongoing grounds maintenance costs for the High Copse site and add to the agenda of the Sports Working Party

24/FC/107.9 Clerk to add drainage at the Manor Ground to the agenda of the joint meeting with UoR to be held on 4th December 2024

This had been done. A site visit with White Horse had identified elements of work that were required, and these were being applied to improve the drainage at the site.

24/FC/108.2 Facilities Manager to consider options for a long-term maintenance schedule and to review and retender the cleaning contract for the School Green Centre

The Facilities Manager reported that the cleaning contract with Absolute Brilliant Cleaning ran until May 2025 and in the meantime, he would investigate alternative suppliers.

- 24/FC/108.3** Facilities Manager to be tasked with identifying potential options for a footpath across the School Green and submit these to a future committee meeting

As discussed at the previous meeting this is on the Facilities Manager's list of things to do. He has been asked to identify viable options that will not affect the tree or the use of School Green. It is expected that any Solution will involve a permeable surface and not affect tree roots. As and when these are available, they will be tabled for discussion at a future meeting.

- 24/FC/108.4** Deputy Clerk to develop options and costs for the provision of the necessary equipment in the Tower and Grazeley rooms for streaming and recording council meetings

There was no further update.

ACTION – Deputy Clerk to report back once options and costs had been obtained.

- 24/FC/110.1** Facilities Manager to prepare a formal bid for the installation of a shed at the Manor Ground including checking if any planning permission is required

The Facilities Manager reported that a tent had been installed to ensure that there was adequate protection of the roller. This will then allow more time for arranging planning permission for the longer-term solution of a larger shed

- 24/FC/110.2** Access to Ryeish Green Pavillion to be added to the agenda of the next Facilities Committee meeting

The Clerk had written to the lawyers to expedite this action and would report back once he had received a reply.

ACTION - Access to Ryeish Green Pavillion to be added to the agenda of the next Facilities Committee meeting

- 24/FC/119.3** Clerk to write to Sport England and Football Foundation to clarify the situation regarding football pitches at Millworth Lane

Due to further proposals regarding Millworth Sports Park the Clerk had not yet progressed this item. He would proceed with the action at the appropriate time.

- 24/FC/119.4** Clerk to add to the agenda of the Planning and Highways Committee

Cllr Clarke had suggested that Bloor Homes be approached to provide money to develop the pitches north of the bus lane at High Copse. In light of previous comments from the football clubs it may be better to consider 11aside pitches. This had been added to the Planning &

Highways agenda but the view from Bloor and University of Reading was that it was unlikely that the level of development would generate any additional S106 or CIL funding.

24/FC/119.6 Clerk to obtain costs of two hybrid cricket strips at the Manor Ground

This was on the agenda – item 5.5

24/FC/119.7 Facilities Manager to arrange to meet with the contractors so a viable solution could be found to resolve the issues of drainage at the Manor Ground

Some pitch maintenance issues had not been followed up in the gap between Facilities Managers but following a site visit with the contractor remedial works were now taking place.

24/FC/120.1 Clerk to arrange for the revised tariff for room hire to be implemented from 1st April 2025

This had been done.

24/FC/120.3 Facilities Manager to arrange for a sign to be installed in the School Green Centre car park relating to the space reserved for SPC vehicle

This was in progress.

24/FC/121.1 Clerk to add the upgrade of the Community Room to the agenda of the next meeting

This was on the agenda – item 7.1

24/FC/121.2 Clerk to add microgeneration to the agenda of the next meeting

This was on the agenda – item 9.1

24/FC/123.1 Clerk to add High Copse Pavilion Lease to the agenda of Full Council in December

This had been done.

24/FC/123.2 Clerk to organise a meeting of the Sports Working Party to progress the process for the usage of the pitches at High Copse

This was on the agenda – item 8.2

24/FC/124.1 Clerk to arrange a site visit at the Environmental Field

This was on the agenda

25/FC/4

Meeting schedule for 2025/2026

- 4.1 Following the Full Council meeting held on 18th December 2024 it was agreed that each committee consider the number and frequency of meetings required for 2025/2026.

The committee **AGREED** that meetings should continue be held monthly except that there would be no scheduled meeting in August.

Proposed: Cllr Johnson
Seconded: Cllr Peer
Agreed: Unanimously

ACTION – Clerk to add to the agenda of the next Full Council meeting

Cllr Masseron suggested that the Arts, Culture & Events committee remerged with Facilities. This was a matter for the ACE committee and the Clerk would refer the proposal to that committee's next meeting.

ACTION – Clerk to raise the proposal at the ACE meeting on 9th January

25/FC/5

Sports Provision

- 5.1 Toilets for Millworth Lane

The toilet block was installed on 17th December 2024. There are some final issues on the drainage for the unit to be resolved and then they will be operational.

- 5.2 Millworth Sports Park

The planning application faced objections from Shinfield Rangers and Sports England. An alternative proposal was discussed, which would retain the grass pitch and relocate other facilities.

There was a meeting with Shinfield Rangers on 5th December to discuss their concerns and with WBC Sports officers on 16th December. At both those meetings the advice being given to us was that the retention of the full-sized grass pitch at Millworth Lane was more preferable to persisting with the planning application as it stands. WBC also suggested that there would be more success with pay as you go tennis courts (23.8m x 11.0m) sharing space with netball (30.5m x 15.25m) (rather than marking up for basketball)

It was agreed that the planning application be modified to retain the full sized grass football pitch. This would mean that it would not be possible to retain the pump track and 3g five a side pitch originally planned. As this changed the overall business plan for Millworth Lane the matter would now need to be referred to Full Council.

Proposed: Cllr James
Seconded: Cllr Peer
Agreed: Unanimously

ACTION – Clerk to arrange revised drawings and costings for consideration by Full Council

5.3 Millworth Sports Park – Football Grants

This was mentioned in matters arising this has not yet been pursued.

5.4 Other Sports matters

There were no other sports matters.

5.5 Cricket strips – Manor Ground

As was discussed at the last meeting, a quote has been received from White Horse to convert the outermost strips on the Manor Ground cricket square to hybrid strips. This would involve one day work for the contractor and would come to £13,900 + VAT including the cost of transporting the machinery to site. This would meet the concerns of English Cricket Board regarding the loss of cricket at Millworth Lane

ACTION – To be added to agenda for next Full Council meeting

25/FC/6

School Green Centre and School Green

6.1 The cinema seating is fitted with an automatic folding mechanism that folds each row of seats as the equipment retracts. A weld has filed on the rearmost set of seats which means that this row has to be manually retracted. Replacement equipment has been ordered and the remedial work will be carried out on the 16th January. This is covered by the snagging for the equipment.

6.2 School Green Centre Car park

As mentioned in matters arising this sign is on order

A sign would be installed to reserve a space for SPC vehicles from 08:00 to 17:00 weekdays to allow public parking outside of these times.

ACTION – Facilities Manager to arrange for a sign to be installed.

25/FC/7

Spencers Wood Pavilion

7.1 Upgrade to the Community Room

The Deputy Clerk advised that this was still a work in progress and we were awaiting an aerial image from Cllr Johnson.

ACTION – Deputy Clerk to progress the update of the pavilion

25/FC/8

Other Council buildings

8.1 High Copse Pavilion

Following approval by Full Council on 18th December 2024 the lease was signed the following day. Occupation of the building started on 6th January

2025 with the relocation of the dementia care group. New tables had been delivered and we were awaiting the delivery of the matching chairs.

The Grounds Maintenance Officer will be moving into the office in January where he will be joined in due course by the Facilities Manager.

Beard are working on the snagging items in the building.

8.2 High Copse Pavilion – working party

The Working Party would be convened to consider the specification for both football and cricket at High Copse. It was agreed that a visit to inspect the pitches would be arranged.

ACTION – Clerk to arrange a site visit for Working Party and others

25/FC/9

Microgeneration

- 9.1 As was reported at Full Council on 18th December WBC's Energy Officer was not in a position to provide advice to SPC. The Clerk would investigate other options for sourcing advice.

ACTION – Clerk to investigate other options for sourcing advice on microgeneration.

25/FC/10

Parish Wide Items

- 10.1 Environmental Field at the End of Hayes Drive

This item was deferred as Ian was not present to provide the update

ACTION – Clerk to arrange a site visit at the Environmental Field

- 10.2 Deer Leap Park – grassed area

This item was deferred as Ian was not present to provide the update

ACTION – Clerk to arrange a site visit to Deer Leap Park

- 10.3 Deardon Orchards – information board

There was a discussion about potentially replacing the existing information board with something more prominent and including reference to the support provided by Freely Fruity.

ACTION – Clerk to provide a proposal at a future meeting

10.4 Clares Green Cemetery

The Clerk had discussed WBC's proposal with the relevant WBC Officer. This was a medium-term item (5+ years), and WBC wanted to explore potential options. The Clerk had advised that any potential disposal of allotments was tightly regulated.

Members requested that any proposals from WBC took a long-term approach to the issue. They suggested that WBC ask University of Reading if there was any suitable land.

ACTION – Clerk to advise WBC for the need for a long-term proposal regarding Shinfield Cemetery and to suggest they consult with the University of Reading

25/FC/11

Correspondence

11.1 "More Muslim burial spaces found in borough"

Members **NOTED** the article published by BBC Berkshire

11.2 "Hello Bench" project

A request had been received from the WBC Community Engagement Officer responsible for Frensham Green for a plaque to be attached to a SPC bench at Frensham Green to advertise the "Hello Bench" project that encouraged residents to sit, chat and connect with each other and access other support services via the QR code. Members agreed to the proposal

ACTION – Clerk to advise WBC about permission for installing the Hello Bench plaque

25/FC/12

Date of Next Meeting

12.1 The next meeting would be held on Wednesday, 5th February 2025

The meeting ended at 21.30

List of Actions

24/FC/82

24/FC/71.2	Facilities Manager to chase up AOC and stress the urgency in getting the hatch in the café kitchen completed	Facilities Manager
24/FC/89.1	Facilities Manager to progress moving a bin from Fullbrook Avenue to Hyde End Road	Facilities Manager
24/FC/107.2	Clerk to establish the ongoing grounds maintenance costs for the High Copse site and add to the agenda of the Sports Working Party	Clerk
24/FC/108.4	Deputy Clerk to report back once options and costs had been obtained for streaming and recording council meetings in the Tower Room and Grazeley Room	Deputy Clerk
24/FC/110.2	Access to Ryeish Green Pavillion to be added to the agenda of the next Facilities Committee meeting	Clerk

25/FC/4.1	Clerk to add to the agenda of the next Full Council meeting the proposed meeting schedule for the Facilities Committee	Clerk
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25/FC/4.1	Clerk to raise the proposal of the ACE committee remerging with the Facilities Committee at the next ACE meeting	Clerk
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25/FC/5.2	Clerk to arrange revised drawings and costings for Millworth Lane Sports Park for consideration by Full Council	Clerk
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25/FC/5.5	Cricket strips at the Manor Ground to be added to the next Full Council agenda	Clerk
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25/FC/6.2	Facilities Manager to arrange for a sign to be installed in the SGC Car Park	Facilities Manager
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25/FC/7.1	Deputy Clerk to progress the update of the Community Room at Spencers Wood Pavilion	Deputy Clerk
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25/FC/8.2	Clerk to arrange a site visit to High Copse pitches for the working party and others	Clerk
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25/FC/9.1	Clerk to investigate other options for sourcing advice on microgeneration	Clerk
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25/FC/10.1	Clerk to arrange a site visit at the Environmental Field	Clerk
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25/FC/10.2	Clerk to arrange a site visit to Deer Leap Park	Clerk
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25/FC/10.3	Clerk to provide a proposal at a future meeting	Clerk
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25/FC/10.4	Clerk to advise WBC for the need for a long-term proposal regarding Shinfield Cemetery and to suggest they consult with the University of Reading	Clerk
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25/FC/11.2	Clerk to advise WBC about permission for installing the Hello Bench plaque	Clerk
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Minutes of a meeting of
the Arts, Culture and Events Committee
Held on Thursday 9th January 2025
at School Green Centre commencing at 19.30

Present: Cllrs Jahromi, James, Jones, Matic (Chair)

Attending: B Winton (Clerk)

25/ACE/1 Public Questions

- 1.1 There were no public questions

25/ACE/2 Apologies and declarations of Members' Interest

- 2.1 There were apologies from Cllrs Montgomery & Peer
- 2.2 There were no declarations of members' interests

25/ACE/3 Minutes of the previous meeting

- 3.1 The minutes of the committee meeting of 28th November 2024 were approved as a correct record and signed as such by Cllr Matic

Proposed: Cllr Jahromi
Seconded: Cllr Jones
Approved: Unanimously

3.2 Actions and Matters Arising

- 63.2 Cllr Montgomery to arrange for Cllr James to be second signatory on the Shinfield North Community Fund account

Cllr Montgomery had advised that he has obtained an additional signatory for this account and so no longer required Cllr James to fill that role.

- 92.2 Clerk to see if it would be possible to arrange an event for Frensham Green

The Clerk advised that it had not been possible to arrange an event in advance of the organised trip to the pantomime. Shabina Maher had reported a visit by Santa to Frensham Green on 19th December (arranged through the Lions Club of Reading).

- 93.1 Clerk to investigate suitable alternatives to Filmbank Media for licensing films

This was on the agenda.

- 94.1 Clerk to arrange the meeting with Arts4Wokingham

This was on the agenda

- 96.1 Clerk to investigate possibility of having a “permanent” Christmas Tree

It was agreed that there would be no change to the current arrangement of buying in a tree for 2025 and the situation would be reassessed once the new public plaza had been completed.

25/ACE/4

Meeting schedule 2025/26

- 4.1 At the Full Council meeting held on 18th December 2024 it was agreed that each committee consider the number and frequency of meetings required for 2025/2026.

Members considered options including recombining with the Facilities committee.

The committee **AGREED** that ACE should continue as a separate committee but meet on a bi-monthly basis (in May, Jul, Sep, Nov, Jan, Mar). These meetings would remain on a Thursday evening with a 7.30 p.m. start time.

Proposed: Cllr Jahromi
Seconded: Cllr Jones
Agreed: Unanimously

ACTION – Clerk to add to the agenda of the next Full Council meeting

5.1 **Art Exhibition****Artists**

There had been 55 artist's expressions of interest received up until the end of 2024. The detailed sign-up form had been issued to those artists on Wednesday 8th January and since then 10 artists had completed the form proposing to display 53 paintings with a combined sales price of over £6,000. The Clerk displayed samples of the artworks.

Workshop Developments

A programme of supporting events was being developed with the following items definitely happening:

Friday 14th Feb – Cinema screening of "Loving Vincent"

Friday 21st Feb – Crumbs art bag + drink and cake – Tower Room

Saturday 22nd Feb – Talk on public art in Bracknell and Wokingham

Date TBC – Paint and Prosecco evening to be organised by Crumbs

Advertising the Event to the General Public

The programme for general advertising will include

- Communicating with Art groups
- SPC Newsletter
- SPC Social Media
- Signage on site
- Other parish councils and WBC
- Advertising in local newspapers

5.2 **Possible Events for Shinfield North**

It was agreed that Shabina Maher, Community Engagement Officer for WBC to attend a future meeting of the committee to explore what events could be arranged for that part of the parish and how there can be closer co-operation between the councils.

ACTION – Invite Shabina to attend a future meeting of the committee

5.3 **Christmas Activities**

The larger tree and the lights across the panels on the Green worked well. Numbers for the Christmas Fayre were down but most likely due to the adverse weather (Storm Darragh). There were still reasonable numbers in the School Green Centre and over 70 attended the Rockin around the Christmas tree element. The intention was to repeat the event again in 2025 (Friday 5th December).

- 6.1 Charged for admission started in December (89 sold in total for the month). Numbers for January were however low. There was a general discussion regarding which types of movies are most likely to attract audiences which will be fed back to the film selection panel.

It was also the intention to look how else the screening equipment could be used including at quiet times such as Monday mornings (particularly for special screenings) and Saturday mornings. This would be in addition to the option of gaming sessions.

ACTION – Clerk to develop additional uses for the screening equipment

- 6.2 The Clerk had revisited the film licencing arrangements which currently cost a minimum of £91 per film via Filmbank Media (for the Friday screenings this would equate to approximately £9,000 p.a.). An alternative option was to obtain a blanket film licence for £440.

There were restrictions with a blanket licence which was geared more for a Film Club type arrangement (no external advertising of the specific movies to be screened, no charge for the viewing of a film).

After discussion it was agreed that there should be a move to a Film club arrangement after the existing run of advertised films had been completed (i.e. from March 2025).

ACTION – Clerk to develop the arrangements for a Shinfield Film Club

- 6.3 A blanket licence would also make a daily summer holiday screening a viable option

ACTION – Clerk to develop proposals for a summer holiday film club

- 7.1 Arts4Wokingham had attended a very positive meeting on 10th December. The agreement has been signed and payment of the fee has been made.

The target timetable for unveiling of a finished artwork had initially been set as summer 2027 which would allow time for thorough development of the design principals and selection of the artist. It would also enable grant applications to be made to relevant bodies.

A provisional identification of the best location was to the east of the café patio at the School Green Centre.

ACTION – Clerk to arrange the next meeting with Arts4Wokingham

25/ACE/8

VE Day 80th Anniversary Event

- 8.1 The Clerk advised that there was nothing to add on this event at present.

25/ACE/9

Correspondence

- 9.1 There had been no correspondence received.

25/ACE/10

Date of Next Meeting

- 10.1 The next meeting of the Arts, Culture and Events Committee meeting will be held on Thursday, 6th February 2025 at 19:30

The meeting ended at 20.45

List of Actions

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|------------|--|-------|
| 25/ACE/4.1 | Clerk to add the committee's decision on meeting schedule to the agenda of the next Full Council meeting | Clerk |
| 25/ACE/5.2 | Invite Shabina Maher to attend a future meeting of the committee | Clerk |
| 25/ACE/6.1 | Clerk to develop additional uses for the screening equipment | Clerk |
| 25/ACE/6.2 | Clerk to develop the arrangements for a Shinfield Film Club | Clerk |
| 25/ACE/6.3 | Clerk to develop proposals for a summer holiday film club | Clerk |
| 25/ACE/7.1 | Clerk to arrange the next meeting with Arts4Wokingham | Clerk |

Minutes of a meeting of
Children and Young Adults Committee
Held on Tuesday 14th January 2025
At School Green Centre commencing at 19:30

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

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

25/CYA/1

Public Questions

- 1.1 There were no public questions.

25/CYA/2

Apologies for Absence and Declarations of Interest

- 2.1 Apologies for absence were received from Cllr Johnson.
- 2.2 There were no declarations of members' interests.

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

25/CYA/3

Minutes of the previous meeting

- 3.1 The minutes of the meeting held on 5th November 2024 were approved and signed by the Chairman as a correct record.

Proposed: Cllr Grimes
Seconded: Cllr Fernandes
Approved: Unanimously

3.2 Matters arising from the minutes

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

The Clerk had written to BClr Prue Bray on 11th December and again on 8th January requesting options for dates/times for the next Education Working Party meeting (she is away 10th-25th January). The intention was to invite representations from Oakbank School and Swallowfield Parish Council.

ACTION – Clerk to arrange the next Education Working Party meeting and invite representatives of Oakbank School and Swallowfield Parish Council to attend

- 24/CYA/37.2 Clerk to contact the Army Cadet Force (ACF) to see if they would be interested in participating in an event in 2025

This was on the agenda.

- 24/CYA/37.3 Clerk to arrange for increased signage around the Parish with QR codes to direct Youths to local groups

The Clerk had received a suggestion that the Youth Club be asked to design some posters that would appeal to the target audience. It was agreed that the Clerk would put this to the Youth Club.

ACTION – Clerk to request the Youth Club to design posters aimed at young people

- 24/CYA/38.1 Clerk to prepare options and quotes for displaying activities in the café area for the next meeting

This has been assigned to the Facilities Manager, but he has been prioritising other items. This is also being discussed at the weekly Café meetings.

ACTION - Clerk to follow up with Facilities Manager regarding arranging options for displaying activities within the café area

- 24/CYA/38.1 Clerk to arrange for the 'user-friendly' agenda to be displayed

This has not yet been done.

ACTION – Clerk to arrange introduction of “user-friendly” agendas to be displayed on noticeboards

- 24/CYA/45.2 Clerk to draft a letter for Cllr Grimes to send to the Police and Crime Commissioner and Thames Valley Police Chief Constable (and copied to Yuan Yang, MP) requesting that more resource was needed, specifically a visible police presence in the community

This letter had been sent to the addressees on 16th December 2024, but no response had been received as yet.

ACTION – Clerk to chase for a response from PCC and Chief Constable to letter dated 16th December 2024

- 24/CYA/52.1 Clerk to draft a follow up to DfE asking for more specific information relating to the parish of Shinfield and not Wokingham as a whole

This was on the agenda at Item 4.2.

- 24/CYA/52.1 Clerk to arrange the required meeting with South Reading Borough Councillors

The meeting was held online on 3rd December with Cllrs Grimes, Matic and Montgomery and the Clerk attending for SPC.

- 24/CYA/52.2 Clerk to send the adopted policy to Yuan Yang, MP for Earley & Woodley

This had been done, and Cllr Grimes had also provided a briefing note to Yuan Yang for her meeting with the DfE.

- 24/CYA/52.3 Clerk to inform Oakbank school regarding the committee's decision on potential support for a mobile free school policy.

At the previous meeting there was support for the proposed concept, but members wished to be certain that the students would “buy into” such a proposal as without their general compliance it was felt the scheme would be unlikely to achieve the overall desired results. Members would like to see some form of vote by the student body. If this had a positive outcome, then members agreed in principle to match fund up to 50% of the cost. Shinfield United Charities had also expressed an interest in providing financial support. The school had been informed of this, and a response has been requested.

ACTION – Clerk to follow up Oakbank school's interest in the mobile pouch proposal

- 24/CYA/52.4 Clerk to write to primary schools within the parish to confirm their current policy towards mobile phones and ask their views on how best to manage the issue

This was on the agenda at Item 4.1.

24/CYA/52.5 Clerk to arrange the next Education Working Party meeting

This had been discussed earlier.

24/CYA/54.2 Clerk to progress ideas for the creation of a Young Councillors Working Party

This was on the agenda at Item 6.2.

24/CYA/54.3 Clerk to develop proposals for the use of the cinema equipment for youth club film evenings and gaming sessions

This was on the agenda at Item 6.3.

25/CYA/4

Education

4.1 Responses from Primary Schools regarding the use of mobile phones

Shinfield Infant and Nursery School had indicated that this was not an issue for them. For the other primary schools the general approach was to discourage devices to be brought to school and when they were, they were not allowed to be used inside school and would normally be handed to the class teacher.

Where pupils did not comply with this there could be problems with

- Conflict between children in chat
- Inappropriate images being included in chat
- Inviting unknown people into chats
- Children making noises or references to inappropriate content they have viewed.

During the process the Clerk had been advised of a not-for-profit organisation that provided a range of support options for schools and their parents about how they could work with children to ensure that they were equipped to use social media etc. in a safe manner.

It was agreed that the Clerk would follow up with this provider to establish a potential offer of support to schools.

Any offer to schools should reflect the support of SPC and receive feedback from participants.

ACTION – Clerk to prepare a proposal for the next meeting setting out how SPC could offer additional social media safety training to schools within the parish

4.2 It was also suggested that SPC could make the same information available directly to interested parties via its own website and newsletter

ACTION – Clerk to include this in the discussions with the provider

4.3 Other Education Matters

The Clerk advised of a conversation with the Constituency Support Manager for Yuan Yang MP regarding discussions with the Regional Director for DfE regarding secondary schools within the constituency. Those discussions had been positive, and a further meeting had been scheduled for later in January.

ACTION – Clerk to follow up with Yuan Yang’s Constituency office after their next meeting with the DfE

4.4 Shinfield St Mary’s Church of England Junior School

Cllr Fernandes had been proposed as a governor of the school representing Shinfield Parish Council. This was scheduled to be discussed at a Governor’s meeting on 28th January.

ACTION – Cllr Fernandes to advise the outcome of the St Mary’s Governor’s meeting on 28th January

25/CYA/5

Anti-Social Behaviour

5.1 As noted earlier in the meeting, no response had been received to the letter sent to PCC and TVP Chief Constable on 16th December 2024.

The ASB online seminar arranged by Thames Valley Police on 13th January had been joined by Cllrs Grimes, Johnson, Montgomery & Peer and the Clerk.

This prompted a wider discussion on a previous proposal considered by Full Council in 2022 to provide a dedicated security provision for the parish. This would require a specific increase in the precept to cover the cost of any such provision. There was also discussion on whether this would be double charging residents as they were also paying for a Thames Valley Police precept. Part of the discussion was on how TVP could enhance the service they provide to residents.

There was a majority decision to refer the matter to Full Council to gauge interest in a potential programme to establish whether there was sufficient support for such an initiative amongst residents.

ACTION – Clerk to prepare a report for Full Council to consider options for enhanced security provision within the parish

6.1 Youth Event

The Clerk had raised this with the Army Cadet Force on Remembrance Sunday. They would be interested in some form of participation but would need to be satisfied about safeguarding measures particularly when camping overnight.

It was noted that the original concept was to run the event at High Copse pavilion but the pitches there would not be available until September 2025 at the earliest.

It was agreed that a smaller activity based in the School Green Centre may be viable for 2025 to be held in the summer holiday period where space demands was less.

ACTION – Clerk to establish interest of local groups (ACF, Scouts and Guides) in participating in such an event

6.2 Young Councillors Working Party

The Clerk advised that this has not yet been progressed. He suggested that an initial step may be to address an assembly at Oakbank school. This would allow an opportunity to make students aware of the parish council but more importantly to gauge their views on subjects that were of interest to them.

It was agreed that the Clerk should approach the school with such a proposal.

ACTION – Clerk to ask Oakbank School to address a student's assembly to establish matters of interest to students

6.3 Engagement with children and young adults

The Shinfield Cinema was now operating, and the Clerk would now start to explore opportunities for other activities with children and young adults e.g. Gaming evenings or film screenings specifically for the youth club.

ACTION – Clerk to develop proposals for the use of the cinema equipment for youth club film evenings and gaming sessions

7.1 Members agreed to retain the bi-monthly schedule of meetings (Jan, Mar, May, Jul, Sep & Nov)

ACTION – Clerk to add to next Full Council agenda

25/CYA/8

Correspondence

8.1 Frensham Green trip to Hexagon

The Clerk advised members of a letter of thanks from WBC's Community Engagement Officer for the continuing support provided by SPC for the annual Frensham Green trip to the Hexagon theatre for the pantomime.

8.2 Additional Trips for residents of the parish

The letter opened a discussion on whether it could be possible to support and enable additional trips throughout the year open to more (or all) of the parish.

The Clerk was asked to explore options for a larger scale excursion to be run in the summer holidays open to all residents. For example this may be a trip to the seaside or a visitor attraction.

ACTION – Clerk to prepare proposals for the next meeting for a summer holiday coach excursion

25/CYA/9

Date of Next Meeting

9.1 The date of the next Children and Young Adults Committee meeting will be 11th March 2025

The meeting ended at 21.45

List of Actions

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	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 follow up with Facilities Manager regarding arranging options for displaying activities within the café area	Clerk
24/CYA/38.1	Clerk to arrange introduction of “user-friendly” agendas to be displayed on noticeboards	Clerk
24/CYA/45.2	Clerk to chase for a response from PCC and Chief Constable to letter sent to them dated 16 th December 2024	Clerk
24/CYA/52.3	Clerk to follow up Oakbank school’s interest in the mobile pouch proposal	Clerk
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	Clerk
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	Clerk
25/CYA/4.3	Clerk to follow up with Yuan Yang’s Constituency office after their next meeting with the DfE	Clerk
25/CYA/4.4	Cllr Fernandes to advise the outcome of the St Mary’s Governor’s meeting on 28 th January	Cllr Fernandes
25/CYA/5.1	Clerk to prepare a report for Full Council to consider options for enhanced security provision within the parish	Clerk
25/CYA/6.1	Clerk to establish interest of local groups (ACF, Scouts and Guides) in participating in a “Sleep Out” event in 2025	Clerk
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	Clerk
25/CYA/6.3	Clerk to develop proposals for the use of the cinema equipment for youth club film evenings and gaming sessions	Clerk
25/CYA/7.1	Clerk to add the committee’s decision on future meeting schedule to the next Full Council agenda	Clerk
25/CYA/8.2	Clerk to prepare proposals for the next meeting for a summer holiday coach excursion	Clerk

Minutes of a meeting of
Planning & Highways Committee
Held on Wednesday 15th January 2025
At School Green Centre commencing at 19:30

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

Attending: B Winton (Chief Executive and Clerk)
S Herring (Deputy Clerk)

2 members of the public

25/PC/1 Public Questions

1.1 There were no public questions.

25/PC/2 Apologies and declarations of Members' Interest

2.1 Apologies had been received from Cllrs Fernandes, Jahromi and Peer.

Cllr Boyer chaired the meeting in Cllr Peer's absence.

2.2 There were no declarations of members' interests

25/PC/3 Minutes of the Previous Meeting

3.1 The minutes of the committee meeting of 4th December 2024 were approved signed as such by Cllr Boyer.

Proposed: Cllr James

Seconded: Cllr Grimes

Approved: Unanimously

3.2 **Actions and Matters Arising from the meeting held on 6th November 2024**

24/PC/94 & 85.2 Clerk to chase WBC for a response to the question "when did Woodcock Lane cease being a bridle way and to request that motor vehicles are restricted"

ACTION - Cllr Hoyle offered to investigate

- 24/PC/112.1** Clerk to send a diary entry to members of the Shinfield Parish Neighbourhood Plan Working Party

This had been done with the date set as 30th January 2025.

- 24/PC/112.2** Clerk to apply to register the three areas identified as 'Assets of Community Value'

This was on the agenda – see minute 25/PC/10.2

- 24/PC/112.3** Clerk to request a fee enquiry for a feasibility study for the proposed 'Spencers Wood Village Centre'

The Clerk had requested an indication of costs for such a feasibility study.

ACTION - Clerk to report to committee when the outline cost for a Spencers Wood village centre feasibility study was available.

- 24/PC/118.3** Clerk to respond to WBC regarding the concerns raised by Sport England

The responses to the Millworth Lane planning application were discussed at length at the Facilities Committee. A proposal would be put forward to Full Council to modify the plans and revisit the overall business plan.

- 24/PC/121.1** Clerk to contact MOTION for advice regarding the streetlighting on B roads in the parish

The Clerk had written to MOTION but had not yet received a response.

ACTION - Clerk to contact MOTION for advice regarding the streetlighting on B roads in the parish

- 24/PC/124.2** Clerk to check the details of the tree work planned for Church Lane to ensure that trees were not being removed

The work is confirmed for 10th February and requires 3-way traffic lights while the work takes place. Two trees are to be felled due to them being either dead or heavily diseased.

- 24/PC/124.3** Clerk to check whether the developers were proposing to erect a fence to protect the Arborfield Road allotments

The developer had advised that they would put in place a temporary fence.

25/PC/4

Meeting Schedule for 2025/26

- 4.1 Following the Full Council meeting held on 18th December 2024 it was agreed that each committee consider the number and frequency of meetings required for 2025/2026.

The committee **AGREED** that meetings should continue be held monthly except that there would be no scheduled meeting in August. It was noted that further meetings could be arranged as required.

Proposed: Cllr James
Seconded: Cllr Masseron
Agreed: Unanimously

ACTION – Clerk to add to the agenda of the next Full Council meeting

25/PC/5

Schedule of Deposited Plans

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

- 5.2 Planning application 241964 – 2 Grovelands Road

Cllr Boyer declared that he lived on Grovelands Road.

A neighbour to the proposed property had written to the parish council asking them to reconsider their response to the planning application as they felt that this would severely affect shading over his property consequently affecting the effectiveness of his solar panels.

ACTION – Clerk to resubmit a response to Planning Application 241964 to request that the proposed extension complies with WBC policy on sustainability by ensuring it does not cast a shadow over the neighbouring property.

- 5.3 Planning Application 241861 – Spencers Wood Primary School

The committee recognised that there was insufficient schooling provision for children in the parish but did not wish to withdraw their initial response despite Wokingham Borough Council's subsequent comments. The committee felt the proposals for the school were inadequate for a number of reasons.

ACTION – Clerk to respond to Planning Application 241861 to state that Shinfield Parsh Council (SPC) stood by their initial response and to request that they have an opportunity to speak at the relevant planning meeting.

5.4 Planning Application 243188 – Hall Farm / Loddon Valley SDL

Members recognised that this was a scoping of the environmental impact assessment report (EIA), however, they expressed concerns over the potential for upstream flooding, inadequate utility supplies particularly sewerage and drainage, and traffic problems. Impacts should also be considered for every stage of the development.

ACTION – Clerk to respond to Planning Application 243188 to state the concerns over upstream flooding, inadequate utility supplies particularly sewerage and drainage, and traffic problems and to request that, throughout the development phase to completion, a regular detailed report is given.

5.5 Planning Application 243135 – Bismillah House, Brookers Hill, RG2 9BX

Members expressed concern at the over large size of the proposed building that was intended as motorhome parking and a leisure room. This appeared to be very large for the intended use. Members felt that a comment should be made on the planning portal to this effect.

ACTION – Clerk to respond to Planning Application 243135 to state that SPC had concerns about the size of the proposed building for the stated use and request that a condition be added to restrict future business use of the building.

25/PC/6

Appeals

It was **NOTED** that there were two new appeals.

6.1 Planning Application 242085 (95 Hyde End Lane)

Members **NOTED** the appeal.

6.2 Planning Application 233038 (Land east of Hayes Drive and north of Church Lane)

A resident had expressed concerns with regards to this planning application and sought support from SPC. Members felt that the response previously submitted by the parish council, written with the support of ET Planning, still stood and would be presented to the inspectorate.

ACTION – Clerk to respond to the resident to inform him that the comments made by SPC would be available to the inspectorate and they didn't feel they could enhance this further.

25/PC/7

Enforcement Notices

7.1 Closed Enforcement Notices

This month there had been four items reported as being “No breach” and one item as being “voluntary compliance”. Three items had now had an application submitted.

Members **NOTED** the report

7.2 Live Enforcement Notices

There was one new item added - Land Between Cutbush Lane, Arborfield Road and Shinfield Road, Lane End Farmhouse.

Members **NOTED** the report

25/PC/8

Highways, Street Lighting and Footpath Matters

8.1 Footpath matters

Cllr Masseron had submitted a written report and highlighted the following points:-

- Footpath 4, adjacent cycleway – this was severely flooded. The University of Reading (UoR) had been informed and had agreed to look at the levels and rectify the problem.
- Footpath 12 had been cleared by the Shinfield Volunteers. This was being used more frequently as a route from the bus stop on Hollow Lane to Lidl. This may be a future project to consider for upgrading.

Cllr Boyer thanked the Shinfield Volunteers for their work on the footpaths.

It was recognised that Lidl had installed a fence along the side of Footpath 12 to the north of the building following concerns of safety at the edge of the path.

8.2 Traffic Working Party

The Clerk reported that he was setting up a meeting with WBC to progress the issues raised by SPC. He had also chased the Highways Office to request a timescale for highways matters, in particular the reduction of speed limit on Hollow Lane to 30mph.

8.3 Lailey Path / Hyde End Road footpath

BCllr Glover had received an update from WBC on the progression of the proposed footpath. The solution proposed was to remove the railing/wall and create a path but this would take time for the wall removal application that was going to be lengthy and costly. It was unlikely that a decision would be reached before August 2025. They were also waiting for the school to confirm that they continued to support this approach.

25/PC/9

Wokingham Borough Council's Local Plan Update (LPU)

9.1 There was no further update.

25/PC/10**Renewal of Neighbourhood Development Plan****10.1 Neighbourhood Development Plan Project Group**

The next meeting is scheduled for 30th January 2025

10.2 Assets of Community Value (ACV)

This had not yet been done. SPC were yet to receive a formal response to their initial ACV application, and this had been chased.

ACTION - Clerk to apply to register the three areas identified as 'Assets of Community Value'

10.3 Spencers Wood Village Centre

This was discussed under matters arising 25/PC/3.2 (24/PC/112.3)

25/PC/11**Correspondence****11.1 52 Oatlands Road**

Neighbours either side of the property were experiencing problems with building work being carried out at this property. WBC enforcement, BCllr Gray, Police and ASB teams had been involved. SPC had been supportive to the neighbours and suggested that they could try and broker a meeting with the owner but they were not optimistic of any success. As the design of the building had significantly changed from the approved plans this was a matter for WBC Enforcement. SPC would watch for any applications submitted.

11.2 Planning Application 233038, Appeal: APP/X0360/W/24/3354608 – Land East of Hayes Drive North of Three Mile Cross

This had been discussed under Planning Inspectorate matters – see minute 25/PC/6.2.

11.3 Public consultation – Land East and West of Hyde End Road

There is a public webinar being held on 16th January.

11.4 Public consultation – Redevelopment of Shinfield Park

A public webinar had been held prior to this meeting and had been attended by Cllrs Lias and James. Cllr Lias had shared the responses to his questions tabled in advance.

Cllr Grimes and the Clerk had met with developers the previous day where a number of points were raised, including

1. Will they install solar panels or just leave it as a leaseholder option
2. Will they contribute to the bus route 3 to enter the site on some journeys to minimise car traffic as the nearest bus stop was 500m?

3. Will they fund improvements for cycling to Shinfield Rise
4. How will workers get food – driving to Shinfield Rise, Asda etc or on-site mobile catering van
5. Will there be enough onsite parking in designated spaces
6. Will they provide EV charging for HGVs
7. Would they allow Shinfield Players to use the northern car park in the evenings

11.5 Spencers Wood Nursery

It had been brought to the attention of the council that the car park at the rear of the site had been changed to a children's play area, creating parking problems on the Basingstoke Road and Spring Gardens. Members believed that this change of use would require approval.

Cllr Hoyle reported that BCllr Glover was also aware of the situation and he would ask if she had raised this with WBC Enforcement.

ACTION – Cllr Hoyle to check if this issue had been raised with WBC Enforcement and to report back to the committee

25/PC/12

Date of the next meeting

- 12.1 The date of the next meeting will be Wednesday, 12th February 2025

The meeting ended at 21:26

List of Actions

25/PC/3

24/PC/94 & 85.2	Cllr Hoyle offered to investigate "when did Woodcock Lane cease being a bridle way and to request that motor vehicles are restricted	Cllr Hoyle
24/PC/112.3	Clerk to report to committee when the outline costs for a Spencers Wood village centre feasibility study was available	Clerk
24/PC/121.1	Clerk to contact MOTION for advice regarding the streetlighting on B roads in the parish	Clerk
25/PC/4.1	Clerk to add to the agenda of the next Full Council meeting the meeting schedule of the Planning and Highways Committee	Clerk
25/PC/5.2	Clerk to resubmit a response to Planning Application 241964 to request that the proposed extension complies with WBC policy on sustainability by ensuring it does not cast a shadow over the neighbouring property.	Clerk
25/PC/5.3	Clerk to respond to Planning Application 241861 to state that Shinfield Parish Council (SPC) stood by their initial response and to request that they have an opportunity to speak at the relevant planning meeting.	Clerk
25/PC/5.4	Clerk to respond to Planning Application 243188 to state the concerns over upstream flooding, inadequate utility supplies particularly sewerage and drainage, and traffic problems and to request that, throughout the development phase to completion, a regular detailed report is given.	Clerk
25/PC/5.5	Clerk to respond to Planning Application 243135 to state that SPC had concerns about the size of the proposed building for the stated use and request that a condition be added to restrict future business use of the building.	Clerk
25/PC/6.2	Clerk to respond to the resident to inform him that the comments made by SPC on Planning Application 233038 would be available to the inspectorate and they didn't feel they could enhance this further.	Clerk
25/PC/10.2	Clerk to apply to register the three areas identified as 'Assets of Community Value'.	Clerk
25/PC/11.5	Cllr Hoyle to check if this issue had been raised with WBC Enforcement and to report back to the committee	Cllr Hoyle

Minutes of a meeting of
Staffing Committee
Held on Wednesday 22nd January 2025
At School Green Centre commencing at 19.30

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

Attending: B Winton (Clerk)

25/SC/1 Public Questions

1.1 There were no public questions.

25/SC/2 Apologies and declarations of Members' Interests

2.1 There were apologies received for this meeting from Cllr Montgomery.

2.2 There were no declarations of members' interests.

25/SC/3 Minutes of Previous Meetings

3.1 The minutes of the committee meetings on 13th November 2024 were approved as a correct record and signed as such by the Chairman.

Proposed: Cllr Tatla
Seconded: Cllr Peer
Approved: Unanimously

25/SC/4 Actions and Matters Arising

4.1 There were the following matters arising:

24/SC/53.2 Clerk to add Anti-Social Behaviour paper to the F&GP agenda for December meeting

A formal paper will be going to Full Council on the issue in due course.

25/SC/5

Staffing Update

Staffing Matters Update

- 5.1 The Clerk provided a verbal report on staffing matters not otherwise covered on the agenda. Members **NOTED** the report.
- 5.2 It was agreed that Sarah Bell should be offered the ILCA training course.

ACTION – Clerk to arrange ILCA training for Sarah Bell

- 5.3 It was agreed to rename the Grounds Maintenance Officer role as Facilities Team Member to better reflect the role and for consistency with the Customer Care Team terminology.

ACTION – Clerk to arrange changing of job title from Grounds Maintenance Officer to Facilities Team Member

- 5.4 It was agreed that the Media & Communications Officer should move to full-time with effect from 1st February 2025 to reflect the increasing workload for the role including supporting the public art project.

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

25/SC/6

Training & Development

- 6.1 Training since last meeting
- Hand Over training for High Copse – 14/11/24 – Clerk, Facilities Manager & Grounds Maintenance Officer
 - Making Effective Planning Applications – 19/11/24 – Cllr Peer
 - Communicating with the Community – 21/11/24 – 5 Cllrs & 2 Officers
 - Empowering the young councillors of tomorrow – 13/12/24 – Cllr Peer
 - IOSH Managing Safely – 20/1/25 – Facilities Manager
- 6.2 Future Training
- Communicating with the Community – 27/2/25 – Open to all councillors

6.3 Clerk Qualifications

Deputy Clerk has submitted her final module for CiLCA.

Clerk scheduled to start 2nd year of his Level 4 Community Governance qualification on 4th February.

6.4 Future succession planning

There was a discussion on succession planning particularly with regards to ensuring the necessary qualifications skill set required for the General Power of Competency as at the May 2027 elections cycle.

25/SC/7

Staff Security Matters

- 7.1 The Clerk advised that there had been no recent incidents at the School Green Centre or elsewhere in the parish directly involving staff. The Clerk had attended Spencers Wood Pavilion on the evening of 8th January to deal with a group of youths causing a nuisance to a client in the building. On Sunday 12th a member of the public had defecated in a urinal in the toilets of the School Green Centre

25/SC/8

Future Meeting Schedule

- 8.1 The current meeting schedule was six per annum (Jan, Mar, May, Jul, Sep & Nov).

It was agreed that the March and September meetings were dropped from the schedule from May 2025 onwards resulting in four meetings per annum.

This arrangement was subject to the proviso that additional meetings would be called if staffing issues so required it.

25/SC/9

Date of Next meeting

- 9.1 The date of the next meeting was the Wednesday 19th March 2025

The Meeting ended at 20.15

Budgets

Introduction – Summary of projected financial position 2024/25 to 2028/29

This document summarises the major changes in the budget model since that approved by Full Council in January 2024 for 2024/25 and the three subsequent years.

What has changed to the 2024/25 financial position?

The budget approved for 2024/25 anticipated a break-even position but the forecast is now for a surplus of £44k (a favourable position). Main reasons for this are:

- Delayed expenditure on Millworth Lane leading to more money in the bank
- This coupled with higher than expected interest rates has resulted in higher interest income
- Higher staffing costs as a result of structure changes approved by Full Council but these are more than offset by other reductions in general expenditure

	2024/25 Budget £K	2024/2025 Forecast £k	2024/2025 Variance £k
Income	230.6	258.3	27.7
Expenditure	(872.7)	(856.4)	16.3
Precept	642.1	642.1	0.0
Net Position	0.0	44.0	44.0

What has changed to the 2025/26 budget proposal

The projected financial performance for the above 5-year period was considered and approved by Finance & General Purposes Committee on 12th December 2024. This was then discussed at Full Council on 19th December.

Since that meeting:

- Wokingham Borough Council has confirmed the tax base for the precept to be 7,872.1 Band D Equivalents
 - This is 115.7 fewer than the F&GP initial assumption (timing issue)
 - This reduced the expected income by £9,800.
- The level of one off IT expenditure in 2025/26 has been revisited
 - £8k was brought forward into 2024/25 and other elements have been reduced
 - This reduces the 2025/26 expenditure by £18k

Provisional Budgets for 2025/26

The summarised PROPOSED BUDGET for 2025/26 is shown at Item 7.1 attached. This projects a deficit for that year of (£24.6k) which is reduced from what was anticipated a year ago (£53.5k) i.e. a favourable change of £28.9k. This is due to:

- Continuing higher interest income
- Increase in the Precept
- Expenditure relating to establishing Millworth Lane moving to later years
- Includes more detailed income and expenditure for High Copse
- This offsets the higher salary base and the increases in National Insurance rates

	2025/26 Budget NOW £K	2025/26 Budget LAST YEAR £k	Variance £k
Income	293.4	248.6	44.8
Expenditure	(985.2)	(952.4)	(32.8)
Precept	667.2	650.3	16.9
Net Position	<u>(24.6)</u>	<u>(53.5)</u>	<u>28.9</u>

Provisional Budgets for 2026/27, 2027/28 & 2028/29

In addition to developing the budget requirement for 2025/26, projections have also been made for the following three years. These disregard inflation. The current projected position is as follows:

	2026/27 Projection £K	2027/28 Projection £k	2028/29 Projection £k
Income	321.1	353.0	375.4
Expenditure	(990.7)	(1,045.0)	(1,031.7)
Precept	671.5	675.7	679.9
Net Position	<u>1.9</u>	<u>(16.4)</u>	<u>23.7</u>
Projection Last Year	(16.2)	14.3	---
Better/(Worse)	18.1	(30.7)	

Net position for 2024/25 to 2027/28

The position over the above period has improved compared to what was projected previously. The change by year is as follows:

	2024/25 Projection £K	2025/26 Projection £K	2026/27 Projection £K	2027/28 Projection £k	TOTAL FOR PERIOD £k
Net Position NOW	44.0	(24.6)	1.9	(16.4)	4.9
Net Position LAST YEAR	0.0	(53.5)	(16.2)	14.3	(55.4)
Better/(Worse)	44.0	28.9	18.1	(30.7)	60.3
Disregard Precept Change*	44.0	12.0	1.2	(47.6)	9.6

* This year's projections have an increase of £16.9k built in for additional precept and this line excludes that to provide a true like for like comparison.

As a general approach, any surpluses are held in general reserves to cover the deficits.

Item 7.2 – Precept Calculation

Band D Equivalent Properties

Wokingham Borough Council have advised that the additional Band D properties to be used in the calculation of precept is 69.3 (increasing from 2024/25 figure of 7,802.8 to 7,872.1 for 2025/26 – an increase of 0.9%).

Precept Calculation

It is proposed that for 2025/26 the precept increases by 3.0%, which, for a Band D equivalent property, is an annual increase of £2.47 (from £82.29 to £84.76).

The total precept of £667.2k (up £25.1k from £642.1k) represents a total increase of 3.9%. This is the combined impact of 0.9% more Band D properties and each property paying 3.0% more.

The Clerk is happy to provide more information on any element of the above figures on request.

Item 7.1 - DRAFT 2025/26 BUDGETS

	2024-25 BUD	2024-25 YTD	2024-25 FOO	VAR Vs 2024-25 BUD	2025-26 EST	VAR Vs 2024-25 BUD	2026-27 EST	VAR Vs 2024-25 BUD	2027-28 EST	VAR Vs 2024-25 BUD	2028-29 EST	VAR Vs 2024-25 BUD
	£	£	£	£	£	£	£	£	£	£	£	£
NET FINANCIAL POSITION	0	262,835	44,027	44,027	(24,557)	(24,557)	1,869	1,869	(16,363)	(16,363)	23,666	23,666
Precept	642,122	642,122	642,122	0	667,229	25,107	671,467	29,345	675,705	33,583	679,943	37,821
Income by Cost Centre												
Parish Council administration	27,700	26,702	61,779	34,079	27,850	150	16,450	(11,250)	11,150	(16,550)	10,750	(16,950)
CIL	0	0	0	0	0	0	0	0	0	0	0	0
School Green Centre	116,160	75,980	116,300	140	132,460	16,300	139,620	23,460	148,497	32,337	158,123	41,963
Ryeish Pavilion & sports pitch	0	0	0	0	0	0	0	0	0	0	0	0
Spencers Wood Pavilion	40,800	22,549	42,500	1,700	42,500	1,700	42,500	1,700	43,700	2,900	43,700	2,900
Street furniture & open spaces	2,000	3,427	2,526	526	2,000	0	2,000	0	14,500	12,500	14,500	12,500
Allotments	8,700	8,812	8,700	0	9,310	610	9,780	1,080	10,270	1,570	10,800	2,100
Youth Services	0	1,450	0	0	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Millworth Recreation Grd	15,200	60	100	(15,100)	10,700	(4,500)	21,400	6,200	32,100	16,900	42,800	27,600
The Manor Ground	20,000	11,677	26,400	6,400	10,000	(10,000)	10,000	(10,000)	10,000	(10,000)	12,000	(8,000)
High Copse	0	0	0	0	56,580	56,580	77,360	77,360	80,740	80,740	80,740	80,740
	230,560	150,657	258,305	27,745	293,400	62,840	321,110	90,550	352,957	122,397	375,413	144,853
Expenditure by Cost Centre												
Parish Council administration	(257,151)	(153,250)	(264,075)	(6,924)	(275,598)	(18,447)	(263,657)	(6,506)	(285,557)	(28,406)	(262,403)	(5,252)
To Major Repairs Fund	(36,962)	(36,962)	(36,962)	0	(45,000)	(8,038)	(45,000)	(8,038)	(60,000)	(23,038)	(75,000)	(38,038)
School Green Centre	(197,362)	(129,624)	(211,089)	(13,727)	(238,159)	(40,797)	(231,724)	(34,362)	(240,099)	(42,737)	(231,724)	(34,362)
Ryeish Pavilion & sports pitch	(900)	(2,314)	(1,086)	(186)	(1,100)	(200)	0	900	0	900	0	900
Spencers Wood Pavilion	(35,600)	(20,050)	(39,197)	(3,597)	(34,100)	1,500	(34,100)	1,500	(34,100)	1,500	(34,100)	1,500
Playgrounds	(4,400)	(3,141)	(3,641)	759	(4,000)	400	(4,000)	400	(4,000)	400	(4,000)	400
Street furniture & open spaces	(75,212)	(39,771)	(65,400)	9,812	(66,498)	8,714	(63,298)	11,914	(63,498)	11,714	(63,298)	11,914
Allotments	(9,900)	(8,980)	(12,800)	(2,900)	(7,600)	2,300	(7,600)	2,300	(7,600)	2,300	(7,600)	2,300
Deardon Field	0	0	0	0	0	0	0	0	0	0	0	0
Youth Services	(15,533)	(7,812)	(13,900)	1,633	(18,293)	(2,760)	(20,999)	(5,466)	(25,999)	(10,466)	(25,999)	(10,466)
Facilities Management	(137,052)	(56,426)	(122,843)	14,209	(143,738)	(6,686)	(146,279)	(9,227)	(148,871)	(11,819)	(151,515)	(14,463)
Millworth Recreation Grd	(26,410)	(35,494)	(7,969)	18,441	(10,000)	16,410	(20,500)	5,910	(21,750)	4,660	(22,500)	3,910
Feasibility Costs for Recreati	0	0	0	0	0	0	0	0	0	0	0	0
The Manor Ground	(11,300)	(8,002)	(14,696)	(3,396)	(6,650)	4,650	(6,650)	4,650	(6,650)	4,650	(6,650)	4,650
High Copse	0	0	0	0	(68,050)	(68,050)	(80,500)	(80,500)	(80,500)	(80,500)	(80,500)	(80,500)
New Community Centre	0	0	0	0	0	0	0	0	0	0	0	0
Feasibility of New/Extended Co	0	0	0	0	0	0	0	0	0	0	0	0
Communications	(5,000)	(3,909)	(6,000)	(1,000)	(5,000)	0	(5,000)	0	(5,000)	0	(5,000)	0
Community development	(15,500)	(5,362)	(15,042)	458	(17,000)	(1,500)	(17,000)	(1,500)	(17,000)	(1,500)	(17,000)	(1,500)
Street Lighting	(7,200)	(1,892)	(6,700)	500	(7,200)	0	(7,200)	0	(7,200)	0	(7,200)	0
Planning Reviews	(7,200)	(45)	(6,500)	700	(7,200)	0	(7,200)	0	(7,200)	0	(7,200)	0
Community Grants	(30,000)	(16,910)	(28,500)	1,500	(30,000)	0	(30,000)	0	(30,000)	0	(30,000)	0
	(872,682)	(529,944)	(856,400)	16,282	(985,186)	(112,504)	(990,707)	(118,025)	(1,045,025)	(172,343)	(1,031,690)	(159,008)

PRECEPT CALCULATION

Item 7.2

	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25 FOO	2025-26 EST	2026-27 EST	2027-28 EST	2028-29 EST
Tax Base											
Previous year base	5,144.0	5,371.7	5,656.8	6,295.9	6,703.2	7,356.1	7,613.2	7,802.8	7,872.1	7,922.1	7,972.1
Increase on previous Year	227.7	285.1	639.1	407.3	652.9	257.1	189.6	69.3	50.0	50.0	50.0
Used for Precept Calculation	5,371.7	5,656.8	6,295.9	6,703.2	7,356.1	7,613.2	7,802.8	7,872.1	7,922.1	7,972.1	8,022.1
Band D Equivalent	£66.30	£72.92	£72.92	£72.92	£75.09	£78.75	£82.29	£84.76	£84.76	£84.76	£84.76
Increase of								£2.47			
Precept / Budget Requirement	£356,144	£412,500	£459,100	£488,797	£552,370	£599,570	£642,122	£667,229	£671,467	£675,705	£679,943
Increase due to Precept Rate								3.00%	0.00%	0.00%	0.00%
Increase due to increase in Number of Band D Equivalent properties								0.89%	0.64%	0.63%	0.63%
Total Increase								3.91%	0.64%	0.63%	0.63%

Meeting calendar 2025-2026 - As Approved in May 2024

	Tue	Wed	Thu	Tue	Wed	Thu	Wed	Thu	Wed	Thu	Wed	Thu
2025 Apr											30 PARISH	
May		7 FAC	8 ACE	13 CYA	14 P&H	15	21 STA	22	28 FULL ANNUAL	29		
June		4 FAC	5 ACE	10	11 P&H	12	18 FGP	19	25 FULL	26		
Jul		2 FAC	3 ACE	8 CYA	9 P&H	10	16 STA	17	23 FULL	24		
Aug		6 FAC	7 ACE	12	13 P&H	14	20 FGP	21	27 FULL	28		
Sep		3 FAC	4 ACE	9 CYA	10 P&H	11	17 STA	18	24 FULL	25		
Oct		1 FAC	2 ACE	7	8 P&H	9	15 FGP	16	22 FULL	23	29 FAC	30 ACE
Nov	4 CYA	5 P&H	6	11	12 STA	13	19 FULL	20	26 FAC	27 ACE		
Dec		3 P&H	4	9	10 FGP	11	17 FULL	18	24	25	31	
2026 Jan		7 FAC	8 ACE	13 CYA	14 P&H	15	21 STA	22	28 FULL	29		
Feb		4 FAC	5 ACE	10	11 P&H	12	18 FGP	19	25 FULL	26		
Mar		4 FAC	5 ACE	10 CYA	11 P&H	12	18 STA	19	25 FULL	26		
Apr		1 FAC	2 ACE	7	8 P&H	9	15 FGP	16	22 FULL	23	29 PARISH	
May		6	7	12	13	14	20	21	27 FULL ANNUAL	28		

Easter Sunday - 20th April 2025 & 5th April 2026

Changes recommended by Committees

Facilities	Remain Monthly but omit August	Current meetings	12	Reduces meetings by	1	Revised meetings count	11
ACE	Move to bi-monthly		12		6		6
P&H	Remain Monthly but omit August		12		1		11
CYA	Switch months and omit August		6		1		5
Staffing	Drop to 4 meetings p.a. (omit Mar & Sep)		6		2		4
F&GP	Remain Bi-Monthly but omit August		6		1		5
Council	Remain Monthly but omit August		12		1		11
		TOTAL Meeting	66	TOTAL Reduction	13	Revised TOTAL Meetings	53

Proposed Future Meeting Pattern

	Wednesday	Thursday
Week 1	Facilities	ACE and CYA alternating months
Week 2	Planning & Highways	
Week 3	F&GP and Staffing alternating months	
Week 4	Full Council	

Council and Committees can request an additional meeting if required. This was especially a concern of committees agree to reduce their frequency

Amendments to Schedule

	Tue	Wed	Thu		Tue	Wed	Thu		Wed	Thu		Wed	Thu		Wed	Thu
2025 Apr															30	PARISH
May		7 FAC	8 ACE		13 CYA	14 P&H	15		21 STA	22		28 FULL	29			
												ANNUAL				
June		4 FAC	5		10	11 P&H	12		18 FGP	19		25 FULL	26			
Jul		2 FAC	3 ACE		8 CYA	9 P&H	10		16 STA	17		23 FULL	24			
Aug		6	7		12	13	14		20	21		27	28			
Sep		3 FAC	4 ACE		9 CYA	10 P&H	11		17	18		24 FULL	25			
Oct		1 FAC	2		7	8 P&H	9		15 FGP	16		22 FULL	23		29 FAC	30 ACE
Nov	4 CYA	5 P&H	6		11	12 STA	13		19 FULL	20		26 FAC	27			
Dec		3 P&H	4		9	10 FGP	11		17 FULL	18		24	25		31	
2026 Jan		7 FAC	8 ACE		13 CYA	14 P&H	15		21 STA	22		28 FULL	29			
Feb		4 FAC	5		10	11 P&H	12		18 FGP	19		25 FULL	26			
Mar		4 FAC	5 ACE		10 CYA	11 P&H	12		18	19		25 FULL	26			
Apr		1 FAC	2		7	8 P&H	9		15 FGP	16		22 FULL	23		29 PARISH	
May												27 FULL	28			
												ANNUAL				

Revised 2025-26 Meeting Schedule

	Tue	Wed	Thu	Tue	Wed	Thu	Wed	Thu	Wed	Thu	Wed	Thu
2025 Apr											30 PARISH	
May		7 FAC	8 ACE	13	14 P&H	15	21 STA	22	28 FULL ANNUAL	29		
June		4 FAC	5 CYA	10	11 P&H	12	18 FGP	19	25 FULL	26		
Jul		2 FAC	3 ACE	8	9 P&H	10	16 STA	17	23 FULL	24		
Aug		6	7	12	13	14	20	21	27	28		
Sep		3 FAC	4 ACE	9	10 P&H	11	17	18	24 FULL	25		
Oct		1 FAC	2 CYA	7	8 P&H	9	15 FGP	16	22 FULL	23	29 FAC	30 ACE
Nov		5 P&H	6	11	12 STA	13	19 FULL	20	26 FAC	27 CYA		
Dec	2	3 P&H	4	9	10 FGP	11	17 FULL	18	24	25	31	
2026 Jan		7 FAC	8 ACE	13	14 P&H	15	21 STA	22	28 FULL	29		
Feb		4 FAC	5 CYA	10	11 P&H	12	18 FGP	19	25 FULL	26		
Mar		4 FAC	5 ACE	10	11 P&H	12	18	19	25 FULL	26		
Apr		1 FAC	2 CYA	7	8 P&H	9	15 FGP	16	22 FULL	23	29 PARISH	
May									27 FULL ANNUAL	28		

Ref	Date Paid	Supplier / Payee	Amount Paid (inc VAT) £	Description
1	10/12/2024	HM Land Registry	12.00	Fee for Enquiry
2	12/12/2024	SD Displays	3,000.00	Art Panels for Exhibition
3	12/12/2024	Alexandra	202.30	Uniforms
4	12/12/2024	Barkham Office Furniture	1,384.80	2138/Barkham Office Furniture
5	12/12/2024	Filmbankmedia	218.40	Film Licences
6	12/12/2024	Window Flowers Limited	2,901.88	Maintenance of Planters 6 mths
7	12/12/2024	Kreatif Design Ltd	59.99	Web Hostng December
8	12/12/2024	Malden Window Cleaning Ltd	384.00	Clean SGC & SWP Windows
9	12/12/2024	Thames Valley Signs (berkshire)	735.60	Wrap Around Café Bar Counter
10	12/12/2024	Horsemans Coaches	385.00	Coach Trip Hexagon
11	12/12/2024	Coleraid	308.88	Water Cooler Rental - 2 years
12	12/12/2024	Absolute Brilliance Cleaning Ltd	5,091.70	Cleaning November - School Green
13	12/12/2024	Absolute Brilliance Cleaning Ltd	228.00	Cleaning November - The Manor
14	12/12/2024	Absolute Brilliance Cleaning Ltd	1,784.80	Cleaning November - Spencers Wodd Pavilion
15	12/12/2024	HMRC	5,912.60	Ers , EesNI & PAYE October
16	12/12/2024	Wokingham Borough Council	417.98	Attachment of Earnings - November
17	13/12/2024	Go Cardless	7.85	Card Fee - BP Pulse
18	16/12/2024	Alphabet (GB) Ltd	397.65	Van Rental December
19	17/12/2024	Land Registry	7.00	LR Land Enquiry
20	18/12/2024	Telefonika UK Ltd	258.07	Mobile Phones - December (7)
21	18/12/2024	Nest Pension Contributions	2,037.53	Ee's and Er's Pension - November
22	20/12/2024	Employees	23,321.49	Net Pay - December
23	23/12/2024	Lydia Victoria Photography	200.00	Half Day Shoot - Councillor Photos
24	23/12/2024	Arts4Wokingham	5,000.00	Consultancy Fundraising for Public Art
25	23/12/2024	SSE Energy Solutions	263.04	Final Ryeish Grn 5/2023
26	23/12/2024	The Head Partnership	3,424.80	Solicitor - Drafting Cafe Lease
27	23/12/2024	Select Environmental Services	50.13	Manor Ground Pavilion - Commercial Waste November
28	23/12/2024	Select Environmental Services	322.36	Commercial Waste School Green Centre November
29	23/12/2024	Select Environmental Services	69.09	Commercial Waste Spencers Wood Pavilion - November
30	23/12/2024	Select Environmental Services	9.52	Hygiene Bins - SWP - November
31	23/12/2024	Select Environmental Services	83.58	Commercial Waste Millworth Pavilion - November
32	23/12/2024	Select Environmental Services	2,494.68	Emptying Litter Bins - November (43)
33	23/12/2024	Nigel Jeffries Landscaping Ltd	2,712.00	Delivery & Installation 3 x Xmas Trees
34	23/12/2024	A1 Locksmiths (Berkshire) Ltd	82.25	Keys Cut
35	23/12/2024	A V Partsmaster Limited	2,668.80	Promithean Screen & Trolley for High Copse
36	23/12/2024	MCFT Food Equipment Service	420.00	2153/MCFT Food Equipment Servi
37	23/12/2024	Office Depot International (UK	175.96	Stand Up Signs for Information Notices
38	23/12/2024	Delta Air Conditioning	1,896.00	Annual Fee Maintenance Air Conditioning
39	23/12/2024	Gartec Limited	271.20	Lift SGC - Call Out 21/11/2024
40	23/12/2024	Gartec Limited	160.61	Parts - New Battery for LIFT
41	23/12/2024	Air It Limited	59.94	Telephone - Voluntary Car Scheme - December
42	23/12/2024	Peninsula Business Services	475.42	HR & H&S Services - December
43	24/12/2024	Everflow Utilities	426.91	Water & Utilities 1 mth - January 2025 (10 sites)
44	27/12/2024	Arthur J Gallagher Insurance B	990.58	Van Annual Insurance
45	27/12/2024	British Gas Lite	1,067.42	Electricity - School Green Centre - November 2024
46	27/12/2024	British Gas Lite	811.34	Electricity - School Green Centre - November 2024
47	27/12/2024	British Gas Lite	557.20	Electricity Spencers Wood Pavilion - November 2024
48	27/12/2024	British Gas Lite	68.40	Electricity - Spencers Wood Pavilion - November 2024
49	27/12/2024	British Gas Lite	36.20	Standing Charge - Ryeish Pavilion- November 2024
50	27/12/2024	British Gas Lite	32.95	Electricity School Green Centre - November 2024
51	31/12/2024	Lloyds Bank plc	18.81	Fee £8.50 Cgs £10.31
52	31/12/2024	Repairs to Grass	1,068.00	W/off 3840 Damage to Grass
53	02/01/2025	Wokingham Borough Council	1,223.00	Business Rates SGC - January
54	02/01/2025	Wokingham Borough Council	216.00	Business Rates The Manor - January 1/10th
55	02/01/2025	Wokingham Borough Council	157.00	Business Rates Spencers Wood Pavilion - January 1/10th
56	02/01/2025	Wokingham Borough Council	42.00	Business Rates - Millworth Pavilion - January 1/10th
57	02/01/2025	British Gas Lite	485.16	Electricity November

58	03/01/2025	Air It Limited	86.40	Keyboard , Mouse Supervisor
59	03/01/2025	Air It Limited	1,342.91	Microsoft & Exchange - December
60	03/01/2025	Air It Limited	53.03	Internet SGC - December
61	03/01/2025	Air It Limited	53.03	Internet SWP - December
62	03/01/2025	Air It Limited	400.49	Datto Cloud Back Up - December
63	03/01/2025	Air It Limited	1,355.74	Managed Support - December
64	03/01/2025	Geosphere Ltd	432.00	Renewal Subscription
65	03/01/2025	Multiple	500.00	Returns Deposits
66	03/01/2025	Councillor	4.50	Mileage Claim - NAG
67	07/01/2025	FibreNest	37.00	January Internet - The Manor
68	08/01/2025	TMB Systems Limited	300.00	Access Control cards for SGC
69	08/01/2025	Imagin Products Ltd	29.88	ID Badges - New Staff
70	08/01/2025	Rialtas Business Solutions Ltd	285.98	Additional Cloud Users(2) 4 mth
71	08/01/2025	Elmcroft Construction Ltd	2,935.20	Lay Foundations - Millworth Tennis ClubToilets
72	08/01/2025	A & E Fire & Security	183.46	Call Out 19/11/2024 to repair extinguisher
73	08/01/2025	Alexandra	482.44	New Polo Shirt Shirts & Fleeces
74	08/01/2025	Street Solutions UK	179.69	Cones for SWRG
75	08/01/2025	Wokingham Borough Council	166.20	Attachment of Earnings - December
76	08/01/2025	HMRC paye	9,987.12	Ee's & Er's NI & PAYE October
77	10/01/2025	Nest Pension Contributions	2,193.93	Pension Contributions- December
78	15/01/2025	Shinfield St Marys CofE Jnr Sc	81.00	Purchase of Pumpkins
79	15/01/2025	Malden Window Cleaning Ltd	18.00	Window Cleaning - Spencers Wood Pavilion
80	15/01/2025	Lister Wilder	57.20	Round Up - 10 ltrs
81	15/01/2025	Larkstel Ltd	2,760.00	Manor Pitches - Earthquake & Fertliise Autumn
82	15/01/2025	Reed Specialist Recruitment	225.72	Duty Cover - December
83	15/01/2025	Kreatif Design Ltd	59.99	Hosting Website - January 2025
84	15/01/2025	Absolute Brilliance Cleaning L	7,742.42	December 2024
85	15/01/2025	Filmbankmedia	338.40	Film Licences -
86	15/01/2025	Air It Limited	33.55	Phones - Pre School December
87	15/01/2025	Air It Limited	524.06	Phones School Green - December
88	15/01/2025	Air It Limited	44.38	Phones Car Scheme -December
89	16/01/2025	Alphabet (GB) Ltd	397.65	Van Rental - January 2025
90	20/01/2025	Telefonika UK Ltd	257.51	Mobiles January (7)
			110,646.75	

Ref	Date	Payee Name	Amount Paid (inc VAT) £	Description
1	04/12/2024	Divyum Ventures Ltd	8.99	Paper Cups for Drinks - Youth Club
2	04/12/2024	Amazon EU	13.99	USB Adaptor for Office
3	04/12/2024	Henry Street Garden Centre	36.25	Baubles for Youth Club Crafts
4	04/12/2024	Amazon EU	7.99	Adapters for the Office
5	05/12/2024	Baker Ross	33.35	Baubles for Xmas Tree Festival - SPC Tree
6	06/12/2024	Adobe	56.98	Software Mthly Fee - December
7	09/12/2024	Mailchimp	42.67	AI Powered Marketing - Software - 1 mth
8	10/12/2024	House of Tents	90.00	Tie DownTension Belts & Pegs for Manor Tarpaulin
9	10/12/2024	Sainsburys	58.85	Refreshments for Youth Club
10	11/12/2024	Royal Mail	3.35	Postage for Recorded Letter
11	11/12/2024	Toolport	345.00	Tarpaulin Cover for Cricket Roller
12	12/12/2024	Royal Mail	10.55	Mailing - Returning Parcel
13	13/12/2024	TSSC	15.00	Fire Extinguisher Pins - Spares
14	16/12/2024	Amazon EU	9.99	Popcorn Bags and Popcorn - Youth Club Film Night
15	16/12/2024	George 249 Ltd	13.99	Pitcher & Mugs - Youth Club
16	18/12/2024	Lidl	17.90	Popocorn for Youth Club - Film Night
17	19/12/2024	Post Office	1.50	Postage charged on Delivery
		Total	766.35	

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

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