

Minutes of a meeting of Full Council
Held on Wednesday, 19th November 2025
At High Copse Pavilion commencing at 19:30

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

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

1 Member of the Public

25/115 Public Questions

115.1 Receive and consider questions from the public.

There were no public questions

25/116 Apologies and declaration of members' interests

116.1 Apologies for absence had been received from BCllr Srinivasan

116.2 There were no declarations of members' interest

116.3 Changes to members declaration of pecuniary interest

25/117 Minutes of the Full Council Meetings held on 22nd October 2025 and 3rd November 2025

117.1 Minutes of the Full Council Meeting held on 22nd October 2025

The minutes of the meeting held on 22nd October 2025 were approved and signed by Cllr Boyer as a correct record.

Proposed: Cllr Peer
Seconded: Cllr Jahromi
Approved: 10 for, 1 abstention


17.12.25

- 117.2 Information on matters arising from the minutes of meeting held on 22nd October 2025:
- 25/91.3 Clerk to progress registering the land next to Alder Grove School as an asset of community value and report to the next meeting of Planning and Highways Committee
- This was discussed at the last meeting, and it would be impossible to register an unused field as an Asset of Community Value.
- 25/106.2 Clerk asked to convey to Oakbank School how smart pupils looked in their new uniforms
- This had been done.
- 25/106.2 Clerk to set up an Education Working Party meeting with BCllr Bray
- The Clerk had requested options from BCllr Bray for dates for this meeting. Cllr Hoyle requested that Swallowfield Parish Council be invited to the meeting.
- ACTION - Clerk to set up an Education Working Party meeting with BCllr Bray**
- 25/109.1 Clerk to arrange payment of the approved grants
- This had been done
- 25/109.2 Clerk to follow up the request for a capital grant form St Barnabas and open a dialogue with the church
- Clerk is arranging a date for a follow up meeting to progress the grant application.
- ACTION - Clerk to follow up the request for a capital grant form St Barnabas and open a dialogue with the church**
- 25/110.1 Clerk to ensure that the cost of ASB across the parish was communicated to residents.
- This will be covered in the next newsletter and a more substantial article in the hard copy which is being prepared for issue in January 2026
- ACTION – Clerk to ensure that the cost of ASB across the parish is communicated to residents**

17.12.25

117.3 The Minutes of the Extraordinary Full Council meeting held on 3rd November 2025:

The minutes of the meeting held on 3rd November 2025 were approved and signed by Cllr Boyer as a correct record.

Proposed: Cllr Bowler
Seconded: Cllr Jahromi
Approved: Unanimously

ACTION – Clerk to circulate the information that was submitted to WBC

117.4 Information on matters arising from the minutes of meeting held on 3rd November 2025

25/116.2 Clerk to inform Wokingham Borough Council that Shinfield Parish Council voted for the ward boundaries to be as proposed by the Local Government Boundary Commission for England (LGBCE).

This had been done

25/118 Report from Borough Councillors

118.1 Report from Borough Councillors

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

The Chair thanked the BCllrs for their reports.

118.2 Questions arising from the reports of the BCllrs

Proposed new primary school in Spencers Wood

This was being reviewed at the WBC Children Services Committee and should be included in the budget item for the WBC Full Council meeting in February 2026.

Oakbank School / Greenshaw Trust

Cllr Hoyle expressed concern over the vagueness of the capital funding received and how this was to be spent. It would appear that the trust had received less money than requested. The buildings were too small to fulfil the needs of all the children in the Parish. BCllr Gray reported that the school were working through priorities and the buildings were not the immediate priority.

ACTION – Clerk to request details of funding received by Greenshaw Trust from BCllr Bray

Installation of traffic lights at junction of Church Road/Basingstoke Road, Three Mile Cross

Cllr Glover reported that this had gone out to tender.

19:42 BCllr Rance left the meeting

AB
17.12.25

Reports from Committees and associated Working Parties

- 119.1 Members received the draft minutes of the Facilities Committee held on 29th October 2025 and an update from the Chair

Cllr Johnson reported that the initial football matches at High Copse had been a success. Three games were played on week one and six games on week two. Monitoring of the parking was taking place during change over of games. The football club were buying new goals, and the existing ones would be re-sited so they could be used by the community. Irrigation of the pitches was still under investigation, and it may be possible to access water via an existing borehole, subject to the necessary licencing. Shinfield Rangers had purchased a line-painting machine to mark out the pitches.

Cllr Masseron reported that 300 residents had responded to the survey on the future of Ryeish Green Pavilion. Surveyors had recently visited the site. A substantial report would be submitted to Full Council in January/February 2026.

Cllr Hoyle requested information on vacancy rates of allotments and queried why there were not allotment sites in south Spencers Wood.

ACTION – Clerk to circulate allotment vacancy rates to members

- 19:52 *BCllr Gray joined the meeting*

- 119.2 Members received the draft minutes of the Arts Culture and Events Committee held on 30th October 2025 and an update from the Chair

Cllr Matic reported that there was a slight delay in the public art project by several months to encourage lesser know artists to apply. To date ten submissions had been received.

The National Theatre Live (NTL) screenings had been successful. The Clerk was following up another potential screening service 'Exhibitions on Screen'.

- 119.3 Members received the draft minutes of the Planning and Highways Committee held on 5th October 2025 and an update from the Chair

Cllr Boyer reported that the planning application had been submitted for Loddon Garden Village. The Committee were putting together comments on the application and they would engage a consultant to write a comprehensive report.

The application for the Lailey Path to Shinfield Infant and Nursery School footpath would be submitted shortly.

Cllr Peer thanked the Chair for his report and comments.

AB
17.12.25

119.4 Members received the draft minutes of the Staffing Committee held on 12th November 2025

Cllr James reported that following complaints received relating to a councillor, a code of conduct was being drawn up on Member/Officer Protocol following advice from the Monitoring Officers at WBC. This would be considered by the Finance and General Purposes Committee and submitted to Full Council for approval. The document will include information relating to political parties. The Clerk reported that the staffing structure was under review and would be included in budget proposals.

119.5 Report from the Chair of the Council

Cllr Boyer reported that

- The Remembrance Sunday event had been well attended by approximately 550 people. He had laid a wreath on behalf of the Council. He thanked all who supported the event.
- He had been reaching out to other Parishes and the MPs assistant. The MP was due to attend the SPC Remembrance event in 2026.
- The cakes in the café had been well received.

119.6 Reports from Outside Bodies

Cllr Montgomery – AWE – 5th November 2025

Members **NOTED** the report from Cllr Montgomery

119.7 BALC Annual General Meeting – 13th November 2025

The Clerk gave an update on behalf of Cllr Peer who had been unable to attend.

There was concern from Town and Parish councils across Berkshire that there was an increasing pressure from the various unitary authorities to push costs downwards.

No free training courses for BALC members from 1st April 2026.

The NALC Chief Executive Officer, Jonathan Owen, attended and gave a short precis of the national situation including mentioning that hybrid meetings and a stronger code of conduct were in the pipeline within national government.

The Clerk had attended as guest speaker.

Cllr Boyer took the opportunity to congratulate the Clerk on achieving Level 4 Foundation Degree in Community Governance.

119.8 Borough Liaison Forum

Cllr Peer had attended this meeting but had nothing significant to report.

AB
17.12.25

25/120

School Green Centre Cafe

- 120.1 Update from the Café working party on the initial period of trading of the Café

The Clerk advised that the net sales for the café after 5 weeks of trading were now £15.4k which was an average of just over £3.0k per week. This was slightly behind the original income projections but did include one week with no food offer, half-term and some days of extremely bad weather. The net performance would exceed the monthly rental expected from Crumbs

Remembrance Sunday had been the second highest trading day (£557.75) despite the café being open for fewer hours than Monday to Saturday. The busiest day to date had been Tuesday 21st October with £676.75 and the café seems at its busiest on Tuesday after-school.

The team were in general performing well and proving that they can take action where improvement was necessary. The supervisor was developing towards becoming a potential café manager and we were re-advertising for a weekend supervisor although the interim was performing well.

Hot drinks were the best sellers but the top seller by volume was cakes with 676 sold in the first five weeks. Top food sellers were Breakfast rolls, toasties and jacket potatoes.

We will now start to introduce the potential developments discussed at the special meeting on 13th October. Staff costs would be factored in including the utilisation of the Facilities Team, however, this was always part of their role with the previous tenants.

The Chair encouraged all Councillors to use and promote the café.

25/121

Invoices for payment

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

Cllr Clarke had queried the business rates for High Copse prior to the meeting and this had been addressed by the Finance Manager.

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

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

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

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

There were no scheduled payments outside the Clerk's delegation.

NB
17.12.25

25/122

Correspondence

- 123.1 The Clerk advised that he had received a response from Ministry of Housing, Communities and Local Government on 17th November relating to his email to them on 4th September.

The Clerk had pointed out that the initial MCHLG response was only to decline to comment on specific planning applications. He had responded to seek clarity on the position MHCLG took between the need to build more housing (which is obviously a national priority) and how it weighs this against measures such as DEPZ.

Again, their response was less than useful: "I am afraid we are unable to comment beyond the information already provided. By law, planning applications are determined in accordance with the development plan, unless material considerations indicate otherwise. Each application is judged on its own individual merit and the weight given to these considerations is a matter for the local planning authority as the decision taker in the first instance."

- 123.1 Ward Elections

Members noted that the elections for Shinfield North ward and Grazeley ward were taking place on 11th December and there would be three new councillors at the next meeting.

The Clerk reported that none of the nominees had approached him to enquire about Shinfield Parish Council.

25/123

Date of Next Meeting

- 123.1 The date of the next Full Council meetings will be held on 17th December 2025 at School Green Centre

Meeting ended at 20:45

NB
17.12.25

List of Actions

25/117.2		
25/106.2	Clerk to set up an Education Working Party meeting with BCllr Bray	Clerk
25/109.2	Clerk to follow up the request for a capital grant form St Barnabas and open a dialogue with the church	Clerk
25/110.1	Clerk to ensure that the cost of ASB across the parish is communicated to residents	Clerk
25/117.3	Clerk to circulate the information that was submitted to WBC	Clerk
25/118.2	Clerk to request details of funding received by Greenshaw Trust from BCllr Bray	Clerk
25/119.1	Clerk to circulate allotment vacancy rates to members	Clerk

AB
17-12-25