

Minutes of a meeting of Full Council
Held on Wednesday, 17th December 2025
At High Copse Pavilion commencing at 19:30

Present: Cllrs Boyer (Chair), Clarke, Jahromi, James, Johnson, Jones, Masseron, Montgomery, Peer, Pollock, Poole & Rance (also present as a BCllr)

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

1 member of the public

25/124 Public Questions

124.1 Receive and consider questions from the public.

There were no public questions.

The Chair presented Cllr Clarke with a plaque for 40 years service and thanked him for his dedication to Shinfield Parish Council.

25/125 Apologies and declaration of members' interests

125.1 Apologies for absence

Apologies had been received from Cllrs Bowler, Hoyle and Matic and BCllrs Glover and Gray

125.2 Declarations of members' interest

125.3 Changes to members declaration of pecuniary interest

25/126 Minutes of the Full Council Meetings held on 19th November 2025

126.1 Minutes of the Full Council Meeting held on 19th November 2025

The minutes of the meeting held on 19th November 2025 were approved and signed by Cllr Boyer as a correct record.

Proposed: Cllr Clarke
Seconded: Cllr Peer
Approved: Unanimously


28-126

126.2 Matters arising from the minutes of the meeting held on 19th November 2025

25/106.2 Clerk to set up an Education Working Party meeting with BCllr Bray

The Education Working Party had been offered options for 7th or 8th January for a Teams Meeting with BCllr Bray and Oliver Gill from WBC.

ACTION – Clerk to confirm date of the meeting to members of the working party.

25/109.2 Clerk to follow up the request for a capital grant from St Barnabas and open a dialogue with the church

This was on the agenda – see minute 131.2

25/110.1 Clerk to ensure that the cost of ASB across the parish is communicated to residents

Details of costs, the impact on residents and the council as well as the message that all offences are reported to the police will be included in the hard copy newsletter to be distributed. Finance and General Purposes committee had requested to see the wording of the article before publication.

ACTION – Clerk to circulate the draft article to F&GP members

25/117.3 Clerk to circulate the information that was submitted to WBC

This related to the council's updated response to WBC's Corporate Governance Review and had been done on 20th November.

25/118.2 Clerk to request details of funding received by Greenshaw Trust from BCllr Bray

This would be included in the Education Working Party discussions. It was noted that good reports had been received. The school was carrying out a strict regime in a good way that was reflected in the learning and behaviour of the pupils.

25/119.1 Clerk to circulate allotment vacancy rates to members

This had been done on 20th November.

25/127 **Reports from Borough Councillors**

127.1 Report from Borough Councillors

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

127.2 Questions arising from the reports of the BCllrs

The Chair thanked BCllrs Gray, Glover and Rance for their reports

NS
28.1.26

Reports from Committees and associated Working Parties

- 128.1 Members received the draft minutes of the Facilities Committee held on 26th November and an update from the Chair.

Cllr Johnson highlighted the following points from the minutes:-

- 5 new bins had been installed within the parish.
- A meeting with the University of Reading (UoR) had taken place to look at the overall plans for High Copse, Millworth Recreation Ground and Manor Ground. The UoR were supportive of a BMX/pump track in principle.
- High Copse – fence to be erected around pitches and storage containers installed.
- High Copse – investigating the installation of Padel to increase income for the site.
- Millworth Lane redevelopment dependent on a 3G pitch at High Copse.
- Cricket tender for High Copse to be sent out. The intention was for use by one club.

- 128.2 Members received the draft minutes of the Planning and Highways Committee held on 3rd December and an update from the Chair

BCllr Rance had requested information from Wokingham Borough Council (WBC) regarding the reduction of speed limits but had not received a response.

The Speed Indicator Devices (SIDS) had now been installed.

Main item for focus was Loddon Garden Village and Body's Farm proposed developments.

- 128.3 Members received the draft minutes of the Finance and General Purposes Committee held on 10th December 2025 and an update from the Chair

Cllr James highlighted the following points:-

- He had signed off the bank reconciliation. Most of the money was accounted for in future projects.
- Reserves had been discussed with a view to the future with consideration given to the end of major developments.
- Proposed new staffing structure had been considered; this would be on the agenda of the staffing committee in January.
- Budget for 2026/27 would be presented to Full Council in January 2026 (see also minute 131.1)

ACTION – Clerk to add staffing structure to the agenda of the Staffing Committee meeting in January 2026


28.1.26

128.4 Verbal report from the Chair of the Children and Young Adults Committee

The meeting on 27th November had not taken place due to it being inquorate. A further meeting arranged for 4th December also did not take place as it was inquorate.

Cllr Montgomery reported that there would be a new Headteacher at Oakbank school in the new year. He would arrange a meeting to discuss how SPC could support the school.

128.5 Newly appointment Councillors' to Committees

Cllrs Pollock, Poole and Rance to inform the Clerk of the committees they would like to be members. Currently the Children and Young Adults Committee required additional members.

ACTION – Cllrs Pollock, Poole and Rance to inform the Clerk of the Committees they would to join.

128.6 Report from the Chair of the Council

- Cllr Boyer reported that he had been involved with the switching on the Christmas Tree lights at the School Green. The weather was wet, so the event was moved indoors. The singer had been excellent and provided good entertainment. Cllr Montgomery had attended the Christmas tree switch on at Frensham Green where residents were led in singing and visited by Shinfield Players and the Reading Lions.
- Attended a meeting with the UoR (see minute 128.1).

128.6 Reports from Outside Bodies

There were no reports.

25/129 Appointment to outside bodies

129.1 The appointment of a Trustee to the Edmund Godson Charity

The Edmund Godson Charity had informed SPC of the resignation of Mr Andrew Oughton as he was moving out of the area. They had proposed Mr Peter Robson as the council's replacement Trustee.

Members **AGREED** to the appointment of Mr Peter Robson as representative of the Edmund Godson Charity.

Proposed: Cllr Montgomery
Seconded: Cllr Clarke
Approved: Unanimously

ACTION – Clerk to inform the Edmund Godson Charity of the appointment of Mr Peter Robson as Trustee

129.2 Nominations for a representative for Grazeley Village Hall Committee

A vacancy existed for a representative of Shinfield Parish Council on the Grazeley Village Hall Committee following the resignation of Cllr Lias.

Cllr Pollock **AGREED** to be put forward as the SPC representative for Grazeley Village Hall.

Proposed: Cllr James
Seconded: Cllr Montgomery
Approved: Unanimously

ACTION – Clerk to inform the Grazeley Village Hall Committee of the appointment of Cllr Pollock as SPC Representative

25/130 **Member /Officer Conduct Protocol**

130.1 A verbal update on the Member /Officer Conduct Protocol

The Member/Officer Conduct Protocol had been drafted but was currently an amalgam from various sources. The Clerk would carry out a further revision to refine the draft and it would be put formally to the Staffing Committee and Full Council for approval in January 2026.

ACTION –

- Clerk to circulate the Member/Officer Conduct Protocol to Members
- Clerk to add Member /Officer Conduct Protocol to the agendas of the Staffing Committee and Full Council in January 2026

25/131 **Budget Update**

131.1 A verbal update on the proposed budget for 2026/27 to be presented for approval to the Full Council meeting in January 2026

Cllr James reported that the proposed budget had incorporated:-

- A review of staffing due to the number of managed facilities and increase in events. This would incorporate evening and weekend cover.
- How the Council would manage financially once the developments had been completed and funding would be reliant on the precept and lettings income.
- Due to the recent change in community practice in response to a vacancy on the council, the election process would require a larger reserve to fund potentially contested elections. This would require an additional £10,000 per year over a 4 year period.
- The proposals from the WBC Corporate Governance Review to increase SPC Councillors from 15 to 18 would put additional pressure on the budget should elections be called.
- The proposed 111 houses moving into Earley Town Council would result in a decrease in the received precept.
- Proposals to increase the precept by 7% in 2026/27 to cover the additional costs outlined above.

ACTION –

- Clerk and Finance Manager to refine the detailed budget figures to present to Full Council in January 2026
- Clerk to add Budget for approval to the agenda of Full Council in January 2026

131.2 An application for grant funding from St Barnabas Church

St Barnabas Church had applied for grant funding of £25,000 for St Barnabas Church Building Reordering and Community Hub Project following a visit by Cllrs Montgomery & Tatla, the Clerk and Deputy Clerk.

Cllr Montgomery and the Clerk had visited again on the 4th December. They recommended the grant to Finance & General Purposes committee who were now recommending the application. The application form and supporting papers had been circulated with the agenda. This grant would provide 10% of the total funding for the project.

It was **AGREED** to approve the grant funding of £25,000 for St Barnabas Church Building Reordering and Community Hub Project.

Proposed: Cllr Clarke
Seconded: Cllr Montgomery
Approved: Unanimously

ACTION – Clerk to inform St Barnabas Church of the decision of the committee regarding their application for grant funding and arrange payment

25/132 **School Green Centre Cafe**

132.1 Update from the Café working party on the initial period of trading of the Café

Currently 7 members of staff working shifts.

- One member of staff had been promoted to the weekend café supervisor role following a trial period.
- One member of staff was on long-term sick leave – a temporary member of staff was covering these hours until the end of January 2026.
- One member had resigned before their probation period had been completed.
- One member of staff had resigned from the end of December due to the family moving out of the area.
- Interviews would take place on 18th December to fill the staffing gaps.

The Clerk presented graphs showing trading to date (first 64 days of operating) and top sales items. The average daily sales were £400.58.

Cost of sales was approximately 25%. It was anticipated that the café would make a loss in this financial year due to set up costs but it was expected to make a surplus of £15,000 in 2026/27. Cllr Poole had a working background in catering and offer to assist with improvements.

25/133

Invoices for payment

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

25/134

Correspondence

- 134.1 The Admissions Policy 2027-2028 for Shinfield St Mary's C of E Junior School
The Admissions Policy had been circulated with the papers.
Members **NOTED** the policy.

ACTION – Clerk to meet with the Clerk to Governors regarding SPC representation on the governing body

25/135

Date of Next Meeting

- 135.1 The date of the next Full Council meetings will be held on 28th January 2026 at School Green Centre

Meeting ended at 20:48

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28.1.26

List of Actions

126.2		
25/106.2	Clerk to confirm date of the meeting of the Education Working Party to members of the working party	Clerk
25/110.1	Clerk to circulate the draft article outlining the cost of ASB in the Parish to F&GP members	Clerk
128.3	Clerk to add staffing structure to the agenda of the Staffing Committee meeting in January 2026	Clerk
128.5	Cllrs Pollock, Poole and Rance to inform the Clerk of the Committees they would like to join	Cllrs Pollock, Poole and Rance
129.1	Clerk to inform the Edmund Godson Charity of the appointment of Mr Peter Robson as Trustee	Clerk
129.2	Clerk to inform the Grazeley Village Hall Committee of the appointment of Cllr Pollock as SPC Representative	Clerk
130.1	➤ Clerk to circulate the Member/Officer Conduct Protocol to Members	Clerk
	➤ Clerk to add Member /Officer Conduct Protocol to the agendas of the Staffing Committee and Full Council in January 2026	Clerk
131.1	➤ Clerk and Finance Manager to refine the detailed budget figures to present to Full Council in January 2026	Clerk and Finance Manager
	➤ Clerk to add Budget for approval to the agenda of Full Council in January 2026	Clerk
131.2	Clerk to inform St Barnabas Church of the decision of the committee regarding their application for grant funding and arrange payment	Clerk
134.1	Clerk to meet with the Clerk to Governors regarding SPC representation on the governing body	Clerk

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