

Minutes of a meeting of Full Council
Held on Wednesday, 29th July 2026
At the School Green Centre commencing at 19:30

Present: Cllrs Bowler, Boyer (Chair), Clarke, Jahromi, James, Johnson, Matic,
Montgomery, Peer, A Pollock, H Pollock and Rance

Attending: B Winton (Clerk)
S Herring (Deputy Clerk)
J Mason (Finance Manager)

26/84 Public Questions

84.1 There were no public questions.

26/85 Apologies and declaration of members' interests

85.1 Apologies for absence

Apologies had been received from Cllrs Hoyle, Masseron and Poole.
Apologies had also been received from BCllr Glover.

85.2 Declarations of members' interest

Cllrs Bowler declared an interest as a member of the Shinfield Players.

It was noted that Cllr Rance is also a Borough Councillor.

85.3 Changes to members declaration of pecuniary interest

There were no changes to members declaration of pecuniary interests.

26/86 Minutes of the Council Meeting held on 24th June 2026

86.1 The minutes of the meeting held on 24th June 2026 were approved and signed
by Cllr Boyer as a correct record.

Proposed: Cllr Peer
Seconded: Cllr Johnson
Approved: Unanimously


23.9.26

- 86.2 Matters arising from the minutes of the meeting held on 24th June 2026
- 26/56.1 Clerk to add newsletter recommendations from the ACE Committee to Full Council
- This was on the agenda – see minute 26/92.1
- 26/57.1.7 Cllr Poole to confirm if he wishes to join a standing committee
- Cllr Poole was not present at the meeting to respond.
- ACTION - Cllr Poole to confirm if he wishes to join a standing committee**
- 26/58.1 Clerk to circulate a post-meeting action list to all Councillors
- This would start with tonight's meeting.
- 26/59.1 Clerk to enquire if there were community groups for the British Museum and Kew Botanical Gardens
- The Clerk had written to both organisations on 29th May but had not receive a response from either organisation despite a follow up.
- 26/62.2 Full Council to decide on whether to claim ownership of the lane at Millworth Lane in due course
- This would be revisited after the Sports Masterplan for the site had been developed.
- 26/63.2 Facilities Team to clean the war memorials at School Green and Shinfield Park
- This had been done.
- 26/66.1 Clerk and Energy Consultant to continue to work on the solar PV Tender specification
- This was in progress.
- 26/67.1 Clerk to progress the formal agreement with the artist for the public art project
- This would be progressed in August
- ACTION - Clerk to progress the formal agreement with the artist for the public art project**



23.9.26

26/67.1 Clerk to ensure that community engagement is built into the artists agreement

This would be done and was part of the original specification calling for potential artists.

26/67.1 Clerk to add public art fundraising to ACE agenda

This had been discussed at the Arts, Culture and Events Committee meeting held on 2nd July 2026. Minute 26/ACE/48 refers. The first meeting of the fundraising working party was arranged for 7th August.

26/74.5 Clerk to display the notice of public access to AGAR on the parish notice boards and council website from 30th June to 10th August 2026

This had been done.

26/74.6 Clerk to inform Claire O'Connell of her reappointment as Internal Auditor for Shinfield Parish Council

This had been done.

6/75.6 BCllrs to note and monitor parking problems around the pharmacy, Hunters Way and Highlands area

No feedback had been received.

26/75.6 BCllr Gray to follow up with WBC and relevant parties regarding mobile phone signal issues

No feedback had been received.

ACTION – Clerk to contact BCllr Gray regarding the mobile phone signal issues

26/76.3 Clerk to add Cllr Bowler as a potential committee member to the agenda of the next Planning and Highways Committee meeting and Full Council meeting

This was on the agenda – see minute 26/90.5

26/76.4 Members of the Finance and General Purposes Committee to consider the request from Shinfield Players to redirect the capital grant

This was on the agenda – see minute 26/91.1


23.9.26

26/76.4 Clerk to add to the next meeting of Full Council

This was on the agenda – see minute 26/91.1

26/77.1 Clerk to arrange for the IT Policy to be circulated to staff and councillors

This will be done.

ACTION – Clerk to arrange for the IT Policy to be circulated to staff and councillors

26/77.1 Review of IT Policy to be within the next four-year cycle of council meetings between May 2027 and April 2031

This would be done.

26/77.3 Clerk to clarify the legislation in relation to non-councillors
This had been done and the Clerk had confirmed the legislation to all Councillors via email.

This was on the agenda – see minute 26/90.6

26/77.3 Clerk to add non-councillor appointment to the next agenda of Full Council

This was on the agenda – see minute 26/90.6

26/78.1 Café Working Party to consider the performance of the café and report back to Full Council

This was on the agenda – see minute 26/95.3

26/78.1 Café Working Party to consider ending the evening opening trial

This was on the agenda – see minute 26/95.3

26/78.1 Café Working Party to review options for the future café model

This was on the agenda – see minute 26/95.3

26/79.1.1 Clerk and Facilities Team to procure and prepare risk assessment, training and safety arrangements for use of the electric cargo tricycle

This would be done once the electric cargo tricycle had been delivered.


23.9.26

26/79.1.2 Facilities Team to purchase and arrange for the installation of noticeboards at Frensham Green and High Copse

The Facilities Manager was in the process of procuring the noticeboards.

26/79.1.3 Clerk and Facilities Team to purchase and install two picnic benches at High Copse

The Facilities Manager was in the process of procuring the picnic benches

26/79.1.4 Café Working Party/Facilities Committee to reconsider the shading options for the café

Five orange parasols had been ordered for the café patio area and had now been installed.

26/79.1.5 Clerk to add Neighbourhood Plan renewal to the agenda of the next Planning and Highways Committee meeting

Working Party has been arranged for Thursday 24th September.

26/79.1.5 Clerk to appoint the consultant to proceed with the Neighbourhood Plan renewal work

This had been done.

26/80.1 Clerk to arrange publicity for more volunteers for the Voluntary Car Service

Requests for volunteers for the voluntary car service appear in every electronic newsletter. The August newsletter will have a more featured article. This is also advertised on the screen in reception at the School Green Centre.

26/80.2 Clerk to inform WBC Community Engagement Officer of Cllr Rance's offer to represent SPC at the Clements Close Community Fun Day

This had been done.

26/80.2 Cllr Rance to attend the Fun Day to represent SPC at the Clements Close Community Fun Day

Cllr Rance attended the event today and reported that it was an interesting day and she had received a good reception.



23.9.26

- 26/82.1 Clerk to invite BCllr Betteridge and M Gould to attend the Planning and Highways Committee meeting on 8th July 2026

BCllr Betteridge and M Gould were unable to attend the meeting on the 8th July 2026 and had been invited to attend the meeting in September.

ACTION – Clerk to invite BCllr Betteridge and M Gould to meet with members of the Planning and Highways Committee

- 26/82.1 Clerk to raise ongoing suspected trading from the School Green car park at the Planning and Highways Committee meeting

This was not raised at the Planning & Highways Committee, but the Clerk had written to WBC to inform them again that this was taking place against the conditions of use for the car park.

- 26/82.1 Clerk to add School Green car park correspondence to the next agenda of Full Council

As the meeting requested by WBC had not taken place, this would be added to the agenda of the September meeting

ACTION - Clerk to add School Green car park correspondence to the next agenda of Full Council

- 6/82.2 Cllrs to attend the joint meeting between UoR and SPC on 8th July at 18:00

This was on the agenda – see Minute 26/89.6

The Clerk left the meeting for the next item

26/87

Code of Conduct

- 87.1 Members received and noted the outcome of a Code of Conduct complaint made by the Clerk against Cllr Masseron concerning an email sent to all councillors.

Members received and noted the outcome of a Code of Conduct complaint made against Cllr Masseron concerning an email sent to all councillors. The Monitoring Officer at Wokingham Borough Council investigated the complaint and found that Cllr Masseron had acted contrary to paragraph 1.8.1 of the Council's Code of Conduct and aspects of the Council's Member/Officer Protocol. The Monitoring Officer's report had been circulated to members prior to the meeting, and the Decision Notice had been published on the Wokingham Borough Council website.


23.9.26

During discussion, several members expressed disappointment on learning the details of the complaint and the findings of the Monitoring Officer's investigation. A number of members indicated that they had not previously been aware of the details of the complaint and requested that the Chair circulate the complaint documentation to councillors for information.

Members noted that the Monitoring Officer had recommended mediation as part of the resolution process. The Clerk had indicated his willingness to participate. Cllr Masseron had sought clarification regarding the proposed mediation and had not accepted or declined mediation at the date of the meeting. Mediation had not taken place as at the date of the meeting.

ACTION – The Chair to circulate the details of the complaint against Cllr Masseron to all councillors

The Clerk rejoined the meeting

26/88

Reports from Borough Councillors

88.1 Report from Borough Councillors

Members **NOTED** the written report from BCllrs Rance and Glover/Johnson

The Chair thanked BCllrs for their reports.

88.2 Questions arising from the reports of the BCllrs

There were no questions for BCllrs.

6/89

Reports from Committees and associated Working Parties

89.1 Members received the draft minutes of the Facilities Committee held on 1st July 2026 and an update from the Chair.

The following points were highlighted from the minutes: -

- Shinfield Rangers FC were paying for a set of goals and marking a pitch to create a kickabout area to the north of the pitches at High Copse. The council will be providing benches.
- Wooden fencing around the pitches at High Copse would be installed in August allowing the current Heras fencing to be removed by the University of Reading
- Noticeboards will be installed at Frensham Green and High Copse

Members **NOTED** the minutes of the Facilities Committee

89.2 Members received the draft minutes of the Arts, Culture and Events Committee held on 2nd July 2026 and an update from the Chair.

Members **NOTED** the minutes of the Arts, Culture and Events Committee



23.9.26

89.3 Members received the draft minutes of the Planning and Highways Committee held on 8th July 2026 and an update from the Chair

Members **NOTED** the minutes of the Planning and Highways Committee

89.4 Members received the draft minutes of the Staffing Committee held on 15th July 2026 and an update from the Chair

The Chair of Staffing advised that, following a staff survey and additional feedback from staff, he would be working with the Clerk to improve internal communications.

Members **NOTED** the minutes of the Staffing Committee

89.5 Report from the Chair of the Council

The Chair thanked the Deputy Clerk for her work and presented her with a gift from councillors. Councillors wished the Deputy Clerk well in her retirement.

89.6 Reports from Outside Bodies

89.6.1 Visit to Oakbank School

Cllr Bowler reported that a recent visit to Oakbank School had been very positive and had given her a clear understanding of the school. The Headteacher, Rob Gerrard, showed her around the school, where she observed lessons and met students and staff.

She noted the calm atmosphere, well-behaved students, strong engagement in lessons and commented on the positive transformation of the school. The table tennis equipment supported by SPC was well used and appreciated by students.

The Headteacher asked that SPC be thanked for its support.

Cllr Bowler raised concern that the school pays around £15,000 a year to use the sports hall, which appears to be underused, and asked whether SPC could consider the matter. The Clerk advised that he had previously reported our concerns to BCllr Prue Bray.

89.6.2 Cllr A Pollock reported that had attended two meeting with the Natural History Museum regarding engagement and had also attended a meeting of the working party involved with the new Spencers Wood Primary School.

89.6.3 Cllr Peer reported back on the most recent Fields Neighbourhood Action Group where the most pressing concerns were traffic and parking.



23-9.26

89.6.4 Joint meeting between Shinfield Parish Council (SPC) and the University of Reading (UoR)

A meeting had been held on 8th July. The main points discussed were:-

- There was the possibility of a museum "pop up" somewhere within the parish
- SANG charge issue was progressing
- Hall Farm/Loddon Garden Village was also progressing
- There was a discussion regarding padel tennis
- There was a discussion regarding the Deardon Orchard

26/90

Corporate Governance

90.1 Terms of Reference of the Facilities Committee

Members **APPROVED** the Terms of Reference for the Facilities Committee as presented by the Facilities Committee

Proposed: Cllr Johnson
Seconded: Cllr Clarke
Approved: Unanimously

90.2 Terms of Reference for the Arts, Culture and Events Committee

Members **APPROVED** the Terms of Reference for the Arts, Culture and Events Committee as presented by the Finance and General Purposes Committee

Proposed: Cllr Matic
Seconded: Cllr Bowler
Approved: Unanimously

90.3 Terms of Reference of the Planning and Highways Committee

Members **APPROVED** the Terms of Reference for the Planning and Highways Committee as presented by the Planning and Highways Committee

Proposed: Cllr Peer
Seconded: Cllr Rance
Approved: Unanimously

90.4 Terms of Reference of the Staffing Committee

Members **APPROVED** the revised Terms of Reference for the Staffing Committee as presented by the Staffing Committee

Proposed: Cllr James
Seconded: Cllr H Pollock
Approved: Unanimously



23.9.26

90.5 Planning and Highways Committee

Members **APPROVED** for Cllr Bowler to join the Planning and Highways Committee.

Proposed: Cllr Peer
Seconded: Cllr A Pollock
Approved: Unanimously

90.6 Appointment of a non-councillor to the Children and Young Adults Committee

A proposal was made to appoint Mrs R Tatla as a non-councillor without voting rights to the Children and Young Adults Committee. Members of the Committee had been supportive of this appointment.

Proposed: Cllr Jahromi
Seconded: Cllr Peer
Approved: Unanimously

ACTION – Clerk to invite Mrs R Tatla to join the Children and Young Adults Committee without voting rights

26/91

Capital Grant to Shinfield Players Theatre

91.1 The theatre had requested permission to divert a capital grant of £20,000 awarded by the Council in 2023 for dressing room refurbishment to funding repairs to toilets.

Cllrs James and A Pollock visited the theatre to see the issues first hand.

The Finance and General Purposes Committee recommended that the request is granted. The theatre had agreed to reserve £5,000 per annum for four years to ensure that there were funds available for the originally intended work.

Members **AGREED** to accept the diversion of the capital grant of £20,000 to fund the repairs to the toilets.

Proposed: Cllr A Pollock
Seconded: Cllr Montgomery
Approved: Unanimously
(Cllrs Bowler & Johnson abstained from the vote)

ACTION – Clerk to inform Shinfield Players Theatre of the council's decision to allow the repurposing of the grant of £20,000

91.2 It was suggested that an enquiry be made as to whether a councillor could join the Shinfield Players Theatre committee.

ACTION – Clerk to ask Shinfield Players Theatre about a parish councillor joining their committee


23.9.26

26/92

Community Engagement

92.1

Newsletters

Discussions were ongoing with a potential solution having been discussed. Cllr Clarke still retained some concerns, and the Clerk invited him to meet and discuss further.

ACTION – Clerk and Cllr Clarke to discuss options for hard copy newsletter further

26/93

Invoices for payment

93.1

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

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

93.2

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

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

93.3

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

The Clerk advised that Enerveo had been asked to carry out a full audit of all the council's lighting columns as such an audit had not taken place for 8 years. The audit will advise on work required for each lighting column.

The funding would come from the Long-Term Maintenance Reserve.

Proposed: Cllr A Pollock
Seconded: Cllr Montgomery
Approved: Unanimously

ACTION – Clerk to arrange payment of the Enerveo invoice for £11,038.56 plus Vat @ 20% from Long-Term Maintenance Reserve

26/94

Cafe

94.1

Report of the Café Working Party

Members considered the report from the Catering Working Party and discussed each recommendation in turn. All recommendations were agreed and members agreed to vote on the items as a single item.

Proposed: Cllr A Pollock
Seconded: Cllr H Pollock
Approved: Unanimously

ACTION – Clerk to arrange implementation of the recommendations


23.9.26

95.1 Future use of the pitches at High Copse

Members gave very careful consideration to the actions of Shinfield Cricket Club who had cut additional wickets for a tournament damaging the cricket outfield/football pitches. The tournament had not been notified to the council nor had any permission for the additional wickets been sought. Members were very concerned about the ongoing actions of the cricket club and there was a discussion about whether their right to use High Copse should continue.

After careful consideration it was felt that an outright termination would be unfair on the members of the cricket club and that the concerns should be made clear to the committee of the club.

ACTION – Clerk to write to Shinfield Cricket Club to express concerns regarding their continuing use of the cricket pitch at High Copse

95.2 Cllr Masseron had asked in an email why the Full Council had not been informed of this incident at the time and why was an Emergency Meeting of the Facilities Committee not called as soon as possible to decide on the way forward.

Interim decisions had been made jointly between the Deputy Clerk, Facilities Manager, Cllrs Boyer, James and Johnson (*Cllr Clarke was also copied in but did not comment. The Clerk was on holiday at the time*). This was followed by a face-to-face meeting with two members of Shinfield Cricket Club. Any final decision on the use of High Copse pitches by the Shinfield Cricket Club was left to be considered at this Full Council meeting.

All members present confirmed that they were satisfied that the matter had been dealt with correctly and in an appropriate manner. Members thanked the Chair of the Facilities Committee for his handling of the matter. It was not felt that an emergency meeting was required.

95.3 Members discussed the long-term need for irrigation of the high-quality pitches at High Copse pavilion. It was agreed to make up to £45,000 from CIL for a full irrigation system (subject to the borehole abstraction limit of 20,000 litres per day).

Proposed: Cllr A Pollock
 Seconded: Cllr James
 Approved: Unanimously

ACTION – Facilities Manager to arrange installation of an irrigation system at High Copse Pavilion


 23.9.25

26/96 Correspondence

96.1 There was no correspondence.

26/97 Date of Next Meeting

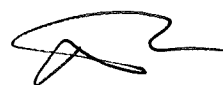
97.1 The date of the next Full Council Meeting will be held on 23rd September 2026 at the School Green Centre

The meeting ended at 21.40


23.9.26

List of Actions

Minute Number	Action	Responsibility
26/57.1.7	Cllr Poole to confirm if he wishes to join any standing committees	Cllr Poole
26/67.1	Clerk to progress the formal agreement with the artist for the public art project	Clerk
26/75.6	Clerk to contact BCllr Gray regarding the mobile phone signal issues	Clerk
26/77.1	Clerk to arrange for the IT Policy to be circulated to staff and councillors	Clerk
26/82.1	Clerk to invite BCllr Betteridge and M Gould to meet with members of the Planning and Highways Committee	Clerk
26/82.1	Clerk to add School Green car park correspondence to the next agenda of Full Council	Clerk
26/87.1	The Chair to circulate the details of the complaint against Cllr Masseron to all councillors	Chair
26/90.6	Clerk to invite Mrs R Tatla to join the Children and Young Adults Committee without voting rights	Clerk
26/91.1	Clerk to inform Shinfield Players Theatre of the council's decision to allow the repurposing of the £20,000 grant	Clerk
26/91.2	Clerk to ask Shinfield Players Theatre about a parish councillor joining their committee	Clerk
26/92.1	Clerk and Cllr Clarke to discuss options for hard copy newsletter further	Clerk and Cllr Clarke
26/93.3	Clerk to arrange payment of the Enerveo invoice for £11,038.56 plus VAT at 20% from the Long-Term Maintenance Reserve	Clerk
26/94.1	Clerk to arrange implementation of the café recommendations	Clerk
26/95.1	Clerk to write to Shinfield Cricket Club to express concerns regarding their continuing use of the cricket pitch at High Copse	Clerk
26/95.3	Facilities Manager to arrange installation of an irrigation system at High Copse Pavilion	Facilities Manager



23.9.26