

Minutes of a meeting of Full Council
Held on Wednesday, 22nd April 2026
At High Copse Pavilion commencing at 19:30

Present: Cllrs Boyer (Chair), Clarke, Hoyle, Jahromi, James, Johnson, Masseron, Montgomery, Peer, Pollock A and Pollock H

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

2 members of the public

26/41 Public Questions

41.1 There were no public questions.

26/42 Apologies and declaration of members' interests

42.1 Apologies for absence

Apologies had been received from Cllr Bowler, Matic, Poole and Rance

42.2 Declarations of members' interest

Changes to members declaration of pecuniary interest

There were no declarations of pecuniary interest or related person interests reported in respect of the agenda

Cllr Rance is also a Borough Councillor. Cllr Hoyle is related to BCllr Glover.

26/43 Minutes of the Full Council Meetings held on 25th March 2025

43.1 The minutes of the meeting held on 25th March 2026 were approved and signed by Cllr Boyer as a correct record.

Proposed: Cllr Jahromi
Seconded: Cllr Peer
Approved: Unanimously


27.5.26

43.2 Matters arising from the minutes of the meeting held on 25th February 2026

26/29.1 Clerk to add the item *Political parties within Shinfield Parish Council* to the agenda of the next Finance and General Purposes Committee for further discussion and recommendation to Full Council.

This had been done and the committee's recommendation was on the agenda – see minute 26/47.1

26/21.3 Clerk to email the updated Standing Orders to all members of the Council.

This had been done.

26/32.2 Clerk to contact Berkshire, Oxfordshire and Buckinghamshire (BOB) Integrated Care Board (ICB) to enquire why Shinfield Medical Practice remained mostly vacant when Bellway were expected to make financial contributions to deliver improvements to Swallowfield Medical Practice

The Clerk advised that he had written to the ICB who had responded offering a Teams meeting to discuss the matter further. The Chair and Clerk had a Teams meeting arranged for 5th May.

ACTION – Chair and Clerk to update Full Council at the next meeting

26/32.2 Clerk to chase the developers regarding the removal of the playground equipment on the decommissioned Church Lane site.

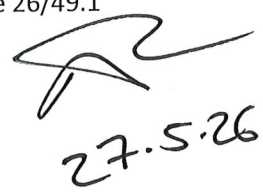
The Clerk had formally requested that the developers remove the playground equipment as soon as possible and he was awaiting a response as to whether this would be possible or would have to wait for the main works to start.

26/33.1 Clerk to prepare a financial report on High Copse, Manor Ground, Millworth Lane pitches and the Tennis Club.

Cllr James, supported by the Clerk and Finance Manager, had presented the financial position for High Copse, Manor Ground and Millworth Lane sports venues at the meeting of the Finance and General Purposes Committee held on 15th April 2026 where all councillors had been invited to attend. Answers to questions raised are documented in the Minutes of the Finance and General Purposes Committee minutes (minute 26/FGP/19.1).

26/36.1 Deputy Clerk to arrange for the approved Café Working Party recommendations for the Tin Roof Café to be actioned.

This had been done and was on the agenda – see minute 26/49.1



27.5.26

26/44

Reports from Borough Councillors

44.1 Report from Borough Councillors

Members **NOTED** the written report from BCllr Rance and verbal reports from BCllr Glover.

44.2 Questions arising from the reports of the BCllrs

Report from BCllr Rance

The road markings at the junction of Beke Avenue/Westall Street had been repainted by the developers making them more visible. It was noted that the original design was signed off years ago when the bus gate was in the original plans; this had subsequently been removed consequently altering the amount of traffic flow on Beke Avenue.

19:35 *Cllr Hoyle and BCllr Glover joined the meeting*

Verbal report by BCllr Glover

- Three Mile Cross junction traffic improvements were due to start in the summer of 2026.
- Highlands, Spencers Wood – a digital animation company had moved in creating jobs for approximately 100 employees. Residents were concerned about parking on the corner. BCllr Glover would apply for double yellow lines to be installed.
- Gravelly Bridge Farm – they have 9 months to comply with enforcement. Site still being used for a shooting range.
- Norman Rise (off Beech Hill Road), Spencers Wood – increasing numbers of children crossing the road to attend Lambs Lane Primary School. WBC said there was no justification for a crossing.
- The Swan public house – static bus had been removed from the rear of the site; this had been vandalised.
- Hyde End Lane – rubbish bin near Oakbank School was a mess with lots of glass. Potential application for 20mph speed limit. Cllr James reported that he had received a letter from Yuan Yang, MP, with concerns of speeding traffic on Church Lane, campaigning for a reduction in speed limit to 30mph.

The Chair thanked BCllr Rance for her written report and BCllr Glover for her verbal report

19:45 *1 member of the public arrived*


27.5.26

Reports from Committees and associated Working Parties

- 45.1 Members received the draft minutes of the Facilities Committee held on 1st April 2026 and an update from the Chair.

The following points were highlighted from the minutes: -

- The Finance and General Purposes Committee had addressed points raised relating to the finances of the facilities. All councillors had been invited to attend this meeting.
- Minute 26/FC/40.1 – the Clerk confirmed that the payment of £5,975 on account for High Copse was to bring the outstanding invoices up to date. Invoices would be sent out for the next month.
- Minute 26/FC/48.1vi - Clarification over the reconfiguration of the junction at Church Lane/Three Mile Cross – information had been received from Taylor Wimpey that the initial work was required on moving the facilities before the work could start on the junction.

It was noted that Lailey Path Pond had been cleared by local residents.

Members NOTED the minutes of the Facilities Committee

- 45.2 Members received the draft minutes of the Children and Young Adults Committee held on 2nd April 2026 and an update from the Chair.

The following points were highlighted from the minutes:-

- Minute 26/CYA.15.1 – It was noted that Shinfield Parish Council (SPC) had been unsuccessful in their application for a grant.

Members NOTED the minutes of the Children and Young Adults Committee

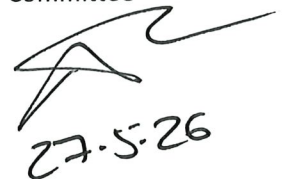
- 45.3 Members received the draft minutes of the Planning and Highways Committee held on 8th April 2026 and an update from the Chair

The following points were highlighted from the minutes:-

- Road markings repainted at the junction of Beke Avenue/Westall Street following an accident.
- Neighbourhood Plan update – meeting arranged for 21st May to decide on the three options.

ACTION - Clerk to send three options to all councillors.

Members NOTED the minutes of the Planning and Highways Committee



27.5.26

- 45.4 Members received the draft minutes of the Finance and General Purposes Committee held on 15th April and an update from the Chair

The following points were highlighted from the minutes:-

- Minute 26/FGP/19.6 – Cllr Clarke expressed concerns over the state of the lane to access the tennis club. It was recognised that this lane did not belong to SPC. It was unclear as to who had responsibility as WBC had stated that they had not adopted the lane. A solution was being explored.

ACTION –

- Clerk to obtain advice on the responsibility of access to the tennis club
- Clerk to circulate the apportionment spreadsheet presented at the meeting to all councillors

Members NOTED the minutes of the Finance and General Purposes Committee

- 45.5 Report from the Chair of the Council

Cllr Boyer had nothing further to report this month.

- 45.6 Reports from Outside Bodies

There were no reports from outside bodies this month.

Cllr Montgomery reported that he would be attending the AWE meeting next week.

- 20:04 *BCllr Glover left the meeting*

26/46 Corporate Governance

- 46.1 Financial Regulations

The Corporate Governance Working Party had reviewed the Financial Regulations and presented these to the Finance and General Purposes Committee at their meeting on 15th April 2026. The Committee had recommended three updates that had now been included in the final document presented to Full Council for consideration.

The review date for the

- Standing Orders would be in January 2027
- Financial Regulations would be March 2027

Members APPROVED the revised Financial Regulations as presented.

Proposed: Cllr Pollock
Seconded: Cllr Masseron
Approved: Unanimously

ACTION – Clerk to arrange for the revised Financial Regulations to be published on the website


27.5.26

46.2 Standing Orders

The Clerk advised that this item had not been brought forward in accordance with Standing Order 3b, therefore the item would be withdrawn.

ACTION – Clerk to add an item to the agenda of the next meeting to amend the Standing Orders once the correct procedure had been followed.

46.3 Process for appointing the Chair and Vice Chair of the Council at the Annual Council meeting in May 2026

Nomination for Chair of the Council

The Clerk reminded members that under Section 6 d) of the Standing Orders "The election of the Chair of the Council shall be the first business completed at the annual meeting of the Council."

Also 6 d) i. states that

"The position of Chair shall be open to all members of the council. Nominations for the position of Chair should be submitted on an official nomination form. Completed and signed nomination forms should be submitted to the Clerk at least seven clear working days before the annual meeting of the Council. The election of the Chair shall be either by a show of hands or by a ballot if there is more than one candidate."

As the Annual Council Meeting takes place on 27th May 2027, this would require nominations to be received by 23.59 on Thursday 14th May 2026.

Prior to nominating a Councillor for the position of Chair, that person must agree to the nomination and be willing to stand for the position. The nomination form can be sent in by email if required.

The process for nominating the Vice-Chair of the Council would follow the same format.

ACTION – Clerk to circulate nomination forms to members of the Council with an outline of the process

A handwritten signature in black ink, followed by the date "27.5.26" written in a similar style.

26/47

Policy regarding declaring political affiliation

47.1

The recommendation from the Finance and General Purposes Committee is that the Council should not publish political affiliations was accepted by the Council.

A member of the public present at the meeting felt that declaring political affiliations demonstrated transparency.

It was noted that SPC was not a political council and if a political affiliation had not been declared on a ballot paper there was no reason for a councillor to declare their political view.

Members AGREED to adopt the recommendation from the Finance and General Purposes Committee

Proposed: Cllr Pollock
Seconded: Cllr Hoyle
Approved: 8 Approved, 1 Rejected, 2 Abstained

ACTION –

- All Councillors to review their declarations of interest
- To review the situation in June 2027 following the re-election of the council

26/48

Annual Parish Meeting

48.1

The Annual Parish Meeting had been arranged for Wednesday, 29th April at the School Green Centre.

The format of the evening would be as follows:-

- Professional comedian Becky Walsh – lighthearted comedy on parish councils
- Brief presentation from the Chair of Shinfield Parish Council
- Award Ceremony, a celebration of the best in our community

Information had been published on the SPC website, notice boards, monthly electronic newsletter, screens at the School Green Centre and Tin Roof Café, directly with local groups and organisations and regularly on social media.

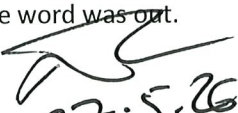
26/49

School Green Centre Cafe

49.1

Banners had now been put up at High Copse Pavilion, Spencers Wood Pavilion and Millworth Lane advertising the café. It was suggested that the banners be moved around the parish at regular intervals, eg Arborfield Road allotments.

On the 13th April the café commenced opening until 7pm Monday to Thursday, serving drinks, cakes and non-menu consumables such as snacks and counter food. Sales had started to increase during the second week of the trial and it was expected that this trend would follow once word was out.


27.5.26

26/50

Invoices for payment

50.1

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

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

ACTION – Clerk to arrange for the payments to be categorised to separate those for the Café.

50.2

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

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

ACTION – Clerk to arrange for the payments to be categorised to separate those for the Café.

50.3

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

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

26/51

Correspondence

51.1

No correspondence had been received.

The Clerk reported that the Public Arts Working party had interviewed the three potential artists who had submitted their work for consideration for the installation of a piece of public art in front of the School Green Centre. A preferred artist had been chosen, and it was now for the working party to choose one of the three proposals presented. Cllrs were invited to the School Green Centre to view the models presented to express their preference.

26/52

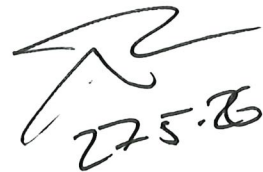
Date of Next Meeting

52.1

The date of the Annual Council meeting will be held on 27th May 2026 at School Green Centre

(The date of the Annual Parish meeting will be held on 29th April 2026 at the School Green Centre)

Meeting ended at 20:46

A handwritten signature in black ink, followed by the date '22.5.26' written in a similar style.

List of Actions

Minute	Action	Responsibility
26/32.2	Chair and Clerk to update Full Council at the next meeting on their meeting with BOB ICB	Chair and Clerk
26/45.3	Clerk to send three options on the Neighbourhood Plan update to all councillors	Clerk
26/45.4	Clerk to obtain advice on the responsibility of access to the tennis club via Millworth Lane	Clerk
	Clerk to circulate the apportionment spreadsheet presented at the Finance and General Purposes Committee meeting to all councillors	Clerk
26/46.1	Clerk to arrange for the revised Financial Regulations to be published on the website	Clerk
26/46.2	Clerk to add an item to the agenda of the next meeting to amend the Standing Orders once the correct procedure had been followed	Clerk
26/46.3	Clerk to circulated nomination forms, for electing the Chair and Vice-Chair, to members of the Council with an outline of the process	Clerk
26/47.1	All Councillors to review their declarations of interest	All Councillors
	To review the policy regarding declaring political affiliation in June 2027 following the re-election of the council	Full Council
26/50.1	Clerk to arrange for the Lloyds bank payments to be categorised to separate those for the Café	Finance Manager
26/50.2	Clerk to arrange for the Barclay card payments to be categorised to separate those for the Café	Finance Manager



22.5.26