

Minutes of a meeting of Full Council
Held on Wednesday, 24th June 2026
At the School Green Centre commencing at 19:30

Present: Cllrs Bowler, Boyer (Chair), Clarke, Hoyle, James, Johnson, Masseron, Matic,
H Pollock and Rance

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

1 member of the public

26/71 Public Questions

71.1 There were no public questions.

26/72 Apologies and declaration of members' interests

72.1 Apologies for absence

Apologies had been received from Cllrs Jahromi, Montgomery, Peer,
A Pollock and Poole

72.2 Declarations of members' interest

Changes to members declaration of pecuniary interest

Cllrs Bowler and Masseron declared an interest as members of the Shinfield
Players.

It was noted that Cllr Rance is also a Borough Councillor and Cllr Hoyle is
related to BCllr Glover.


29.7.26

26/73

Minutes of the Annual Council Meeting held on 27th May 2026

- 73.1 The minutes of the meeting held on 27th May 2026 were approved and signed by Cllr Boyer as a correct record.

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

- 73.2 Matters arising from the minutes of the meeting held on 27th May 2026

- 26/55.1 All Councillors to review their declaration of pecuniary interest form and send any updates to the Clerk

No updates had been received.

- 26/56.1 Clerk to add 'Newsletters' to the agenda of the Arts, Culture and Events Committee (ACE) for further discussion and costings.

This had been done. There had been a meeting on the subject on 23rd June, and a recommendation will go to Art, Culture and Events committee.

- 26/56.1 Clerk to add 'Newsletters' to the agenda of the next Full Council meeting

This will be added to the next agenda after it has been discussed at the ACE Committee in July.

ACTION – Clerk to add newsletter recommendations from the ACE Committee to Full Council

- 26/57.1.7 Clerk to invite Cllr Poole to join a standing committee

The Clerk had invited Cllr Poole to join at least one standing committee. Cllr Poole had responded that he would give this consideration.

ACTION – Cllr Poole to confirm if he wishes to joint a standing committee

- 26.58.1 Clerk to circulate an action list from meetings by the end of the week following the meeting.

This was in process.

ACTION – Clerk to circulate a post-meeting action list to all Councillors

- 26/58.1 Clerk to send out diary notifications to all members

This had been done.



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- 26/59.1 Clerk to confirm with Cllr Jahromi that he was still able to be the representative of Shinfield United Charities and the Youth Club

Cllr Jahromi had confirmed that he would continue to stay on the ACE, Planning and Highways and Facilities Committees. He would continue to be the representative for Shinfield United Charity and wished to be removed as representative for the Youth Club.

- 26/59.1 Clerk to contact the Natural History Museum Liaison group for the meeting schedule

The meetings were only set one at a time and currently there was no date set for the next meeting.

- 26/59.1 Clerk to enquire if there were community groups for the British Museum and Kew Botanical Gardens

The Clerk had not yet followed up this action.

ACTION – Clerk to enquire if there were community groups for the British Museum and Kew Botanical Gardens

- 26/59.1 Clerk to provide contact details for Grazeley Village Hall Committee to Cllr A Pollock

This had been done.

- 26/62.2 Clerk to explore the legal feasibility of ownership of Millworth Lane (not
(26/45.4.1) recreation ground)

The Clerk advised that it would be advisable to wait until the layout of the recreation ground had been finalised.

ACTION – Full Council to decide on whether to claim ownership of the lane at Millworth Lane in due course

- 26/63.2 Facilities Manager to arrange for the war memorial area on Shinfield Park to be tidied.

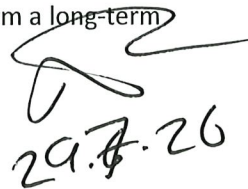
This was on the Facilities Team action list.

ACTION – Facilities Team to clean the war memorials at School Green and Shinfield Park

- 26/64.1 Clerk to arrange for a 'bin map' to be circulated to members

This had been done.

- 26/64.1 Clerk to continue with the sports masterplan work to inform a long-term solution.



29.7.26

This was in progress and on the agenda for the Facilities Committee meeting on 1st July.

- 26/65.1 Clerk to arrange for the revised Standing Orders to be updated accordingly and published on the website

This had been done.

- 26/66.1 Clerk and Facilities Manager to proceed with the solar PV installation programme and with the 'Quick-Wins'

This was in progress.

ACTION – Clerk and Energy Consultant to continue to work on the solar PV Tender specification

- 26/67.1 Clerk to confirm the final design with the artist and start the legal agreement and preparations

This had been done and work would be starting on the formal agreement.

ACTION – Clerk to progress the formal agreement with the artist for the public art project

- 26/67.1 Clerk to arrange for community engagement on the final art design

This will take place once the formal contract with the artist was in place as this will include community engagement.

ACTION – Clerk to ensure that community engagement is built into the artists agreement

- 26/67.1 Arts, Culture and Events Committee to initiate fundraising for the public art project

This was on the agenda of the ACE Committee

ACTION – Clerk to add public art fundraising to ACE agenda

- 26/74 **Annual Accounts and Annual Governance and Accountability Return – Year ending 31st March 2026**

- 74.1 Internal Audit Report

Members **NOTED** the report of the internal auditor.



29.7.26

74.2 Financial Statement for year ended 31st March 2026

Members **APPROVED** the Financial Statement for year ended 31st March 2026.

Proposed: Cllr Matic
Seconded: Cllr Clarke
Approved: Unanimously

74.3 Section 1 – Annual Governance Statement 2026/26

Members **APPROVED** the Annual Governance Statement 2025/26 – Section 1 signed by the Chair and the Clerk

Proposed: Cllr Bowler
Seconded: Cllr Rance
Approved: Unanimously

74.4 Section 2 – Accounting Statements 2025/2026

Members **APPROVED** the Accounting Statements 2025/2026 – Section 2 signed by the Chair

Proposed: Cllr Bowler
Seconded: Cllr Rance
Approved: Unanimously

74.5 Notice of public access to Annual Governance and Accountability Return (AGAR)

Members **NOTED** of public access to AGAR

ACTION - 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

74.6 Internal Auditor

Members **AGREED** to appoint Claire O'Connell as the Internal Auditor for 2026/2027

Proposed: Cllr Matic
Seconded: Cllr Bowler
Approved: Unanimously

ACTION - Clerk to inform Claire O'Connell of her reappointment as Internal Auditor for Shinfield Parish Council



29.7.26

26/75

Reports from Borough Councillors

75.1 Report from Borough Councillors

Members **NOTED** the written report from BCllr Rance, Glover and Johnson, and Gray

The Chair thanked the BCllrs for their reports.

75.2 Questions arising from the reports of the BCllrs

Matters discussed from BCllr Rance's report:-

- Cllr Clarke reported that the pupils' behaviour and language along Hyde End Lane had improved significantly.

Matters discussed from BCllr Glover's and BCllr Johnson's joint report:-

- Cllr Clarke raised concerns over the parking being a danger to children along Mitford Close, Three Mile Cross where the two garages operate.
- Cllr Hoyle drew attention to large numbers of gin bottles that were found by the Day Lewis pharmacy in Spencers Wood.
- Cllr Clarke raised an issue relating to numerous cars parked on Hunters Way, Spencers Wood, believed to be staff from the nearby Nursery. This problem had arisen following the car park at the back of the nursery being converted to a playground.
- Basingstoke Road layby needed tidying up and the bushes cut back.
- Lambs Lane required some signage to alert road users that there were children walking along the road as there were no plans to improve the footpath.

Matters discussed from BCllr Gray's report:-

This report had been made available at the meeting.

- BCllr Gray stated that it would be useful to hear from the residents of Shinfield Meadows regarding mobile phone signals.

ACTION –

- BCllrs to note and monitor parking problems around the pharmacy, Hunters Way and Highlands area
- BCllr Gray to follow up with WBC and relevant parties regarding mobile phone signal issues

20:05 BCllrs Glover and Gray left the meeting


29.7.26

Reports from Committees and associated Working Parties

- 76.1 Members received the draft minutes of the Facilities Committee held on 3rd June 2026 and an update from the Chair.

The following points were highlighted from the minutes: -

Cllr Johnson thanked the committee for their assistance in dealing with the huge agenda that currently sat with the committee.

- Cllr A Pollock was currently reviewing all the documentation relating to Ryeish Pavilion. A decision had not yet been made on the future of this site.
- Shinfield Rangers Football Club were donating and installing two 9 aside football goals at High Copse for community use.
- Information from the University of Reading (UoR) was expected on 1st July 2026 regarding the cost of the land at Millworth Lane.
- A joint meeting between the UoR and SPC would take place on 8th July.
- Tennis Club contacts had been away so nothing further to report on their lease arrangements.

Members NOTED the minutes of the Facilities Committee

- 76.2 Members received the draft minutes of the Children and Young Adults Committee held on 4th June 2026 and an update from the Chair.

Members NOTED the minutes of the Children and Young Adults Committee

- 76.3 Members received the draft minutes of the Planning and Highways Committee held on 10th June 2026 and an update from the Chair

The following points were highlighted from the minutes:-

- Cllr Boyer reported that this committee was currently relatively quiet.
- Update of the Neighborhood Plan with assistance from a consultant was going ahead.

Members NOTED the minutes of the Planning and Highways Committee

Cllr Bowler requested to join the Planning and Highways Committee meeting.

ACTION – 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



76.4 Members received the draft minutes of the Finance and General Purposes Committee held on 17th June 2026 and an update from the Chair

The following points were highlighted from the minutes:-

- Cllr A Pollock had been appointed as Vice-Chair of the Committee.
- Shinfield Players had requested that the grant allocated for a new dressing room roof be diverted to repairing the foundation and toilets.

ACTION –

- Members of the Finance and General Purposes Committee to consider the request from Shinfield Players to redirect the capital grant
- Clerk to add to the next meeting of Full Council

Members NOTED the minutes of the Finance and General Purposes Committee

76.5 Report from the Chair of the Council

Cllr Boyer had nothing to report this month.

76.6 Reports from Outside Bodies

There were no reports from outside bodies this month.

26/77

Corporate Governance

77.1 IT Policy

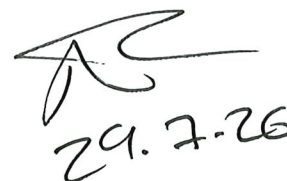
The Finance and General Purposes Committee presented an IT policy for approval.

Members **APPROVED** the IT Policy as presented by the Finance and General Purposes Committee

Proposed: Cllr Clarke
Seconded: Cllr Johnson
Approved: Unanimously

ACTION –

- Clerk to arrange for the IT Policy to be circulated to staff and councillors
- Review of IT policy to be within the next four year cycle of council meetings (between May 2027 and April 2031)



29.7.26

77.2 Terms of Reference for the Finance and General Purposes Committee

Members **APPROVED** the revised Terms of Reference for the Finance and General Purposes Committee as presented by the Finance and General Purposes Committee

Proposed: Cllr Matic
Seconded: Cllr Johnson
Approved: Unanimously

77.3 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 with voting rights to the Children and Young Adults Committee. Members of the Committee had been supportive of this appointment.

Cllr Masseron questioned whether voting rights were available to a non-councillor on a standing committee. The matter would be deferred to the next Full Council meeting so the Clerk could check the relevant legislation.

ACTION –

- Clerk to clarify the legislation in relation to non-councillors
- Clerk to add to the next agenda of Full Council

20:25 Cllr Johnson left the meeting

77.4 Attendance report at council meetings for 2025/2026

The Clerk presented the attendance report for the year 2025/26 for the Full Council and Standing Committees.

Members **NOTED** the attendance report

26/78 **Cafe**

78.1 Update on the operation of the Tin Roof Café

The Clerk had circulated a report on the current financial position of the café and trends in sales at various times of the day/week and details of the most sold items. Despite previous optimism the income had plateaued, and trends showed footfall was significantly affected by the weather and school holidays, however, it was recognised that the café performed extremely well during large council events. More publicity banners had been displayed around the parish.

The Café Working Party had taken the decision to reduce staffing and this had been achieved by the resignation of two members of staff and shifts being reorganised.


29.7.26

The Café Working Party would be meeting on Wednesday, 1st July to explore options for the future viability of the café.

ACTION –

- Café Working Party to consider the performance of the café and report back to Full Council
- Café Working Party to consider ending the evening opening trial
- Café Working Party to review options for the future café model

26/79

Funding Requests

79.1 The following requests for funding from the Community Infrastructure Levy (CIL) were recommended by the Finance and General Purposes Committee

79.1.1 Electric Tricycle for staff transport - £4,000 + VAT

Members **AGREED** to the purchase of an Electric Tricycle for staff to use around the parish

Proposed: Cllr Matic
Seconded: Cllr James
Approved: 5 in favour, 3 against, 1 abstention

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

79.1.2 Public Notice Boards - £2,500 + VAT

Members **AGREED** to the purchase and installation of parish notice boards at Frensham Green and High Copse

Proposed: Cllr Hoyle
Seconded: Cllr Clarke
Approved: Unanimously

ACTION – Facilities Team to purchase and arrange for the installation of noticeboards at Frensham Green and High Copse

79.1.3 2 Picnic Benches at High Copse - £4,000 + VAT

Members **AGREED** to the purchase and installation of 2 picnic benches at High Copse

Proposed: Cllr Clarke
Seconded: Cllr Hoyle
Approved: Unanimously

ACTION – Clerk and Facilities Team to purchase and install two picnic benches at High Copse


29.7.26

79.1.4 Shading to the Tin Roof Café patio area - £10,000 + VAT

Proposed: Cllr Matic
Seconded: Cllr None
Approved: No vote taken.

To reduce to the sum to £5,000 + VAT

Proposed: Cllr Hoyle
Seconded: Cllr James
Approved: 3 for, 4 against, 1 abstention

Members **AGREED** to defer this item until the Café Working Party/Facilities Committee had considered all the options for the future of the café.

ACTION – Café Working Party/Facilities Committee to reconsider the shading options for the cafe

79.1.5 Renewal of the Neighbourhood Plan - £12,000 + VAT

Members **AGREED** to the funding for the renewal of the Neighbourhood Plan

Proposed: Cllr Hoyle
Seconded: Cllr Clarke
Approved: 8 for, 1 against

ACTION –

- Clerk to add to the agenda of the next Planning and Highways Committee meeting
- Clerk to appoint the consultant to proceed with the Neighborhood Plan renewal work

26/80

Community Engagement

80.1 Voluntary Car Service

Cllr Clarke reported that the Voluntary Car Service were grateful to Shinfield Parish Council for the use of a room at Spencers Wood Pavilion. Currently there were 12 drivers, however, more were needed. Approximately 24,000 miles were covered in a year primarily taking members of the parish to medical appointments. The service was extensively used and valued by those who used it.

ACTION – Clerk to arrange for publicity for more volunteers


29.7.26

80.2 Clements Close Community Fun Day

A request had been received from the Wokingham Borough Council (WBC) Community Engagement Officer for participation in the Clements Close Community Fun Day on 29th July 2026. Cllr Rance offered to attend as a representative of Shinfield Parish Council (SPC).

ACTION –

- Clerk to inform WBC Community Engagement Officer of Cllr Rance's offer to represent SPC
- Cllr Rance to attend the Fun Day to represent SPC

26/81

Invoices for payment

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

26/82

Correspondence

- 82.1 School Green Car Park

The Clerk had received the following request :-

"Councillor Adrian Betteridge and Matthew Gould Head of Network Management for Wokingham BC would like to meet with Councillors to discuss and identify options and further consultation to improve the operation and management of School Green car park.

We would greatly appreciate it if you could share dates that Councillors would have availability for the meeting."

The Clerk had suggested that they attend the next meeting of the Planning and Highways Committee to discuss WBC's improvements to the operation and management of the School Green car park.

ACTION –

- Clerk to invite BCllr Betteridge and M Gould to attend the meeting of the Planning and Highways Committee on 8th July 2026
- Clerk to raise ongoing suspected trading from the School Green car park at this meeting
- Clerk to add to the next agenda of Full Council


29.7.26

82.2 Joint meeting between the University of Reading (UoR and SPC)

The Clerk reported that the next joint meeting between the UoR and SPC would take place on 8th July at 18:00 at the School Green Centre.

ACTION – Cllrs to attend the joint meeting between UoR and SPC on 8th July at 18:00

26/83

Date of Next Meeting

83.1 The date of the next Full Council Meeting will be held on 29th July 2026 at the School Green Centre

To note: this meeting has been rescheduled due to room availability

Meeting ended at 21:10



Handwritten signature and date: 29.7.26

List of Actions

Minute Number	Action	Responsibility
26/56.1	Clerk to add newsletter recommendations from the ACE Committee to Full Council	Clerk
26/57.1.7	Cllr Poole to confirm if he wishes to joint a standing committee	Cllr Poole
26/58.1	Clerk to circulate a post-meeting action list to all Councillors	Clerk
26/59.1	Clerk to enquire if there were community groups for the British Museum and Kew Botanical Gardens	Clerk
26/62.2	Full Council to decide on whether to claim ownership of the lane at Millworth Lane in due course	Full Council
26/63.2	Facilities Team to clean the war memorials at School Green and Shinfield Park	Facilities Team
26/66.1	Clerk and Energy Consultant to continue to work on the solar PV Tender specification	Clerk / Energy Consultant
26/67.1	Clerk to progress the formal agreement with the artist for the public art project	Clerk
26/67.1	Clerk to ensure that community engagement is built into the artists agreement	Clerk
26/67.1	Clerk to add public art fundraising to ACE agenda	Clerk
26/74.5	Clerk to display the notice of public access to AGAR on the parish notice boards and council website from 30 th June to 10 th August 2026	Clerk
26/74.6	Clerk to inform Claire O'Connell of her reappointment as Internal Auditor for Shinfield Parish Council	Clerk
26/75.6	BCllrs to note and monitor parking problems around the pharmacy, Hunters Way and Highlands area	BCllrs
26/75.6	BCllr Gray to follow up with WBC and relevant parties regarding mobile phone signal issues	BCllr Gray
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	Clerk
26/76.4	Members of the Finance and General Purposes Committee to consider the request from Shinfield Players to redirect the capital grant	F&GP
26/76.4	Clerk to add to the next meeting of Full Council	Clerk
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	Clerk
26/76.4	Members of the Finance and General Purposes Committee to consider the request from Shinfield Players to redirect the capital grant	F&GP Committee / Clerk
26/76.4	Clerk to add to the next meeting of Full Council	Clerk
26/77.1	Clerk to arrange for the IT Policy to be circulated to staff and councillors	Clerk


29.7.26

26/77.1	Review of IT Policy to be within the next four-year cycle of council meetings between May 2027 and April 2031	Full Council
26/77.3	Clerk to clarify the legislation in relation to non-councillors	Clerk
26/77.3	Clerk to add non-councillor appointment to the next agenda of Full Council	Clerk
26/78.1	Café Working Party to consider the performance of the café and report back to Full Council	Café Working Party
26/78.1	Café Working Party to consider ending the evening opening trial	Café Working Party
26/78.1	Café Working Party to review options for the future café model	Café Working Party
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	Clerk and Facilities Team
26/79.1.2	Facilities Team to purchase and arrange for the installation of noticeboards at Frensham Green and High Copse	Facilities Team
26/79.1.3	Clerk and Facilities Team to purchase and install two picnic benches at High Copse	Clerk and Facilities Team
26/79.1.4	Café Working Party/Facilities Committee to reconsider the shading options for the café	Café Working Party/Facilities Committee
26/79.1.5	Clerk to add Neighbourhood Plan renewal to the agenda of the next Planning and Highways Committee meeting	Clerk
26/79.1.5	Clerk to appoint the consultant to proceed with the Neighbourhood Plan renewal work	Clerk
26/80.1	Clerk to arrange publicity for more volunteers for the Voluntary Car Service	Clerk
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	Clerk
26/80.2	Cllr Rance to attend the Fun Day to represent SPC	Cllr Rance
26/82.1	Clerk to invite BCllr Betteridge and M Gould to attend the Planning and Highways Committee meeting on 8th July 2026	Clerk
26/82.1	Clerk to raise ongoing suspected trading from the School Green car park at the Planning and Highways Committee meeting	Clerk
26/82.1	Clerk to add School Green car park correspondence to the next agenda of Full Council	Clerk
26/82.2	Cllrs to attend the joint meeting between UoR and SPC on 8th July at 18:00	Cllrs


29.7.26