



**Minutes of a Meeting of the  
PARISH COUNCIL**

held on  
Tuesday 11 April 2023 at 8:00pm

**PRESENT:** Cllrs: Mike Coker, Steve Collett, Hilary Doyle, Matthew Furber, Katherine Giles, Ian Leake, Sarah Peacey & Paul Smith  
Also present: Ceri Rance, Clerk & Amanda Sculley, Deputy Clerk

149 **APOLOGIES**

An apology for absence was received from Cllr Feazey.

150 **DECLARATIONS OF INTEREST**

None.

151 **PUBLIC PARTICIPATION**

None.

152 **MINUTES OF THE PARISH COUNCIL MEETINGS HELD 14 MARCH 2023**

152.1 It was proposed by Cllr Doyle, seconded by Cllr Coker and **RESOLVED** that the minutes of the Council meeting held on 14 March 2023 should be approved and signed as a correct record.

153 **MATTERS ARISING FROM THE PARISH COUNCIL MEETING HELD ON 14 MARCH 2023**

153.1 None.

154 **COMMITTEE MINUTES**

154.1 Planning & Transportation Committee held on the 28 March 2023

It was proposed by Cllr Collett, seconded by Cllr Doyle and **RESOLVED** that the minutes of the Planning & Transportation Committee held on 28 March 2023 should be approved and signed as a correct record.

154.2 Amenity Committee held on 4 April 2023

It was proposed by Cllr Coker, seconded by Cllr Smith and **RESOLVED** that the minutes of the Amenity Committee held on 4 April 2023 should be approved and signed as a correct record.

155 **RECOMMENDATIONS FROM COMMITTEE MINUTES**

155.1 None.

156 **ACCOUNTS 2022-23 AND 2023-24**

156.1 Payment Approval Lists for 2022-23 & 2023-24

156/1/1 2022-2023

It was proposed by Cllr Doyle, seconded by Cllr Furber and **RESOLVED** to accept the payment list totalling £11,408.53 and these be approved for payment. It was agreed that Cllr Collett should authorise the payments with the bank.

156/1/2 2023-2024

It was proposed by Cllr Doyle, seconded by Cllr Furber and **RESOLVED** to accept the payment list totalling £12,767.86 and these be approved for payment. It was agreed that Cllr Collett should authorise the payments with the bank. It was **NOTED** that this list does not include the April pension payment as Boyett Mayes had not yet been able to calculate it. When advised this payment will be set up and authorised by Cllr Collett.

156.2 Projected Spend

The first spreadsheet for 2023-24 was reviewed and **NOTED**.

09 May 2023

- 156.3 CIL Update & Tracker  
The CIL tracker was reviewed and the position **NOTED**.
- 156.4 CIL Annual Statement  
The annual CIL statement was **NOTED** and signed by the Chairman and Clerk. This would be forwarded as required to Bracknell Forest Council.
- 156.5 Year End Bank Reconciliations  
The bank statements and bank reconciliations for 31 March 2023 for year end were considered. They were signed as accurate by Cllr Leake, Internal Controller, also by the RFO and adopted by Councillors.
- 156.6 Budget Review 2023-24  
The budget review report was considered. Councillors did not agree to the revisions which would result in an increase to some budgets for 2023-24. The RFO pointed out that during the year those budgets in question would be overspent, but Councillors decided that this could be addressed and resolved later in the year.
- 156.7 4Q Payments Over £500  
The report was **NOTED**. It would be published on the website as part of the Transparency requirements.
- 156.8 Internal Controller's Annual Report  
The Internal Controller's Annual Report was reviewed and Cllr Leake, Internal Controller, outlined his work since he took over from Cllr Dilliway. He had found that the investigations he had made had all been in order. It was proposed by Cllr Doyle, seconded by Cllr Coker and **RESOLVED** to accept the report.
- 157 **REPORTS FOR DECISION**
- 157.1 Foxes Den Rent Renewal  
At the January Council meeting it was agreed to defer the rent review until this meeting. It was also agreed that the rent could be paid monthly. The current rent is £6,130 per annum. In line with the lease the rent should rise to £6,870.00 per annum. This would be £572.50 per month. For the 13 days in November this equates to £244.68. The rent payable to the end of the lease would be £4,252.18.  
It was proposed by Cllr Doyle and seconded by Cllr Leake and **RESOLVED** to increase the rent as per the lease agreement to £572.50 per month from 1<sup>st</sup> April 2023 to 13<sup>th</sup> November 2023.
- 157.1.1 Foxes Den Lease Renewal  
The lease for the Foxes Den Café, financial agreement and licence for the Community Garden are due for renewal in November 2023. Ashfords has quoted and confirmed that the fees to consider the documents would be in the region of £1,250 plus VAT for the café lease, £1,000 plus VAT for the garden lease (as it will mirror the café or if you BPC decide to remain with a licence, it will mirror the existing licence) and £1,000 plus VAT for the agreement. This would be a total of £3,250 plus VAT for the renewal of the Foxes Den café documents. It was proposed by Cllr Doyle and seconded by Cllr Giles and **RESOLVED** to transfer £3,250 from Village Projects Reserves into budget line 90 – Legal Fees.  
The Clerk was instructed to contact Ashfords to investigate any legal implications if the Garden Licence is not renewed so the land reverts to the responsibility of the Parish Council.
- 157.2 11 Ketcher Green  
There is an ongoing issue with 11 Ketcher Green where it is alleged that parish trees are causing subsidence. Earlier investigations resulted in an ash tree being felled. The complainant has now sent further reports and is claiming further damage and requesting that a maple tree is felled. It is appropriate to have an arboriculturist review the documents and write a report of his findings. An approach was made to Martin Dobson Associates, who undertook an earlier report in 2020, for a quote for the work. Following a conversation with Martin, he proposes a site visit with report. The cost would be £650.00 plus VAT.  
It was proposed by Cllr Coker and seconded by Cllr Doyle and **RESOLVED** to engage Martin Dodson with the funds coming from 21/5 Tree Work Budget. The Clerk was instructed to ensure that if the maple tree is removed, the complainant would not be able to make a future claim against the council as a result of ground heave.

### 157.3 CIL Projects

A verbal update was received. Cllr Coker updated the Council regarding a planned proposal to improve the surfacing of Footpath 11 which leads from Amen Corner North along the back of Murrell Hill Grange. The path is not passable to anyone not wearing boots / wellies due to mud and puddles. FP11 is the most direct route for people from Amen Corner North to reach Binfield village centre and Popes Meadow, and it has previously been proposed that it should be accessible to parents with pushchairs. The work would be jointly funded by BPC and Bracknell Forest Council. The Clerk was asked to arrange a meeting of the CIL Working Group as soon as possible.

### 157.4 War Memorial Repairs

The war memorial is in need of some minor repairs around the base due to the frost over recent winters expanding some cracks. Following the full Council meeting in January 2023, the office commissioned an inspection and report from AF Jones Stonemasons. The cost of the repairs would be £669.30. It was proposed by Cllr Coker and seconded by Cllr Doyle and **RESOLVED** to approved the spend with the funds coming from budget line 2 – Amenity Maintenance and Improvements.

### 157.5 Councillor Training

Local Councils are responsible for their own performance and improvement as corporate bodies and for the development of their councillors and staff as they are accountable to the communities they have been elected to serve. A proposal was presented to Councillors to join with Winkfield Parish Council to help fill a course and split the cost. The training will be for all Councillors elected to BPC at the May elections. Derek Biggs D.M.A. will be supplying the training and offering 24 places at a cost of £440. It was proposed by Cllr Doyle and seconded by Cllr Coker and **RESOLVED** to approve the proposal with the cost coming from budget line 53 – Training/Fees.

### 157.6 Policies

The following policies were due for review and approval.

- Parish Office Meeting Room Usage Policy & Charging Schedule – Cllrs requested that the wording in section 9 by reorganised and include the phrase “or any other catering provider”.
- Premises Hiring Agreement
- Use of Parish Open Spaces and Procedure

It was proposed by Cllr Coker and seconded by Cllr Doyle and **RESOLVED** to approve the policies listed above with the suggested amendments to the Parish Office Meeting Room Usage Policy & Charging Schedule.

### 157.7 Blue Mountain Allotments

The Parish Council has received confirmation that the land transfer for the allotment site at Blue Mountain is underway. The Clerk contacted Ashfords LLP to enquire if they would be able to act on behalf of the Parish Council. The quotation received was £2,250 plus VAT. The recommendation is for the funds to be allocated from CIL.

Councillors were also asked to approve the Terms of Reference for the Blue Mountain Allotment Working Group.

It was proposed by Cllr Coker and seconded by Cllr Doyle and **RESOLVED** to approve the cost of the land transfer of £2250 plus VAT and for the funds to be allocated from CIL.

It was proposed by Cllr Coker and seconded by Cllr Doyle and **RESOLVED** to approve the Terms of Reference of the Blue Mountain Allotment Working Group.

*{Cllr Leake declared an interest in the next agenda item as he had been approached by an individual asking for his support}*

### 157.8 Request for a Grant from Binfield Memorial Hall

An application was received and considered at the Council meeting held in February 2023. The below minute was recorded at the meeting.

135.1 Community Hall Grants

Councillors considered the application from the Memorial Hall Committee for a grant to replace the cookers in the Memorial Hall at a cost of £1500. After consideration it was agreed that the application had not supplied sufficient up to date financial information and that it was understood that there is almost £47k in reserves at the current time. This represents about five years of operation. It was therefore agreed that the hall can replace their cookers from their reserves.

Following the meeting the Clerk communicated the Council's decision to Karen Hatt.

Following discussions, the Council agreed that although new information had been supplied, the resolution could not be revisited as per Standing Order 7a.

As the list of projects provided by Karen Hatt relates to the improvement and modernisation of the hall, the Clerk was instructed to organise a meeting with trustees of Binfield Memorial Hall to see how the Parish Council might be able to support any future projects which can be funded from CIL.

157.9 Tablets for Councillors

Following the Council's decision at the March 2023 meeting to purchase tablets for all Councillors, the Clerk was advised that the proposed tablet, the Samsung S6 Lite was coming to the end of its life as new models have since been released. The recommendation was to change the specification from a tablet to a Chrome Book option. The Lenovo IdeaPad Duet 3 was proposed as the most suitable option and was costed at £2,887.50 for 11 units. It was proposed by Cllr Doyle and seconded by Cllr Leake and **RESOLVED** to approve the recommendation to change from tablets to Chrome Books as per the recommendation.

**158 REPORTS FOR INFORMATION**158.1 Clerk's Report

The report was **NOTED**.

158.2 Resignation of Councillor Wendy Letton

It was recorded that Councillor Letton resigned on 21 March 2023.

158.2 Automatic Doors on the Building

It was noted that members of the public had commented that the automatic doors, which have just been installed on the Parish Council building, were a very welcome addition and have had a positive impact on the access to the building for lots of members of the community.

**159 FUTURE AGENDA ITEMS**

None

Meeting closed at 21:54pm

*Hilary Doyle*