



**Minutes of a Meeting of the
PARISH COUNCIL**
held on
Tuesday 20 June 2023 at 8:00pm

PRESENT: Cllrs: Paul Beal, Steve Collett, Hilary Doyle, David Ellis, Mark Feazey, Matt Furber, Katherine Giles, Amanda McLean and Kiran Meka

Also Present: Ceri Rance, Clerk; Amanda Sculley, Deputy Clerk;
Five members of the public

23 CO-OPTION OF COUNCILLORS

Four candidates had applied for co-option to the Council: Paul Beal, Amanda McLean, Kiran Meka and Eric Pilmoor. All had met with Councillors before the meeting to discuss their applications and to answer Councillors' questions. The vote was undertaken by written ballot and following the count it was proposed by Cllr Doyle, seconded by Cllr Collett and **RESOLVED** to co-opt Paul Beal, Amanda McLean and Kiran Meka as Councillors. All three new Councillors signed their Declaration of Acceptance of Office forms, which were countersigned by the Clerk, and joined the meeting. The Chair thanked the Councillors for being willing to serve their community.

24 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Fish and Leake and their reasons were supplied to the Clerk.

25 DECLARATIONS OF INTEREST

Cllr Collett declared an interest in the CIL application from the Binfield Cricket Club as he is an active member and volunteer.

26 PUBLIC PARTICIPATION

A resident addressed the Council about the Binfield Welfare Charities and requested that Cllr Leake and Sarah Peacey be re-appointed as the Councils' representatives for the next four-year term.

Liz Hall advised that she had come to support her application to run the Christmas market again in December 2023.

A resident requested that the Binfield Landscape Character Assessment be reconsidered regarding the possible conservation area around the Church Lane area. They were advised that this area was being progressed as a conservation area and the current situation would be ascertained and advised.

27 APPOINTMENTS TO WORKING GROUPS AND EXTERNAL ORGANISATIONS

The following appointments were confirmed for the current year to include the new Councillor appointments:

Name	Type	Appointments
CIL and Community Grants	Working Group	Cllrs Beal, Collett, Giles, McLean and Meka
Binfield Environment Group	Community Organisation	Cllr Beal
Binfield Welfare Charities (4 Year Term)	External Organisation	Cllr Leake and Sarah Peacey
Neighbourhood Plan Review	Working Group	Cllrs Doyle and Meka
Parish People's Award	Working Group (once a year)	Cllrs Doyle, Furber, Giles and Meka
Foxes Den Liaison Group	Community Organisation	Cllrs Doyle and Giles with the Clerk
Farley Wood Community Centre	Community Trustee Group	The Clerk

San W. Leake
11th July 2023

Bracknell Forest Nature Partnership	Borough Group	Cllr Meka and Amenity Officer
SEN Play Equipment & Accessibility	Working Group	Cllrs Doyle, Ellis, Giles and McLean
Blue Mountain Allotments	Working Group	Cllrs Collett, Doyle, Furber and Meka
Neighbourhood Action Working Group	Community Organisation	Not needed
Risk Review/Policies/Documentation/Strategy	Working Group	Cllrs Doyle, Leake, McLean and Meka
Binfield Community Hub	Working Group	Cllrs Collett, Doyle, Leake and McLean
BF Town and Parish Council Liaison Group	Borough Group	Cllrs Collett, Doyle, the Clerk
Parish Parks & Public Realm	Borough Group	The Clerk
Amenity Committee	Council Committee	Cllrs Beal, Doyle, Ellis, Fish, Furber, Giles, McLean, Meka and Leake
Planning and Transportation Committee	Council Committee	Cllrs Collett, Doyle, Feazey, Fish, Leake and Meka
Staffing Committee	Council Committee	Cllrs Beal, Collett, Ellis, Feazey, Giles, and Leake

28 COMMUNITY INFRASTRUCTURE LEVY APPLICATIONS

28.1 Footpath 11

Councillors considered the application for funding to improve the surfacing on Footpath 11. The CIL Working Group had considered the application. It was scored independently by Councillors as per the guidelines. The score was high at 93 out of 100 points. It was proposed by Cllr Doyle, seconded by Cllr Collett and **RESOLVED** to allocate £15,000 from CIL funds to improve footpath 11 which would be paid to Bracknell Forest Council to pay towards this work.

28.2 Binfield Cricket Club

Councillors considered the application for funding to make improvement to the cricket nets, add a practice net, add a batting lane, replace the artificial wicket and create a hard accessway to the practice facilities. The CIL Working Group had considered the application. It was scored independently by Councillors as per the guidelines. The score was high at 87 out of 100 points. It was proposed by Cllr Doyle, seconded by Cllr Ellis and **RESOLVED** to allocate £61,166.00 to Binfield Cricket Club to pay towards this work.

29 BINFIELD CHRISTMAS MARKET

Councillors considered the proposal from Liz Hall to run the Christmas Market on Monday 4 December 2023. The parking had been the biggest issue at last year's event and mitigations were discussed at length with Liz Hall. It was proposed by Cllr Doyle, seconded by Cllr Meka and **RESOLVED** to give permission for the Christmas Market to go ahead in December 2023 with Cllr McLean and the Clerk being appointed as liaisons to the committee. It was agreed that the parking issues would be further examined to ensure the best solution for residents on the Foxley Fields estate.

[21.01 hrs - All five residents left the meeting]

30 MINUTES OF THE PARISH COUNCIL MEETING HELD ON 9 MAY 2023

It was proposed by Cllr Doyle, seconded by Cllr Collett and **RESOLVED** that the Minutes of the Parish Council meeting held on 9 May 2023 be approved and signed as a correct record.

31 MATTERS ARISING FROM THE PARISH COUNCIL MEETING HELD ON 9 MAY 2023

None.

32 COMMITTEE MINUTES

32.1 Planning & Transportation Committee – held on 9 & 23 May 2023

It was proposed by Cllr Doyle, seconded by Cllr Collett and **RESOLVED** that the Minutes of the Planning and Transportation Committees held on 9 and 23 May 2023 be approved and signed as a correct record.

32.2 Amenity Committee – held on 9 May & 6 June 2023

It was proposed by Cllr Doyle, seconded by Cllr Giles and **RESOLVED** that the Minutes of the Amenity Committees held on 9 May and 6 June 2023 be approved and signed as a correct record.

32.3 Staffing Committee – held on 9 May 2023

It was proposed by Cllr Giles, seconded by Cllr Collett and **RESOLVED** that the Minutes of the Staffing Committee held on 9 May 2023 be approved and signed as a correct record.

33 RECOMMENDATIONS FROM COMMITTEE MINUTES

33.1 Amenity Committee – 6 June 2023

33.1.1 Resurfacing and Drainage Works in Wicks Green Carpark and Silver Jubilee Field

The recommendation was considered, and it was proposed by Cllr Doyle, seconded by Cllr Giles and **RESOLVED** to allocate £25,000.00 from CIL funds to pay for this work to be undertaken by Pro Landscapes.

33.1.2 Vandalism of The Shelter on Foxley Fields

The vandalism had been reported to the police and the insurance company. We have already received payment from the insurance company of £2,962.00 for the repair. A quote has been received at £3,961.00 for improved replacement panels with an increased material thickness from 4mm to 5mm. The recommendation was to replace the panels with the thicker material. The recommendation was considered, and it was proposed by Cllr Doyle, seconded by Cllr McLean and **RESOLVED** to allocate a further £999.00 from CIL funds to pay for this work to be undertaken by Broxap.

34 ACCOUNTS 2023-24

34.1 Payment Approvals

It was proposed by Cllr Doyle, seconded by Cllr Feazey and **RESOLVED** to accept the payment list totalling £29,654.16 and these be approved for payment. Cllr Collett would be authorising the payments.

Items to add to the asset register:

11 Chrome Books at £300 each.

New lock at Pocket Copse Allotment at £300.

34.2 Projected Spend

The projected spend spreadsheet was **NOTED**.

34.3 CIL Tracker

The tracker spreadsheet was **NOTED**. The Clerk advised that she would circulate the CIL spreadsheets to all Councillors.

35 REPORTS FOR DECISION

35.1 Adoption of Policies

35.1.1 Standing Orders

The National Association of Local Councils (NALC) published an updated model of the Standing Orders which Councils are advised to consider adopting.

The Clerk also recommended that Binfield Parish Council adjourn meetings for public participation as outlined in Charles Arnold Baker Local Council Administration. It was proposed by Cllr Doyle and seconded by Cllr McLean and **RESOLVED** to adopt the Standing Orders.

35.1.2 Code of Conduct

A new Code of Conduct was required. The document presented to Council has been adapted from the model CoC from the Local Government Association and is required as part of the Civility and Respect Pledge. It was proposed by Cllr Doyle and seconded by Cllr Giles and **RESOLVED** to adopt the new Code of Conduct.

35.1.3 Financial Regulations

Financial Regulations should be reviewed and adopted annually. It was proposed by Cllr Doyle and seconded by Cllr Meka and **RESOLVED** to adopt the Financial Regulations.

35.1.4 Dignity at Work Policy

The policy is required to sign up to the Local Council Award Scheme and the Civility & Respect Pledge. It was proposed by Cllr Doyle and seconded by Cllr Ellis and **RESOLVED** to adopt the Dignity at Work Policy.

35.1.5 Training Statement of Intent

The policy is required to sign up to the Local Council Award Scheme and the Civility & Respect Pledge. It was proposed by Cllr Doyle and seconded by Cllr Ellis and **RESOLVED** to adopt the Training Statement of Intent.

35.2 Refit and Air Conditioning for the Community Kitchen

Following the request from Claire Murphy in October 2022 for a more commercially designed kitchen, the Parish Council engaged a company to complete a design specification. Due to the potential cost of the project the Clerk recommended that it be posted on Contract Finder in order to secure a contractor. It was proposed by Cllr Doyle and seconded by Cllr Collett and **RESOLVED** to instruct the Clerk to post the project on Contract Finder.

A further request was received from Kerrin Batt asking the Councils permission to install an air conditioning unit in the kitchen area due to the extreme heat during the summer months. It was proposed by Cllr Doyle and seconded by Cllr McLean and **RESOLVED** to allocate £4,000 from CIL. The Clerk was asked to obtain a report from the preferred supplier detailing the efficiency of installing air conditioning in a space that could not be completely closed off. Councillors were concerned that any unit installed would not be able to keep the area cool while incurring significant running costs.

35.3 Felling a Maple Tree on Wicks Green

An insurance claim against the council for subsidence has been ongoing since 2020. Following a recent review by Dr Martin Dobson, an independent arboriculturist, of new reports provided by the claimants' solicitors, the Parish Council has been advised to fell the maple tree as soon as possible. It was proposed by Cllr Collett and seconded by Cllr Doyle and **RESOLVED** to approve the following with funds from the tree work budget.

- £450.00 for a report from Dr Martin Dobson and,
- to instruct the Amenity Officer to complete a tree works application to the Borough Council and,
- to approve the quote from contractor 3, of £240.00 to fell the tree.

35.4 Foxes Den Lease

The Clerk was previously instructed (*minute 157.1.1*) to contact Ashfords solicitors to confirm that if the garden lease is not renewed, there will not be any legal implications. The Directors of the Foxes den Café have confirmed that they agree the garden lease does not need to be renewed. It was proposed by Cllr Doyle and seconded by Cllr Collett and **RESOLVED** to accept the recommendation to drop the garden lease and allow the land to revert back to the Parish Council, and to approve the revised quote of £2250 from Ashfords for the lease renewal.

35.5 Request from FOBS

The Friends of Binfield School submitted a request to the Council asking if a clothes bank could be situated around the Parish Council building as opposed to organising ad hoc Bag2School collections as these form a regular part of their fundraising. Following discussions, Councillors refused the request as they could not determine a suitable place for the bank to be situated which would not result in a loss of parking or reduce accessibility around the perimeter of the building.

36 **REPORTS FOR INFORMATION**36.1 Clerk's Report

The report was **NOTED** and the following comments made.

36.1 Request from Binfield CofE Churches

A representative of the Binfield CofE Churches had visited the Parish office on Friday 16 June to enquire about a grant towards the cost of the grass cuts at the Binfield Cemetery on Stubbs Hill. The cemetery requires 8 cuts a year at a cost of £2,963.40. They are also seeking an additional grant for £312 to cover the cost of the annual cut of the All Saints Churchyard. A report for decision will be presented at the July Council meeting.

36.2 Amendment to Payment for the Replacement of the Basket Swing

At the Amenity Committee meeting held on Tuesday 6 June, members resolved to replace the basket swing on Wicks Green play area at a cost of £1,646.40. This cost did not factor in the disposal of the old basket swing and installation of the new one, which has been quoted as £358.13, bringing the total cost of the replacement to £2,004.53. Councillors acknowledged and agreed the additional cost.

37 **FUTURE AGENDA ITEMS**

None.

38 **Part II - Standing Order 3C**

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded, and they are instructed to withdraw.

38.1 Bad Debt

Councillors considered the Court Claim made regarding the outstanding debt for the allotment holder who had not cleared his plot. Councillors expressed their significant welfare concerns regarding the debtor. After discussion, it was proposed by Cllr Doyle and seconded by Cllr Beal and **RESOLVED** not to progress to the next stage of the process, requesting a county court judgement and on this occasion to write off the debt. It was stated that this would not set a precedent regarding future considerations of bad debts, each of which would be considered on a case-by-case basis.

38.2 Binfield Community Hub

Councillors considered the report regarding the progression of the lease. It was proposed by Cllr Doyle, seconded by Cllr Collet and **RESOLVED** to accept the recommendations as discussed.

Meeting Closed 10:26pm

Sen W. Leake
11th July 2023




