



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

held on
Tuesday 9 January 2024 at 8:00pm

PRESENT: Cllrs: Steve Collett, Paul Day, Kaite Dover, Hilary Doyle (Chair), Dave Ellis, Mark Feazey, Katherine Giles, Ian Leake, Amanda McLean and Kiran Meka

Also Present: Ceri Rance, Clerk; Amanda Sculley, Deputy Clerk.

113 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Andy Fish. Reasons were supplied to the Clerk.

114 DECLARATIONS OF INTEREST

None.

[20.01 – the meeting was adjourned]

115 PUBLIC PARTICIPATION

[20.06 – the meeting was reconvened]

116 MINUTES OF THE PARISH COUNCIL MEETING HELD ON 12 DECEMBER 2023

It was proposed by Cllr Doyle, seconded by Cllr McLean and **RESOLVED** that the Minutes of the Parish Council meeting held on 12 December 2023 be approved and signed as a correct record.

117 MATTERS ARISING FROM THE PARISH COUNCIL MEETING HELD ON 12 DECEMBER 2023

117.1 Page 31, item 107.4 – Farley Wood Community Centre CIL Application

The Clerk will be meeting with Candice Wright, Bracknell Forest Council, and Sanita Gillis, Chair, Farley Wood Community Association, on Friday 12 January to discuss the issues raised at the December meeting.

118 COMMITTEE MINUTES

118.1 Staffing Committee – held on 19 December 2023

It was proposed by Cllr Collett, seconded by Cllr Giles and **RESOLVED** that the Minutes of the Staffing Committee held on 19 December 2023 be approved and signed as a correct record.

118.2 Planning & Transportation Committee – held on 19 December 2023

It was proposed by Cllr Collett, seconded by Cllr Day and **RESOLVED** that the Minutes of the Planning and Transportation Committee held on 19 December 2023 be approved and signed as a correct record.

119 RECOMMENDATIONS FROM COMMITTEE MINUTES

119.1 Staffing Committee

It was proposed by Cllr Doyle, seconded by Cllr Ellis and **RESOLVED** that the following policies are adopted:

Health and Safety Policy
Disciplinary Policy
Grievance Policy

Equality Policy
Lone Working Policy
Smoke-Free Policy

119.2 Planning & Transportation Committee

It was proposed by Cllr Doyle, seconded by Cllr Ellis and **RESOLVED** that the following policy is adopted:
Development Engagement Policy

120 **ACCOUNTS 2023-24**

120.1 Payment Approvals

It was proposed by Cllr Doyle, seconded by Cllr Day and **RESOLVED** to accept the payment list totalling £49,108.73 and these be approved for payment. Cllr Collett will be authorising the payments.

Items to add to the asset register:

Seesaw on Foxley Fields
Double Notice Board on Knox Green Corner
Laptop for Alisa Hill

120.2 Projected Spend

The projected spend spreadsheet was **NOTED**.

120.3 CIL Update and Tracker

The tracker spreadsheet was **NOTED**. There had been no changes since the last meeting.

120.4 Quarterly Bank Reconciliations

These were **AGREED**.

120.5 Internal Controller Report

The report of the Internal Controller, Cllr Amanda McLean, was reviewed and **NOTED**.

120.6 3Q Payments Over £500

The report was reviewed and **NOTED**. This would be uploaded onto the website as part of the Transparency requirements. It was **AGREED** that a check of this list be added to the Internal Controller Task List for the 24-25 financial year. The description for the Pro Landscapes payment for £26,969.33 should be changed before uploading to better reflect the purpose of the payment.

120.7 Binfield Tennis Association Rent Renewal

The report was considered. It was proposed by Cllr Doyle, seconded by Cllr Leake and **RESOLVED** that the rent be determined by the lease. Therefore, the payment for 2024-5 was confirmed at £3,214.00.

120.8 Foxes' Den Rent

The report was considered. It was proposed by Cllr Doyle, seconded by Cllr Ellis and **RESOLVED** that the rental payments will continue at £572.50 per month until the end of the financial year or earlier if a lease agreement is finalised.

120.9 Internal Auditor

The report was considered. It was proposed by Cllr Doyle, seconded by Cllr Collett and **RESOLVED** that Claire Connell be engaged as the Internal Auditor for the financial year 2024-25 at the cost of £520.00.

121 **REPORTS FOR DECISION**121.1 Annual Parish Meeting

The report regarding Annual Parish Meeting, scheduled to be held on 21 March 2024, was considered. It was proposed by Cllr Doyle, seconded by Cllr Leake and **RESOLVED** to agree the following with further plans being brought to the February Council meeting:

- The meeting be held at either the Binfield Health and Community Centre, if available, or the Foxes' Den Café.
- The meeting to start at 7.30pm but with refreshments available from 7.00pm to encourage residents to attend early to talk to Councillors and staff.
- A booklet be created to include Councillor reports and other information together with printed minutes.
- The agenda to include an item on Strategy with a Questions and Answers session to follow.
- CIL discussions about possible projects, promote any survey or to ask for ideas from residents.
- The usual Parish People's Awards are included.
- Another Q&A session at the end to encourage engagement on general topics and issues.
- Refreshments to be available afterwards to encourage further informal discussion with Councillors.
- If the Binfield Health and Community Centre is available, to take the opportunity to show residents what is available and have information packs ready.

121.2 Biodiversity Statement

The report was considered. It was proposed by Cllr Doyle, seconded by Cllr Ellis and **RESOLVED** and **DELEGATED** to the Policy Working Group that the recommendation be amended and adopted as follows: That the Policy Working Group meet to:

- a. finalise a statement on biodiversity.
 - b. provide a list of actions/tasks achievable by the Council during the Council term (including a review of Council policies)
 - c. discuss the creation of a new policy on biodiversity, and
- That the Council agrees that biodiversity should form part of its strategy.

121.3 Land for Sale

It was proposed by Cllr Doyle, seconded by Cllr Dover and **RESOLVED** that further investigations be made on the land discussed and brought back to a future meeting of the Council.

122 **REPORTS FOR INFORMATION**122.1 Clerk's Report

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

122.1.1 Red Rose Allotments

The path leading from the York Road car park into the allotments has become overgrown and the adjacent piece of land piled with green waste. It was proposed by Cllr Doyle, seconded by Cllr McLean and **RESOLVED** that Tall Oaks be engaged to improve and level the entrance and path and to clear the adjacent piece of land, surfacing it with scalping's to make hard standing for a communal area. A picnic table of plasticised wood should also be purchased and installed on the communal area. The budget for this work is £3,000 with funds coming from the Community Infrastructure Levy reserve.

122.1.2 Steve Webb

Steve Webb has been volunteering with BPC for many years assisting with noticeboard updates and helping with projects around the Parish. He has always been on hand to assist with any issues by providing efficient solutions following his previous position as our Parish Handy Worker. Steve has decided to step down from Parish work. Binfield Parish Council passes on its heartfelt thanks and appreciation to Steve for his expertise and for the many hours he has dedicated to volunteering in the parish. It was proposed by Cllr Doyle, seconded by Cllr Leake and **RESOLVED** that £100 be used from the Communications budget to provide appropriate gifts.

122.1.3 Lampposts on Foxley Fields

The lamps on Foxley Fields have been working intermittently over the past few months. Office staff have been actively seeking a company to assess the lamps and determine what repairs are required. A contractor has been found who is willing to come out and assess all the lamps at a cost of £756.11. During the survey, if there are available maintenance parts to effect minor repairs these will be carried out at the same time as the inspection. The survey will also provide future options to make the lampposts reliable with updated bulbs, say LED for example. It was proposed by Cllr Leake, seconded by Cllr McLean and **RESOLVED** to undertake the survey and any immediate repairs together with the future options for the cost of £756.11 with funds coming from the Community Infrastructure Levy reserve.

122.2 Christmas Market Update

Liz Hall, Event Organiser for the Christmas Market, had attended the meeting to give her report during Public Participation. Councillors thanked Liz for her hard work to deliver such a successful event. It was **NOTED** that Cllr McLean had scrutinised the accounts and was satisfied with them. There had been no complaints this year regarding the event or parking, but many expressions of thanks from residents and the wish that the event become a regular part of the event year.

123 **FUTURE AGENDA ITEMS**

123.1 Grant Policy

Cllr Leake requested that the policy be reviewed.

124 **PART II**

It was proposed by Cllr Doyle, seconded by Cllr Leake and **RESOLVED** to move into PART II

124.1 Deed of Variation

It was proposed by Cllr Doyle, seconded by Cllr Leake and **RESOLVED** to adopt the Deed of Variation to the Foxley Fields Lease and that it be endorsed by the appropriate signatories.

Meeting Closed 9.58pm

