



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

held on

Tuesday 13 February 2024 at 8:00pm

PRESENT: Cllrs: Steve Collett, Paul Day, Hilary Doyle (Chair), Dave Ellis, Andy Fish, Katherine Giles, Ian Leake, Amanda McLean and Kiran Meka
Also Present: Ceri Rance, Clerk; Amanda Sculley, Deputy Clerk.

125 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Katie Dover and Cllr Mark Feazey. Reasons were supplied to the Clerk.

126 DECLARATIONS OF INTEREST

None.

127 PUBLIC PARTICIPATION

None.

128 MINUTES OF THE PARISH COUNCIL MEETINGS

128.1 MINUTES OF THE PARISH COUNCIL MEETING HELD ON 09 JANUARY 2024

It was proposed by Cllr Doyle, seconded by Cllr Collett and **RESOLVED** that the Minutes of the Parish Council meeting held on 09 January 2024 be approved and signed as a correct record.

128.2 MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON 23 JANUARY 2024

It was proposed by Cllr Doyle, seconded by Cllr Ellis and **RESOLVED** that the Minutes of the Extraordinary Council meeting held on 23 January 2024 be approved and signed as a correct record.

129 MATTERS ARISING FROM THE PARISH COUNCIL MEETINGS HELD ON 09 AND 15 JANUARY 2024

129.1 None.

130 COMMITTEE MINUTES

130.1 Planning & Transportation Committee – held on 30 January 2024

It was proposed by Cllr Collett, seconded by Cllr Fish and **RESOLVED** that the Minutes of the Planning and Transportation Committee held on 30 January 2024 be approved and signed as a correct record.

130.2 Staffing Committee – held on 06 February 2024

It was proposed by Cllr Ellis, seconded by Cllr McLean and **RESOLVED** that the Minutes of the Staffing Committee held on 06 February 2024 be approved and signed as a correct record.

130.3 Amenity Committee – Held on 06 February 2024

It was proposed by Cllr Doyle, seconded by Cllr Leake and **RESOLVED** that the Minutes of the Amenity Committee held on 06 February 2024 be approved and signed as a correct record.

131 RECOMMENDATIONS FROM COMMITTEE MINUTES

131.1 Staffing Committee

It was proposed by Cllr Ellis and seconded by Cllr McLean and **RESOLVED** to approve the following recommendations.

- 131.1.1 The Clerk's hours be moved to a full-time post (37 hours per week) with immediate effect.
- 131.1.2 Any additional hours undertaken by office staff in February and March 2024 for the preparation for opening the Binfield Community Centre, be paid as overtime at the current rates, funded by CIL. The hours will be recorded separately with an explanation of the work undertaken.
- 131.1.3 That procurement training be undertaken by staff and councillors. It was further noted that the training budget would be overspent but this would be covered by the general underspend at year end.

131.2 Amenity Committee

It was proposed by Cllr Doyle and seconded by Cllr Leake and **RESOLVED** to approve the following recommendations.

131.2.1 The Tree Policy

131.2.2 The Memorial Policy

131.3 Policy Working Group

It was proposed by Cllr Doyle and seconded by Cllr Leake and **RESOLVED** to approve the recommendation to accept the Biodiversity Statement.

132 **ACCOUNTS 2023-24**

132.1 Payment Approvals

It was proposed by Cllr Doyle, seconded by Cllr Leake and **RESOLVED** to accept the payment list totalling £92,532.21 and these be approved for payment. Cllr Collett will be authorising the payments.

It was also proposed by Cllr Doyle and seconded by Cllr Leake and **RESOLVED** to approve the payment of £300,000 to BFBC regarding the management of the Binfield Community Centre. This is on the condition that Bracknell Forest Council has signed the lease agreement and has issued a demand for the money. The asset register should reflect the change to the surfacing at Wicks Green.

132.2 Projected Spend

The projected spend spreadsheet was **NOTED**.

132.3 CIL Update and Tracker

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

132.4 Unity Bank Mandate

It was proposed by Cllr Doyle and seconded by Cllr Day and **RESOLVED** to approve the changes to the signatories and sign the paperwork for the Unity Bank mandate.

133 **REPORTS FOR DECISION**

133.1 Land For Sale

The Council instructed the Clerk to investigate a piece of land for sale in Binfield Parish to assess its suitability for any future projects. The Clerk visited the land on 12th January 2024. It was proposed by Cllr Doyle and seconded by Cllr McLean and **RESOLVED** to accept the recommendation not to pursue the potential purchase of the land any further.

133.2 Skylights on the Parish Building

The skylights on the building have leaked in the recent storms. The café staff have also had difficulty opening them due to the ceiling height, so an automatic opening system has been researched. Only one company has submitted a quote for the replacement of the windows with automatic opening. Councillors suggested that a roofer be contacted to investigate the leak. The Clerk recommended that this item be brought back to a future Council meeting once additional information has been obtained.

133.3 Policies

This item was referred to the Policy Working Group.

133.4 Replacing/Repairing the Play Surface on the Foxley Fields Toddler Play Area

Following the Amenity meeting, Councillors asked the Clerk to provide some additional information regarding the replacement and repair of the play surface. It was proposed by Cllr Leake and seconded by Cllr Giles and **RESOLVED** to replace the surface and have a new hardcore base installed at a cost of £48,237 to be funded from CIL funds.

133.5 Red Rose Allotments Bench & Communal Area

The allotment holders at Red Rose have expressed an interest in having a communal area with a bench. This was originally planned to the left of the entrance at York Road, but this was deemed to be shady and would be better suited for a communal shed. The Amenity Officer and Clerk visited the site and advised that a communal area be located at the top of the driveway subject to a consultation with the allotment holders. It was proposed by Cllr Doyle and seconded by Cllr Leake and **RESOLVED** to approve the recommendation for the surface to be prepared and the pathway extended at a cost of £3,360 to be funded from CIL funds.

133.6 Request from Binfield under 9 Girls Team

Councillors were pleased to consider the application from this group which had used Foxley Fields for their training for the last two years without issue. It was proposed by Cllr Leake and seconded by Cllr Ellis and **RESOLVED** to permit this use.

133.7 Urgency Committee Terms of Reference

Councillors considered the Terms of Reference and the proposed minor changes. It was proposed by Cllr McLean and seconded by Cllr Doyle and **RESOLVED** to adopt the amended document.

134 **REPORTS FOR INFORMATION**

134.1 Clerk's Report

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

134.1.1 11 Ketcher Green

Following additional information received from our insurance company, Council has been advised that the T6 ash tree on Wicks Green should be felled as there is ongoing evidence of movement and cracking of 11 Ketcher Green. It was proposed by Cllr Doyle, seconded by Cllr Collett and **RESOLVED** to fell the ash.

134.1.2 Anti-social Behaviour

There have been ongoing reports of anti-social behaviour around the parish and office again. Councillors are disturbed by this matter and reconsidered the installation of CCTV around the building. It was acknowledged that this would not be useful with regard to the wider area when incidents have occurred so it was agreed not to reconsider this at this time. Contact would be made with the PCSO to keep them updated and to request more frequent patrols around the problem areas. All residents who made reports would be encouraged to call the non-emergency line of Thames Valley Police in order that they have a full record of incidents. The Clerk was also instructed to send a letter to the Chief Constable to keep him advised of the issue. Cllr Day would advise the Police Independent Advisory Group. The Clerk was also asked to contact Crowthorne Parish Council who had employed a Youth Worker. This had certainly impacted on the behaviour of local youngsters and Councillors were interested to learn about the initiative.

135 **FUTURE AGENDA ITEMS**

135.1 Foxes' Den Lease

The first draft of a lease had been received which would be shared with the Foxes' Den Liaison Group.

135.2 CCTV
In light of the recent anti-social behaviour, it was requested that this would be reconsidered.

136 **PART II**
In view of the confidential nature of the business to be transacted, it was proposed by Cllr Doyle, seconded by Cllr Leake and **RESOLVED** that the public and press be temporarily excluded, and they were instructed to withdraw.

137 **BINFIELD COMMUNITY CENTRE**
Matters regarding the opening of the centre were considered:

137.1 Promotional Video
It was proposed by Cllr Doyle, seconded by Cllr Ellis and **RESOLVED** that a £1,000 budget be set aside from CIL funding to create a promotional video for the centre.

137.2 Room Hire Rates
It was proposed by Cllr Doyle, seconded by Cllr Ellis and **RESOLVED** to set Introductory Rates for the rooms to cover until the end of August. A review would be made during the summer based on the interest and usage of the facility.

138 **OPEN SPACES CONTRACT AND MANAGEMENT**
Ashfords had considered correspondence and had drafted a response to the latest letter. It was proposed by Cllr Doyle, seconded by Cllr Leake and **RESOLVED** that a £1,000 budget be agreed to cover any legal fees relating to this matter. This would be taken from the Legal Budget on the understanding that this would be overspent but covered by the overall underspend for the year.

139 **STAFFING MATTERS**
Councillors considered the Chairman's report and the reports read out by the Clerk and Deputy Clerk.

[22.15 hrs – The officers left the meeting and returned at 22.45 hours.]

It was proposed by Cllr Giles, seconded by Cllr Doyle and **RESOLVED** that the Clerk take compassionate leave from 15 February to 23 February inclusive.

Meeting Closed 10.47pm

Hamp Doyle