



**Minutes of a Meeting of the
PARISH COUNCIL**
held on
Tuesday 09 April 2024 at 8:00pm

PRESENT: Cllrs: Steve Collett, Paul Day, Hilary Doyle (Chair), Dave Ellis, Mark Feazey, Andy Fish and Ian Leake
Also Present: Ceri Rance, Clerk; Amanda Sculley, Deputy Clerk.
Danny and Nicole Hope, Camberley Fire and Security

159 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs Katie Dover, Katherine Giles, Amanda McLean and Kiran Meka. Reasons were supplied to the Clerk.

160 **DECLARATIONS OF INTEREST**

None.

161 **PUBLIC PARTICIPATION**

None.

162 **MINUTES OF THE PARISH COUNCIL MEETINGS**

162.1 **MINUTES OF THE PARISH COUNCIL MEETING HELD ON 12 March 2024**

It was proposed by Cllr Doyle, seconded by Cllr Collett and **RESOLVED** that the Minutes of the Parish Council meeting held on 12 March 2024 be approved and signed as a correct record.

163 **MATTERS ARISING FROM THE PARISH COUNCIL MEETINGS HELD ON 13 FEBRUARY 2024**

163.1 None.

164 **COMMITTEE MINUTES**

164.1 Staffing Committee – held on 26 March 2024

It was proposed by Cllr Ellis, seconded by Cllr Collett and **RESOLVED** that the Minutes of the Staffing Committee held on 26 March 2024 be approved and signed as a correct record.

164.2 Planning & Transportation Committee – held on 26 March 2024

It was noted that the minute regarding the Public Participation had not been recorded correctly to show an adjournment. It was proposed by Cllr Collett, seconded by Cllr Fish and **RESOLVED** that the Minutes of the Planning and Transportation Committee held on 26 March 2024 be amended and then signed as a correct record.

164.3 Amenity Committee – held on 2 April 2024

It was proposed by Cllr Doyle, seconded by Cllr Ellis and **RESOLVED** that the Minutes of the Amenity Committee held on 2 April 2024 be approved and signed as a correct record.

165 **RECOMMENDATIONS FROM COMMITTEE MINUTES**

165.1 Staffing Committee

Councillors considered the report. After discussion it was proposed by Cllr Ellis, seconded by Cllr Collett and **RESOLVED** to adopt the amended recommendations as follows:

165.1.1 Overtime Hours

The Amenity Officer to receive pay for overtime of 12 hours relating to additional hours worked regarding the open spaces contract during 2023-24.

165.1.2 Annual Staff Pay Review for 2024-25

The Clerk, Deputy Clerk and Parish Warden will receive a 5% annual pay increase. The Amenity Officer, Amenity Administrator and General Administrator will receive an 8% increase as each has completed their iLCA qualification.

165.2 Amenity Committee

165.2.1 Tree Management Policy

Councillors considered the report. After discussion it was proposed by Cllr Doyle, seconded by Cllr Ellis and **RESOLVED** to adopt the recommendation to split the tree survey over two years with half the trees being surveyed each year and to amend the wording in the policy to reflect this as presented.

166 **ACCOUNTS 2023-24**

166.1 Payment Approvals

It was requested that the basis of trading for the company Thyme in Catering was investigated. This information would be circulated to Councillors. It was proposed by Cllr Doyle, seconded by Cllr Feazey and **RESOLVED** to accept the payment list totalling £11,803.31 and these be approved for payment. Cllr Collett will authorise the payments. There were no new assets to add to the register.

166.2 Projected Spend

The projected spend spreadsheet for year end was considered and **NOTED**.

166.3 CIL Update and Tracker

The tracker spreadsheet was **NOTED**. There had been two demand notices received this month which were added to the report.

166.4 CIL Annual Statement

The CIL Annual Statement was considered, adopted and signed by the Chairman.

166.5 Bank Statements and Reconciliations

The bank statements and reconciliations had been circulated to councillors and they were reviewed and signed by the Chair.

166.6 4Q Payments over £500

The fourth quarter report was considered and **NOTED**. This would be uploaded onto the website as part of the transparency requirements.

166.7 Internal Controller's Report

The Internal Controller had not yet submitted the year end report. It was expected for the next meeting and would be considered before signing the Annual Accounts.

166.8 Budget Review and Review of Reserves position at Year End

The report was reviewed. It was proposed by Cllr Doyle, seconded by Cllr Collett and **RESOLVED** to adopt the recommendations as follows:

166.8.1 Budget 54/20 – Binfield Environment Group (BEG)

It was agreed that BEG should have control over its own money and that the parish council should only control its own budget for BEG. At the Council meeting in March 2024, it was agreed that £243.60 would

be added to the BEG budget for 2024-25. When BEG has opened a bank account a payment will be made of their outstanding funds, leaving just the £500 council funds in the council budget.

166.8.2 Budget 54/5/3 – IT Hardware Replacement

£1,000.00 will be added to this budget for 24-25.

166.8.3 Reserves

£20,000 will be added to each of the Open Spaces Maintenance, Play and Recreation and Parish Office Facilities reserves at year end.

167 **ACCOUNTS 2024-25**

167.1 Payment Approvals

It was proposed by Cllr Doyle, seconded by Cllr Feazey and **RESOLVED** to accept the payment list totalling £13,578.10 and these be approved for payment. Cllr Collett will authorise the payments. There were no new assets to add to the register.

168 **REPORTS FOR DECISION**

168.1 Repairs to Parish Building Roof

The skylights on the building have leaked in the recent storms and an investigation took place to determine whether it was a problem with the flashing around the windows or the windows themselves. Several contractors were contacted and a recommendation was given for one whose quotation included the following:

- The removal of all tiles around the windows.
- Replacing any broken tiles.
- Removal of any debris from inside and resealing the windows.
- Rubbish removal from site once work is completed.
- It was proposed by Cllr Leake, seconded by Cllr Doyle and **RESOLVED** to approve the quotation of £650.00 (ex. VAT) to be taken from CIL for the repairs to the Parish building roof around the windows.

168.2 CCTV Proposal for Parish Building

Danny Hope of Camberley Fire and Security (CFS) attended the meeting to advise Councillors regarding his proposal for CCTV around the building and to answer any questions. It was proposed by Cllr Leake, seconded by Cllr Doyle and **RESOLVED** to accept the quotation from CFS to install the CCTV at a cost of £24,416.99 with funds being taken from the Parish Offices Facilities reserve. Danny Hope would provide camera coverage diagrams for the system. The Clerk should also investigate the possibility of funding through the Community Safety Partnership as advised by Matthew Barber, Police and Crime Commissioner for Thames Valley.

169 **REPORTS FOR INFORMATION**

169.1 Clerk's Report

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

169.1.2 Small Electricals Recycling Unit

Bracknell Forest Council had requested that a 180 litre green bin be placed in the parish office building for the recycling of small electrical items. After discussion it was agreed that this would not be appropriate in the building on Benetfeld Road.

169.1.3 Parish Office Car Park

Recent use of the car park was discussed. It was agreed that when the changes are proposed for the disabled access spaces, the contractor should be requested to quote for an extension to the patio behind the building which has been damaged by the Christmas market.

170 **FUTURE AGENDA ITEMS**

None

171 **PART II**

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

172 **BINFIELD COMMUNITY CENTRE**172.1 Promotional Video

The video was viewed for agreement. There were several amendments proposed. These would be referred back and the updated video circulated to Councillors for agreement.

172.2 Room Charges

There had been feedback from prospective hirers about the proposed charges for the available rooms. After discussion it was proposed by Cllr Doyle, seconded by Cllr Day and **RESOLVED** to reduce the pricing for the introductory period to 30 August 2024 as shown below. These would be reconsidered before 1 September 2024.

	The Hall	Hall & Kitchen	Multi Use Room Starling	Meeting Room Swift	Meeting Room Robin	Swift & Robin
Commercial Hire	£30.00	£36.00	£25.00	£20.00	£20.00	£35.00
Community Groups / Not for Profit Organisations	£25.00	£32.00	£18.00	£12.00	£12.00	£21.00

It was further **AGREED** that discounts may be appropriate for longer term bookings but these would be considered on a case by case basis.

173 **OPEN SPACES CONTRACT AND MANAGEMENT**

No response had been received from Pro Landscapes to the settlement offer. Nothing is now required until a further contact is received. With regard to ongoing maintenance of the Open Spaces it was proposed by Cllr Doyle, seconded by Cllr Ellis and **RESOLVED** that for 2024-25 the open spaces are not maintained by a contract with one supplier but maintained on a job by job basis with different and appropriate suppliers being given for each job which would then be invoiced individually.

174 **FOXES' DEN CAFÉ**174.1 Foxes' Den Lease

The draft lease had been circulated to all Councillors and the Foxes' Den. Further amendments would be made and the document recirculated.

174.2 Foxes' Den Rent Renewal

Whilst the lease is being renegotiated it was proposed by Cllr Doyle, seconded by Cllr Day and **RESOLVED** to hold the rent for a further three months until 30 June 2024. For future reference it was agreed to employ a professional commercial surveyor to estimate a commercial rent for the café area.

Meeting Closed 10.25pm

