



**Minutes of a Meeting of the
PARISH COUNCIL**
held on
Tuesday 14 May 2024 at 8:00pm

PRESENT: Cllrs: Steve Collett, Katie Dover, Hilary Doyle, David Ellis, Mark Feazey, Andy Fish, Amanda McLean, and Ian Leake,
Also Present: Ceri Rance, Clerk; Amanda Sculley, Deputy Clerk;

1 ELECTION OF CHAIR

It was proposed by Cllr Leake, seconded by Cllr Ellis and **RESOLVED** that Cllr Doyle be elected Chair of Binfield Parish Council for 2024-25.

2 ELECTION OF DEPUTY CHAIR

It was proposed by Cllr Doyle, seconded by Cllr Collett and **RESOLVED** that Cllr Leake be elected Deputy Chair of Binfield Parish Council for 2024-25.

3 DECLARATION OF ACCEPTANCE OF OFFICE - CHAIR

The Chair signed the Declaration of Acceptance of Office.

4 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Day, Giles and Meka.

5 DECLARATIONS OF INTEREST

5.1 Registers of Interest

All Councillors present reviewed their Registers and signed the appropriate forms to confirm or update their forms.

5.2 Declarations of Interest for this meeting

None.

6 PUBLIC PARTICIPATION

None.

7 ELECTION OF COMMITTEE REPRESENTATION

The following appointments were **AGREED:**

7.1 Amenity Committee – Cllrs Day, Dover, Doyle, Ellis, Fish, Giles, Leake, McLean and Meka.

7.2 Planning & Transportation Committee – Cllrs Collett, Day, Dover, Doyle, Feazey, Fish, Leake and Meka.

7.3 Staffing Committee – Cllrs, Collett, Day, Ellis, Feazey, Giles Leake and McLean.

Meeting adjourned at 8.08pm for the committees to meet to elect a Chair and Deputy Chair.

The Council meeting reconvened at 8.13pm

It was noted that the following appointments had been made:

(i) Meeting of the Amenity Committee

Cllr Hilary Doyle, Chair, and Cllr Ian Leake, Deputy Chair

(ii) Meeting of the Planning Committee

Cllr Steve Collett, Chair, and Cllr Fish, Deputy Chair

(iii) Meeting of the Staffing Committee

Cllr Amanda McLean, Chair, and Cllr Dave Ellis, Deputy Chair

8 ELECTION OF REPRESENTATION – URGENCY COMMITTEE

The following Councillors were appointed to the Urgency Committee.
Cllrs Collett, Doyle, Ellis, Fish, Leake and McLean.

Meeting adjourned at 8.14pm for the committee to meet to elect a Chair and Deputy Chair.

The Council meeting reconvened at 8.15pm

(i) Meeting of Urgency Committee

Cllr Ellis, Chair, and Cllr McLean, Deputy Chair

9 COUNCILLOR INTERNAL CONTROLLER

It was proposed by Cllr Leake, seconded by Cllr Collett and **RESOLVED** to appoint Cllr Fish as the Internal Controller for the next year.

10 APPOINTMENTS OF REPRESENTATIVES FOR 2024-25

The current list was reviewed and changes made. It was proposed by Cllr Leake, seconded by Cllr Doyle and **RESOLVED** to make the following representative appointments:

10.1 Working Groups

Binfield Community Hub – Cllrs Collett, Doyle, Leake and McLean
Blue Mountain Allotments – Cllrs Collett, Doyle and Meka
CIL and Community Grants – Cllrs Collett, Ellis, Giles, McLean and Meka
Memorial Hall – Cllr Fish and the Clerk
Neighbourhood Plan Review – Cllrs Doyle and Meka
Parish People’s Awards – Cllrs Dover, Giles, Leake, McLean and Meka
Risk Review/Policies/Strategy – Cllrs Day, Dover, Doyle, Leake, McLean and Meka
SEN Play Equipment and Accessibility – Cllrs Doyle, Ellis, Giles and McLean

10.2 Community Organisations

Binfield Environment Group – Clerk
Farley Wood Community Centre - Cllr Fish and the Clerk
Foxes Den Liaison Group – Cllrs Giles, McLean and the Clerk

10.3 Outside Bodies

Binfield Welfare Charities – Cllr Leake and resident Sarah Peacey (4 year term)
Bracknell Forest Council Nature Partnership – Cllr Meka and the Amenity Officer
Bracknell Forest Council Parish & Town Council Liaison – Cllrs Dover, Doyle and Collett and the Clerk
Bracknell Forest Council Parish Parks and Public Realm – The Clerk

11 MINUTES OF THE PARISH COUNCIL MEETING HELD ON 9 APRIL 2024

It was proposed by Cllr Doyle, seconded by Cllr Collett and **RESOLVED** that the Minutes of the Parish Council meeting held on 9 April 2024 be approved and signed as a correct record.

12 MATTERS ARISING FORM THE PARISH COUNCIL MEETING HELD ON 9 APRIL 2024

None.

13 COMMITTEE MINUTES

13.1 Planning & Transportation Committee held on 30 April 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 April 2024 should be approved and signed as a correct record.

- 13.2 Urgency Committees held on 18 April and 2 May 2024 - It was proposed by Cllr Doyle seconded by Cllr Ellis and **RESOLVED** that the minutes of the Urgency Committee held on 18 April and 2 May 2024 should be approved and signed as a correct record.
- 14 **RECOMMENDATIONS FROM COMMITTEE MINUTES**
None
- 15 **ACCOUNTS 2023-24**
- 15.1 Internal Auditor's Report
It was proposed by Cllr Doyle, seconded by Cllr Ellis and **RESOLVED** to receive and adopt the Internal Auditor's report covering 2023-24. There were no recommendations to consider on his report.
- 15.2 Internal Controller's Report
It was proposed by Cllr Leake, seconded by Cllr Doyle and **RESOLVED** to receive and adopt the Internal Controller's report covering 2023-24.
- 15.3 Annual Governance Statement 2023/24
The Chair read through the statement for consideration by Councillors and the document was completed and signed by the Chair and Clerk. A line would be added to the information to be sent to the External Auditor to advise them of the possible action by Pro Landscapes regarding the termination of the Open Spaces Contract.
- 15.4 Signature of Accounts 2023/24
It was proposed by Cllr Leake, seconded by Cllr Collett and **RESOLVED** to accept the Statement which had already been signed by the Responsible Financial Officer. The document was signed by the Chair.
- 16 **ACCOUNTS 2024-25**
- 16.1 Approved Budget
Councillors considered the report proposing those budget lines that can be designated as approved budgets. These budgets can be spent without further recourse to the council or Amenity Committee. It was proposed by Cllr Doyle, seconded by Cllr Ellis and **RESOLVED** to adopt the Approved budget lines as proposed for 2024-25.
- 16.2 Subscriptions
The list of subscriptions was reviewed, and it was proposed by Cllr Doyle, seconded by Cllr Dover and **RESOLVED** to adopt the list.
- 16.3 Direct Debits
It was proposed by Cllr Doyle, seconded by Cllr Ellis and **RESOLVED** to adopt the list of direct debits.
- 16.4 Payment Signatories
It was proposed by Cllr Doyle, seconded by Cllr Fish and **RESOLVED** to reconfirm the signatories as Cllrs Collett, Doyle and Feazey.
- 16.5 Payment Approvals
It was proposed by Cllr Doyle, seconded by Cllr Feazey and **RESOLVED** to accept the payment list totalling £34,368.40 and these be approved for payment.
Items to add to the asset register: None.
- 16.6 Projected Spend
The projected spend spreadsheet was **NOTED**.

16.7 Budget Revision

The budget revision was considered. It was proposed by Cllr Doyle, seconded by Cllr Collett and **RESOLVED** to accept the following:

Move £1,000 from the 54/24 Annual Event budget to budget 54/21 Summer Fun Day budget

17 REPORTS FOR DECISION**17.1 Policies**

The policies were considered. It was **AGREED** to add quarterly meetings of the Risk Review/Policies/Strategy Working group to the calendar for 2024-25. It was proposed by Cllr Doyle, seconded by Cllr McLean and **RESOLVED** to adopt the following as presented:

Standing orders

Code of Conduct

Financial Regulations

Terms of Reference:

(i) Amenity Committee

(ii) Planning Committee

(iii) Staffing Committee

(iv) Urgency Committee

17.2 Grants

It was **AGREED** to postpone consideration of the grants until the June Council meeting.

17.3 Kiosk Installation at BCC

It was **AGREED** to request that the installation of the kiosk be delayed until after the building had been open for some months in order that it be established as a Binfield Parish Council facility.

17.4 Binfield Community Centre

Councillors considered the need to purchase additional equipment for the centre. It was proposed by Cllr Doyle, seconded by Cllr Leake and **RESOLVED** that £5,000 be allocated from Community Infrastructure Levy funds for these purchases. Cllr Fish was thanked for his offer to review potential purchases of Audio equipment. With regard to the Hiring Agreement, this would be recirculated to Councillors with the suggested amendments by the end of this week so that it can be agreed for use next week for the first hirings of the centre.

17.5 Tennis Court Shrubs

These had recently been considered by the Amenity Committee so it was **AGREED** that this matter be returned to them for consideration.

17.6 Binfield Tennis Association Floodlights

Councillors considered the report submitted by the Binfield Tennis Association (BTA). After discussion it was agreed that the Council would not support the installation of floodlights at this time. If the BTA wanted to submit further information in support of this project Councillors would reconsider their position.

18 REPORTS FOR INFORMATION**18.1 Clerk's Report**

The report was NOTED.

19 FUTURE AGENDA ITEMS

None.

Meeting Closed 9:55pm

