



**Minutes of a Meeting of the  
PARISH COUNCIL**  
held on  
Tuesday 10 September 2024 at 8:00pm

**PRESENT:** Cllrs: Steve Collett, Paul Day, Hilary Doyle, David Ellis, Mark Feazey, Andy Fish and Katherine Giles  
Also Present: Ceri Rance, Clerk; Amanda Sculley, Deputy Clerk

**45 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs Katie Dover, Ian Leake, Amanda McLean and Kiran Meka.

**46 DECLARATIONS OF INTEREST**

None.

**47 PUBLIC PARTICIPATION**

**48 MINUTES OF THE PARISH COUNCIL MEETING HELD ON 9 JULY 2024**

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

**49 COMMITTEE MINUTES**

49.1 Amenity Committee held on 6 August 2024 – It was proposed by Cllr Ellis seconded by Cllr Doyle and **RESOLVED** that the minutes of the Amenity Committee held on 6 August 2024 should be approved and signed as a correct record.

49.2 Staffing Committee held on 20 August 2024 – It was proposed by Cllr Collett seconded by Cllr Ellis and **RESOLVED** that the minutes of the Staffing Committee held on 20 August 2024 should be approved and signed as a correct record.

49.3 Planning & Transportation Committee held on 30 July 2024 - It was proposed by Cllr Collett seconded by Cllr Fish and **RESOLVED** that the minutes of the Planning and Transportation Committee meeting held on 30 July 2024 should be approved and signed as a correct record.

49.4 Planning & Transportation Committee held on 27 August 2024 - It was proposed by Cllr Collett seconded by Cllr Fish and **RESOLVED** that the minutes of the Planning and Transportation Committee meeting held on 27 August 2024 should be approved and signed as a correct record.

**50 RECOMMENDATIONS FROM COMMITTEE MINUTES**

The recommendation from the Staffing Committee would be considered during the Part II section of the meeting.

**51 ACCOUNTS 2024-25**

**51.1 Payment Approvals**

It was proposed by Cllr Doyle, seconded by Cllr Day and **RESOLVED** to accept and approve for payment the payment list totalling £34,126.11. Cllr Collett would authorise the payments. Changes to the Asset Register: Add the new laptop for Purveen Hira.

**51.2 Projected Spend**

The projected spend spreadsheet was **NOTED**.

### 51.3 CIL Update and Tracker

There have been no changes since the last meeting.

### 51.4 Fund Transfers and Additional Payments since the Last Council Meeting

Financial regulations require that these items are reported monthly to the council. The following were **NOTED**.

#### 51.4.1 Fund Transfers

Barclays Reserve Account to Barclays Current Account - £21,000.00 for the August payments  
Barclays Reserve Account to Barclays Current Account - £27,000.00 for the September payments

#### 51.4.2 August Payments

A payment approval list was circulated on 9 August covering those payments due. Payments to the value of £43,638.44 were made. Cllr Doyle authorised the payments. The replacement bridge of Foxley Fields was added to the Asset Register.

#### 51.4.3 Additional Payments since the Last Council Meeting

- a) Binfield Environment Group (BEG) - Following the opening of their bank account, £306.32 was paid to BEG on 15 July 2024. This is the balance of their donations that we had been holding for them. £500 remains in their Binfield Parish Council budget as none has been spent as yet this year. This payment was agreed at the 9 April 2024 meeting, minute 166.8.1.
- b) Linda Asare – deposit refund      £48
- c) Mr Kutnikar – deposit refund      £48

### 51.5 Bank Mandate – Public Sector Deposit Fund

The Public Sector Deposit Fund mandate has been updated. The mandate now includes Cllr Doyle; Cllr Collett; Ceri Rance, Clerk (who has been added) and Amanda Sculley, RFO. Ally Wickham, the previous Clerk was removed.

### 51.5 Direct Debits - Information Commissioner's Office

A direct debit was set up for the Information Commissioner's Office following registration following installation of the CCTV. An annual charge of £40.00 will be paid with a £5 discount for paying by direct debit.

### 51.6 Conclusion of Audit 2023-24

The external auditors PKF Littlejohn have concluded their audit and returned their report and certificate. This is a clear report with no comments. The conclusion of audit paperwork has been completed to give members of the public an opportunity to view the audited accounts. The notice was posted on 1 August and was displayed until Monday 19 August (document attached). The accounts statements and audit paperwork have been published onto the Binfield Parish Council website. The Responsible Financial Officer was thanked for her work on the accounts and year end work.

### 51.7 Insurance Renewal

The insurance renewal documents were reviewed. After discussion it was agreed to renew with Clear Insurance Management for three years at a cost currently at £5,190.36 per annum but awaiting a slight change following the addition of the CCTV installation.

Councillors considered a new policy to cover Cyber Insurance. After discussion it was agreed to buy an annual policy with Hiscocks Insurance Company Limited via the broker Gallaghers. This would cost £377.04 including tax and administration fee.

It was proposed by Cllr Doyle seconded by Cllr Day and **RESOLVED** to enter into these agreements.

## 52 REPORTS FOR DECISION

### 52.1 Access Audit

Councillors considered the Clerk's report and it was proposed by Cllr Doyle seconded by Cllr Ellis and **RESOLVED** that:

- Both the AccessAble Consultancy and another be approached to write a specification for the audit and to quote to carry it out
- The audit includes the Benetfeld Road building and car park, all Open Spaces and Play Areas and the Blue Mountain Allotments

### 52.2 CiLCA Qualification

The Clerk had requested that the Council pays a fee to extend the time in which she can complete the training. It was proposed by Cllr Doyle seconded by Cllr Giles and **RESOLVED** to pay the £315.00 from the 53 Training budget.

### 53.3 Solar Panels

The report was considered. It was proposed by Cllr Doyle seconded by Cllr Feazey and **RESOLVED** to purchase the replacement panels and inverter at a cost of £4705.20 with funds being taken from the Parish Office Facilities reserve.

## 53 REPORTS FOR INFORMATION

### 53.1 Clerk's Report

The report was reviewed.

#### 53.1.1 Roof Repairs to the Parish Office, Benetfeld Road

The scaffolding is in place to allow three local roofing companies to investigate the issues with the roof and provide videos, pictures and quotes.

#### 53.1.2 Summer of Fun

The Binfield Summer of Fun was a success again this year. The event was excellently organised by Alisa Hill, and she was supported by Purveen Hira, Tracey Southgate and Angela Fellowes. Special thanks also go to Ramesh and Raul Hira, Cllr Hilary Doyle and Cllr Katherine Giles. We were also very grateful to have help from Scott Beard from Warfield Parish Council. This year was one of the busiest and much positive feedback has been received.

#### 53.1.3 Outdoor Building Lights

The outdoor lights had failed so an electrician had been contacted to investigate the problem. It was the time-clock that had failed so a replacement was sourced and fitted as a matter of urgency with funds being taken from the Parish Office Facilities reserve.

## 54 FUTURE AGENDA ITEMS

None.

## 55 PART II – STANDING ORDER 3D

### 55.1 Foxes' Den Lease & Management Agreement

The draft lease agreement has been sent to Claire Murphy and Kerrin Batt of the Foxes' Den. Regarding obtaining a commercial rent valuation, the quotation received from one of the only suppliers was three times the £500 allocated by Council. After discussion it was agreed that this commercial rent would not be pursued as the cost is too high for the information requested.

55.2 Open Spaces Contract

Pro Landscapes has approached the council with another settlement offer. After discussion it was proposed by Cllr Doyle, seconded by Cllr Day and **RESOLVED** to keep to our mediation offer the same but subtract the legal costs of preparing and executing any settlement agreement.

55.3 Binfield Community Centre

The Clerk's report was reviewed.

55.3.1 Staffing Committee Recommendation

The centre management and statistics were reviewed. It was proposed by Cllr Doyle, seconded by Cllr Collett and **RESOLVED** to hire a Centre Facilities Manager in line with the report and the draft job Description and person specification. It was further **RESOLVED** that costs for the centre be funded from £100,000 retained for the purpose in the BCC reserve.

55.3.2 Portable Mirrors

It was proposed by Cllr Giles, seconded by Cllr Doyle and **RESOLVED** to purchase the mirrors at a cost of £1,444.44. be funded from the BCC reserve.

55.3.3 Café Area

With reference to the use of the café area, it was agreed to approach Kerrin Batt of Foxes' Den and a separate charity worker to investigate their proposed plans with a report returning to a future Council meeting.

55.3.4 Opening Hours

Councillors **AGREED** to Bracknell Forest Council's proposal that the music should be turned off at 11.00pm with the centre being closed at 12.00 midnight.

*[10.15pm – Cllr Mark Feazey left the meeting]*

55.4 Delegation to the Proper Officer

This matter would be considered at a future meeting of the Council.

55.5 Feedback from Meeting with Binfield Tennis Association (BTA)

Following discussions with the officers of the BTA it was agreed that, with their agreement, there needs to be changes to the current lease to clarify some aspects of the relationship between the parties.

**Meeting Closed 10:29pm**

*Hilary Joyce*