



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

held on
Tuesday 8 October 2024 at 8:00pm

PRESENT: Cllrs: Steve Collett, Paul Day, Hilary Doyle, David Ellis, Katherine Giles, Ian Leake and Kiran Meka
Also Present: Ceri Rance, Clerk; Amanda Sculley, Deputy Clerk

56 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs Katie Dover, Mark Feazey, Andy Fish, and Amanda McLean.

57 **DECLARATIONS OF INTEREST**

Cllr Ellis declared an interest in the item regarding the Foxes' Den Café as his wife works there.

58 **PUBLIC PARTICIPATION**

None.

59 **MINUTES OF THE PARISH COUNCIL MEETING HELD ON 10 SEPTEMBER 2024**

It was proposed by Cllr Doyle, seconded by Cllr Day and **RESOLVED** that the Minutes of the Parish Council meeting held on 10 September 2024 be approved and signed as a correct record.

60 **COMMITTEE MINUTES**

60.1 Amenity Committee held on 1 October 2024 – It was proposed by Cllr Doyle seconded by Cllr Ellis and **RESOLVED** that the minutes of the Amenity Committee held on 1 October 2024 should be approved and signed as a correct record.

61 **RECOMMENDATIONS FROM COMMITTEE MINUTES**

61.2 Allotment Review

Councillors reviewed the responses from the Allotment Consultation and considered the proposed changes to the Council's processes and Allotment Rules. It was proposed by Cllr Doyle seconded by Cllr Ellis and **RESOLVED** to adopt the proposals as follows:

- To charge incoming tenants an extra year's rent to be retained if they vacate their plot in an unsatisfactory condition
- Stick with the monthly inspections, but term them as 'checks' and if the first 'check' in the season is not satisfactory, keep a note of it in house and if the following inspection is still not satisfactory, inform the tenant
- Define the term 'cultivation', to be included in the rules
- Rather than stating 80% of the plot should be cultivated, change to two thirds
- Main growing season to be between April – October
- Produce a flow chart to show a visual aid to the tenants on what the checking process involves
- Produce a general summary sheet of all the comments received, to be shared with all the allotment holders

62 **ACCOUNTS 2024-25**

62.1 Payment Approvals

It was proposed by Cllr Doyle, seconded by Cllr Day and **RESOLVED** to accept and approve the two payment approval lists totalling £26,806.22 which included the two deposits to be returned following successful lettings at the Binfield Community Centre. Cllr Collett would authorise the payments. It was further agreed that if the deposits are to be returned to hirers they can be returned immediately and be reported to the next Council meeting. Changes to the Asset Register: Add the new mirrors in the Binfield Community Centre.

- 62.2 Projected Spend
The projected spend spreadsheet was **NOTED**. Items to note:
- 62.2.1 Budget 54/5/1 – Website
This will include £1,500 due to the cost of the new website as agreed at July council minute 41.3.
- 62.2.2 Budget 54/23 – Brown Waste Sacks
This is overspent by £50 due to the increase in the cost of the bags from Bracknell Forest Council.
- 62.3 CIL Update and Tracker
The October CIL payment has been advised at £79,630.61 and will be received this month.
- 62.4 Fund Transfers and Additional Payments since the Last Council Meeting
Financial regulations require that these items are reported monthly to the council. The following transfers and additional payments were **NOTED**.
- 62.4.1 Fund Transfer
£21,000 was transferred from the Barclays reserve to the current account to pay for the October payments.
- 62.4.2 Insurance
Clear for our main insurance - £5,207.88 including the CCTV installation
Gallagher for Cyber Insurance - £377.04
- 62.4.3 Portable Mirrors
The mirrors were ordered and covers added to the order which increased the expenditure by £140.00 to £1,584.44.
- 62.5 Other Financial Tasks Since the September Council Meeting
None.
- 62.6 Quarterly Bank Reconciliations
The bank statements and reconciliations were reviewed and **NOTED**.
- 62.7 2Q Payments Over £500
The report was reviewed and **NOTED**.
- 62.8 Internal Controller Report
The Internal Controller, Cllr Fish, had been ill and therefore the report for the second quarter had not been completed. He will endeavour to prepare a report for the November Council meeting.
- 62.9 Investment Update
The update was reviewed, and it was proposed by Cllr Doyle, seconded by Cllr Leake and **RESOLVED** to move £100k from the Barclays Business Reserve Account to the PSDF account to maximise the interest received.
- 62.10 2025-26 Budget
Councillors had first sight of the draft budget for 25-26. A meeting to consider the figures in detail was agreed for Tuesday 5 November. The November Council meeting will consider the updated draft. The precept letter must be with Bracknell Forest Council by the end of January 2025, so there is an opportunity to amend the budget at each of the December 24 and January 25 Council meetings.



63 REPORTS FOR DECISION

63.1 Chain of Office

The report regarding a chain of office and pendant was considered. It was proposed by Cllr Leake, seconded by Cllr Ellis and **RESOLVED** that Binfield Parish Council will obtain a new pendant and chain of office. After discussion it was decided that Cllrs Leake and Meka make enquiries with their contacts regarding the supply of these items.

63.2 Binfield Memorial Hall Trustee Appointment

The Binfield Memorial Hall constitution includes requirement for a Trustee from the Binfield Parish Council. Currently the Council does not have a Trustee on their committee. It was proposed by Cllr Doyle, seconded by Cllr Ellis and **RESOLVED** that the Council does appoint a Trustee. It was **AGREED** that this appointment would be considered at the November meeting of the Council.

63.3 Repairs to the Path Around Wicks Green and Silver Jubilee Field

It was agreed that this work is required. It was proposed by Cllr Leake, seconded by Cllr Doyle and **RESOLVED** to accept the quote from Tall Oaks of £14,380. It was further **RESOLVED** to increase the value by £5,000 to allow for some drainage works, only to be paid on receipt of acceptable quotes for the work. All funds to be taken from the Open Spaces Reserve

63.4 Repairs to the Parish Building Roof

It had been very difficult to get prospective contractors to attend the building to inspect and quote as many had not responded to enquiries. It was therefore proposed by Cllr Doyle, seconded by Cllr Leake and **RESOLVED** to accept the quote of £4,100 for the repairs to the flashing around the skylights with funds coming from the Parish Office Facilities Reserve.

63.5 Patio Area on Foxley Fields

Councillors considered the extension of the patio area behind the parish office onto the Foxley Fields grassed area. It was proposed by Cllr Doyle, seconded by Cllr Leake and **RESOLVED** that this work be undertaken and the quote from Tall Oaks accepted at a value of £8,320. Before work is commenced the Clerk was asked to contact Bracknell Forest Council to confirm whether or not planning permission will be required.

64 REPORTS FOR INFORMATION

64.1 Clerk's Report

The report was reviewed, noted and the following comments made:

64.1.1 Plot 8B Clearance

A verbal update was provided by the Clerk. Following the quotation received for the plot clearance, Councillors were advised that no contribution should be made and that the full cost for the plot clearance should be passed onto the tenant.

64.2 WI Tree on Foxley Fields

It was **AGREED** that the chosen tree will be planted by Tall Oaks for safety reasons and that a further £116.45 will be allocated from the Tree Budget to cover the extra cost.

65 FUTURE AGENDA ITEMS

None.

66 PART II – STANDING ORDER 3D

66.1 Foxes' Den Lease & Management Agreement

These documents are still being progressed. It was proposed by Cllr Doyle, seconded by Cllr Meka and **RESOLVED** that the current rent of £572.50 be extended to October and November 2024 until it can be reviewed as part of the new lease. A full report should be available at the November council meeting to inform the setting of the rent.

66.2 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 respond with a full and final settlement offer which allows for the legal costs of reviewing the settlement agreement.

66.3 Binfield Community Centre66.3.1 Hire Rates

The Clerk's report was reviewed. It was proposed by Cllr Doyle, seconded by Cllr Day and **RESOLVED** to hold the room booking charges for twelve months until the end of August 2025.

66.3.2 Recruitment for Centre Manager

Applications were still being received. It was **AGREED** that the shortlist is decided, and interviews undertaken by the Clerk and two Councillors of the Staffing Committee with the appointment being made by Council at a future meeting.

[10.29 – As per Standing Order 3 (x), it was proposed by Cllr Doyle, seconded by Cllr Leake and **RESOLVED** the meeting be extended beyond 10.30pm, but not for more than 30 minutes. All councillors in attendance agreed.]

66.4 Binfield Tennis Association

The notes from the recent meeting were considered and the Clerk was asked to follow up with the co-chairs of the BTA regarding the agreed actions.

Meeting Closed 10:59pm

Hilary Doyle
12/11/2024