

Notice of Meeting

Full Council



Notice Date: 15th January 2025

Members of Binfield Parish Council

Cllrs Steve Collett, Paul Day, Katie Dover, Hilary Doyle (Chair), David Ellis, Mark Feazey, Andrew Fish, Katherine Giles, Ian Leake (Deputy Chair), Amanda McLean and Kiran Meka

Dear Councillor

You are hereby summoned to attend a meeting of BINFIELD PARISH COUNCIL to be held on **Tuesday 21 January** commencing at **8:00pm**. This meeting will be held in the meeting room at the Parish Office, Benetfeld Road, Binfield, RG42 4EW. The public and press are most welcome to attend.

Yours sincerely

Ceri Rance

Ceri Rance

Clerk to Binfield Parish Council

Binfield Parish Council, Parish Office, Benetfeld Road, Binfield, RG42 4EW

Tel No: 01344 454602

Email: office@binfieldparishcouncil.gov.uk

Website: www.binfieldparishcouncil.gov.uk

Agenda

Meeting of Binfield Parish Council



The meeting will be held at Binfield Parish Council Office at 8pm on Tuesday 21 January 2025

No. Item

1 **Apologies for Absence**

2 **Declarations of Interest**

To declare any interest in relation to matters to be considered at this meeting.

3 **Public Participation**

The meeting will be adjourned for 15 minutes which is set aside for the public to ask questions or make comments

4 **Minutes of Previous Parish Council Meetings**

To Approve and Adopt the Minutes of the previous meeting.

4.1 Council meeting held on 10 December 2024

5 **Committee Minutes**

To Approve & Adopt the minutes from the following Committees:

5.1 Planning Committee – held on 17 December 2024

6 **Recommendations from Committees/Working Groups**

6.1 Blue Mountain Allotment WG – to consider the shortlisted tenders for the development of the new allotment site.

7 **Accounts 2024-25**

7.1 Payment Approval List – to agree the payments due (draft list attached, updated version will be tabled at the meeting)

7.2 Projected Spend – to receive the report to date for 24-25 (the document has been circulated)

7.2.1 Projected Spend and Project Progress – to receive the report on projected spend and progress of current projects (report attached)

7.3 CIL Update and Tracker – to receive a report of the notifications received (verbal update)

7.4 Fund Transfers and Additional Payments – to advise of movements of funds and payments made since the last council meeting

7.5 Quarterly Bank Reconciliations – to receive the reconciliations and bank statements to 31 December 2024 (*documents circulated*).

7.6 Internal Controller Report – to receive the report covering the third quarter 2024-25 (*report included*).

7.7 3Q Payments Over £500 – to receive the report covering the third quarter 2024-25 (*document attached*)

7.8 Binfield Tennis Association Rent Renewal – to agree the rent increase for 2025-26.

7.9 2025-26 Budget – to consider the draft budget for 25-26 (*document attached*)

No. Item

8 Reports for Decision

- 8.1 Binfield Memorial Hall Working Group Representative Appointment – following the appointment of Cllr Fish as the Council’s Memorial Hall trustee, the Council need to appoint a new representative to the working group.
- 8.2 Annual Parish Meeting – to consider the arrangements for the meeting which is scheduled for 20.03.2025
- 8.3 Allotment Review – The committee are asked to consider a report regarding the allotment rent review for 2005 and to approve the amendments to the Allotment Rules following the consultation with tenants.
- 8.4 Parish Building Roof – following the replacement of the flashing kits around the roof windows, the contractors advised that further work needs to be completed. The Council are asked to consider the 3 reports from contractors and decide how to proceed.

9 Reports for Information

- 9.1 Clerk’s Report – summary of correspondence received and updates on any other items.
- 9.2 Community Emergency Plans – to receive information about Community Emergency Plans.

10. Future Agenda Items

11. PART II – Standing Order 3D

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded, and they are instructed to withdraw. Public Bodies (Admission to Meetings) Act 1960 section 1 (2)

- 11.1 Foxes’ Den Lease & Management Agreement – to approve the final draft of the lease and management agreement and to consider the rent.
- 11.2 Binfield Community Centre – to receive an information report detailing the current situation regarding bookings and other associated matters.



**Minutes of a Meeting of the
PLANNING & TRANSPORTATION COMMITTEE**
held in the Parish Office, Benetfeld Road on
Tuesday 17 December 2024 at 8:00pm

PRESENT: Cllrs: Steve Collett, Paul Day, Katie Dover, Hilary Doyle, Andy Fish and Mark Feazey
Also Present: Ceri Rance, Clerk

36 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs Kiran Meka.

37 **DECLARATIONS OF INTERESTS**

None.

38 **PUBLIC PARTICIPATION**

None.

39 **REPORTS FOR DECISION**

39.1 **LISTS**

39.1.1 24/00645/FUL- 33 Statham Court Binfield Bracknell RG42 1FS

Proposed installation of an air source heat pump in the rear garden and solar panels to the rear of the roof slope.

Consider No Objection

39.1.2 24/00200/TRTPO - Popes Meadow St Marks Road Binfield Bracknell Berkshire

TPO 137 - Application to fell 2 trees and prune 6 trees.

Recommend Refusal. The trees in question pose no immediate danger to person or property. The proposed works will have a detrimental effect on biodiversity and the character of the area.

40 **CLERKS REPORT**

The report was **NOTED**.

40.1 Delegated Decisions

24/00110/TRTPO - Newbold College St Marks Road Binfield Bracknell Berkshire- Approved

2.2 24/00126/TRTPO - Land to The North Of 27 Hankley Common Binfield RG42 4LT – Approved

41 **FUTURE AGENDA ITEMS**

None.

Meeting closed 20.14



Binfield Parish Council Meeting

Date: Tuesday 21 January 2025

Agenda Item/Title: 6.1 Blue Mountain Allotment Working Group

Purpose of Report: Decision

1. Purpose of report

To receive the short-listed tenders for the development of the Blue Mountain Allotment Site.

2. Decision

- Do Councillors wish to meet with the shortlisted companies prior to making a final decision.
- If meetings are not going ahead, Councillors are asked to appoint a company from the short list.

3. Background

The land transfer for a new allotment site has been completed. A specification was drawn up and the project placed on Contract Finder for 14 days. Companies registered their interest and site visits were organised. A total of 9 tenders were received and following this, the working group for the BM Allotment development met to consider the tenders and score them against the procurement evaluation process as defined in the Financial Regulations.

4. Procurement Process Considerations

The Councils adopted process states that the shortlisted companies will be invited to present to the working group and then a final recommendation taken to a Council meeting.

This project has seen several delays over the past 3 years due to the time taken to complete the land transfer. There is also a large waiting list of residents waiting to start working on a plot.

Due to the time constraints with this project, and the intention for the Council to have the site ready for the upcoming growing season, members should consider that organising presentations may further delay the start and could mean that the majority of the growing season will be missed for another year.

5. Shortlisted Companies

The tender documentation for the three shortlisted companies has been circulated to the Council for review ahead of this meeting.

Binfield Parish Council

Expenditure transactions - approval list

Start of year 01/04/24

No	Payment Reference	Gross	Heading	Invoice date	Details	Payment Reference Total
7661	DD-256480	£110.82	205	30/11/24	Shorts Group Limited - BCC Waste Collection	£110.82
7675	DD-BCCBBJan	£66.00	204/4	10/01/25	Andrews & Arnold Ltd - Broadband monthly	£66.00
7676	DD-BGasElectJan	£856.87	54/1	17/12/24	British Gas - Electric standard and usage	£856.87
7688	DD-BGasGasJan	£158.99	54/1	02/01/25	British Gas - Gas and standard charge	£158.99
7689	DD-EEMobJan	£19.40	54/3	10/01/25	EE - Mobile phone - Parish Warden	£19.40
7687	DD-ITJan	£151.08	54/5/1	01/01/25	Positive Computing Limited - Monthly IT support, mailbox, storage and antivirus	£151.08
7694	DD-LloydsChJan	£8.50	58	20/01/25	Lloyds Bank - Bank charges	£8.50
7691	DD-RatesOffJan	£653.00	54/2	01/01/25	Bracknell Forest Borough Council - Rates - Parish Office	£653.00
7690	DD-RatesStoreJan	£65.00	54/2	01/01/25	Bracknell Forest Borough Council - Rates - First Floor store	£65.00
7695	DD-WasteJan	£118.74	205	01/01/25	Shorts Group Limited - Waste Removal Binfield Community Centre	£118.74
7712	OB-003266	£108.00	54/4	07/01/25	Heatcare - Boiler and Filter Service	£108.00
7710	OB-15349	£126.60	53	23/12/24	Boyett Mayes Limited - Payroll fees - 3	£126.60
7699	OB-183	£4,920.00		09/01/25	Sam's Roofing and Building Ltd - Roof repairs	£4,920.00
	1	£180.00	80		Roofing repairs	
	2	£4,740.00	95/4		Roofing repairs	
7711	OB-2944	£325.00	54/14	27/12/24	Warfield Parish Council - Artsweek 2024 Website Development (arts-week.org) contribution	£325.00
7703	OB-3492/8/516	£3,108.00	80	09/01/25	Tall Oaks - PO951 To carry out a site investigation of the BM Allotment site and spray the area with weedkiller	
7706	OB-3492/8/516	£6,084.00	80	13/01/25	Tall Oaks - PO954 Raise height of footpath in two areas of Wicks Green path	
7709	OB-3492/8/516	£780.00	24	13/01/25	Tall Oaks - PO958 Repair play tunnel equipment on Foxley Fields	£9,972.00

Signature

Signature

Date

Binfield Parish Council

Expenditure transactions - approval list

Start of year 01/04/24

No	Payment Reference	Gross	Heading	Invoice date	Details	Payment Reference Total
7701	OB-38275	£146.40	54/5/1	18/12/24	Edge IT Systems Ltd - Admin Extra User	£146.40
7673	OB-57426	£102.00	56/1	26/11/24	Advantage Printroom Limited - Window Stickers	£102.00
7671	OB-5916	£2,579.00	54/14	19/12/24	Winkfield Parish Council - Artsweek Contribution	£2,579.00
7674	OB-BCCCcleanJan	£82.50	204/1	16/01/25	Rhian Rance - Cleaning BCC	£82.50
7677	OB-BRClean2	£60.00	54/7	01/01/25	Niamh Stainsby - Cleaning	£60.00
7692	OB-BRWindowsJan	£43.00	54/7	01/01/25	Owen & Turner - Window cleaning	£43.00
7697	OB-CCJan	£140.86		25/12/24	Barclaycard - Assorted goods	£140.86
1		£16.64	54/5/1		Adobe Pro	
2		-£119.98	54/5/2		Cloud Next Refund double payment	
3		£66.00	54/11		NAS - National Allotment Society	
4		£20.00	61/1		Choc coins for Xmas Tree lighting	
5		£8.45	204/3		BCC items Refuse Sacks Drinks	
6		£5.20	56/1		Postage	
7		£12.00	61/1		Christmas decs	
8		£23.85	54/13		Food for hospitality	
9		£78.70	54/26		Supplies Silver Club	
10		£29.00	54/26		Supplies Silver Club	
11		£1.00	54/11		NAS - National Allotment Society One Share	
7693	OB-CopiesJan	£41.25	54/6/2	31/12/24	Clarity Copiers (High Wycombe) Ltd - Copies	£41.25
7707	OB-DiamondRefund	£45.50	54/24	13/01/25	Mrs Linda Willcocks - PO955 Spring bulb planting around the Diamond	£45.50
7700	OB-INV46239	£558.00	61/1	16/12/24	Botanica Nurseries Ltd - Christmas Tree Rental 1 x 9 foot luxury exterior tree with lit star are lots of white lights Delivered to Farley Wood Community Centre	£558.00
7714	OB-JamiesonPiper	£150.00	61/2	16/01/25	Mr John Jamieson - Piper for Remembrance 24	£150.00

Signature

Signature

Date

Binfield Parish Council

Expenditure transactions - approval list

Start of year 01/04/24

No	Payment Reference	Gross	Heading	Invoice date	Details	Payment Reference Total
7698	OB-M20430	£636.00	54/4	09/01/25	Style Door Systems Ltd - Partition service	£636.00
7702	OB-MTJan	£40.00	24	09/01/25	Mr M Thomas - PO950 Removal of Linden Homes sign on KGC and replace spring on FF Trampoline	
7704	OB-MTJan	£20.00	56/1	13/01/25	Mr M Thomas - PO952 Meter readings - December 2024	£60.00
7684	OB-PAYE&NIJan	£2,572.51	52	25/01/25	H M Revenue and Customs - PAYE & NI	£2,572.51
7685	OB-PenJan	£3,874.82	52	25/01/25	Berkshire Pension Fund - Pension payment	£3,874.82
7682	OB-SalAFJan	£440.90	52	25/01/25	Ms A Fellowes - Salary	£440.90
7681	OB-SalAHJan	£1,128.97		25/01/25	Ms A Hill - Salary	£1,128.97
1		£54.08	206		BCC hours	
2		£1,074.89	52		Salary	
7679	OB-SalASJan	£1,718.13	52	25/01/25	Mrs A Sculley - Salary	£1,718.13
7678	OB-SalCRJan	£2,857.71	52	25/01/25	Mrs C Rance - Salary	£2,857.71
7683	OB-SalPHJan	£1,608.75		25/01/25	Mrs P Hira - Salary	£1,608.75
1		£13.93	206		BCC hours	
2		£1,594.82	52		Salary	
7686	OB-SalPLJan	£1,448.84	206	25/01/25	Mr P Lunn - Salary	£1,448.84
7680	OB-SalTSJan	£990.49		25/01/25	Mrs T Southgate - Salary	£990.49
1		£6.76	206		BCC Hours	
2		£983.73	52		Salary	
7713	OB-SI303726	£85.60	56/1	13/01/25	Ryman Limited - Stationery	£85.60
Total		£39,031.23				

Signature _____

Signature _____

Date _____



Binfield Parish Council Meeting

Date: Tuesday 21 January 2025

Agenda Item/Title: 7.2.1 Projected Spend and Project Progress

Purpose of Report: Information

1. **Purpose of report**

To advise regarding spending against budgets

2. Budgets to Note

2.1 Budget 90 – Legal Fees

The budget has been overspent to date. The Council has received a Letter Before Action which the Clerk has passed onto our legal representation. As this is going to incur legal fees, it is recommended that the Council consider either offsetting some of the overspend by transferring funds from the Legal Reserve or make no adjustment and go further overspent.

2.2 Budget 52 – Staff Costs

This budget has been overspent. Phil Lunn started with the Council on 18 November 2024. Three other staff had their hours increased for the nine months from 1 July 2024 until 31 March 2025. The budget for 2025-26 will take into account the new staffing levels.

2.3 Budget 53 – Training/Fees

£2,750 was agreed at December Council (minute 87.3) to carry out a Staffing Review.

2.4 Budget 54/4 – Equipment Servicing

This has been overspent due to the 5 year Electrical Condition Report at £540.00. This will not recur in 2025/6.

3. Project Progress

Below is an overview of the Council's current projects, with a note of the budget, spending so far, work completed and projected end date.

3.1 Completed Projects

CIL - Pocket Copse Biodiversity – orchard and beehives

CIL - Improvements to play areas on Foxley Fields – new seesaw and wooden bridge

CIL - Replacement of surfacing on toddler play area on Foxley Fields

Parish Office Facilities Reserve - Solar Panels

Parish Office Facilities Reserve - Installation of CCTV

Open Spaces Reserve - WG path repairs and extra drainage

3.2 Parish Office Roof

In April 2024 £650 was agreed (minute 168.1) to source scaffolding to allow investigations. In June 2024 £2,750 was agreed (minute 28.1) for work on the roof. The work required was considered urgent so work was carried out on the flashing around the fanlights. Further work will be required but more advice and quotes will be sought before more work is carried out. So far £550 has been spent on scaffolding and £3,950 on the replacement flashing, all of which has been reported to Council. This is an overspend of £1,100 on the allocated funds but this was a requirement due to the urgency of the work required and authorised by the Clerk.

3.3 Patio Extension

£8,320 was allocated from the Open Spaces Maintenance Reserve to extend the patio behind the Parish Office on Benetfeld Road. Quotes have been sought and agreed. The work requires agreement from Bracknell Forest Council (BFC) as stated in our lease, and this is still awaited. The Clerk has spoken with a representative from Property who assured her that he would respond within two weeks. The first correspondence sent by the Clerk was in mid-October. Several emails and phone calls chasing a response



Binfield Parish Council Meeting

Date: Tuesday 21 January 2025

Agenda Item/Title: 7.2.1 Projected Spend and Project Progress

Purpose of Report: Information

have been unsuccessful to date. The Clerk recommends contacting our local borough councillors to assist with the enquiry.

3.4 Lamp Posts on Foxley Fields

The Clerk has received a quote for the work which includes 5 replacement lamps and all labour and equipment. The cost is £2,784.60. The work will be completed on Friday 24th January.

3.5 Blue Mountain Allotments

This project has been on Contract Finder and the tenders have been scored by the working group. The short list will be presented to Council at this (January 2025) meeting.

3.6 Binfield Parish Council Website

The new website has been launched. The developers are in the final stages of transferring code for the booking system and newsletter subscription.

3.7 Staffing Review

£2,750 was agreed at December Council (minute 87.3) from the Training Budget to undertake a staffing review. Staff have been interviewed and a report will be received in due course.

3.8 Storage Shed on Foxley Fields

£1500 allocated from budget 24 Amenities Maintenance and Improvements (Council min 74.4). This is linked to the patio extension work as the base work will be undertaken at the same time to save money. Therefore awaiting response from BFC.



Binfield Parish Council Meeting

Date: Tuesday 21 January 2025

Agenda Item/Title: 7.4 Fund Transfers/Additional Payments

Purpose of Report: Information

1. **Purpose of report**

To advise regarding movements of funds and additional payments made since the last council meeting

2. **Fund Transfers since the Last Council Meeting**

- 2.1 17 December - Barclays Current Account to Barclays Reserve Account - £68,000.00 for investment
24 December - Barclays Reserve Account to Barclays Current Account - £20,000.00 to pay bills authorised by Cllr Collett.
24 December – Treasury Deposit to Barclays Reserve Account - £300,000.00 – return of 6 month investment
15 January 2025 - Barclays Reserve Account to Barclays Current Account - £32,000.00 to pay bills

3. **Additional Payments since the Last Council Meeting**

15 Jan 2025 – £80.00 Deposit Refund to Halls – Authorised by Cllr Feazey

Binfield Parish Council
 Payments over £500 paid in the Third Quarter 2024-25

Date	Payee	Amount £ * inc VAT	Purpose	Merchant Category	Department
October					
01/10/2024	Bracknell Forest Council	653.00	Office rates	Office	Council
04/10/2024	British Gas	1,011.93	* Electricity supplies	Utilities	Council
10/10/2024	Bracknell Forest Council	650.00			
	Ashfords	739.20	* Legal	Council	Council
	Tall Oaks	1,440.00	* Open Spaces Work	Amenity	Amenity
	Lodge-i-Cal	2,352.60	* NewvSolar Panels	Council	Council
	Barclaycard	2,579.65	Assorted goods	Council	Council
November					
01/11/2024	Bracknell Forest Council	653.00	Office rates	Office	Council
	British Gas	976.99	* Electricity supplies	Utilities	Council
14/11/2024	Ashfords	1,440.00	* Legal	Council	Council
	Lodge-I-Cal	2,460.60	* Solar Panels 50%	Council	Council
	Barclaycard	2,673.74	Assorted goods	Council	Council
	SFRA	3,402.00	* Christmas Trees	Council	Council
	Bracknell Forest Council	9,796.10	Utilities, Bins, Ri ghts of Way	Council	Council
	Tall Oaks	10,356.00	* Open Spaces Work	Amenity	Amenity
15/11/2024	Pro Landscapes	4,000.00	Settlement	Council	Council
25/11/2024	1st Binfield Brownies	550.00	Grant	Council	Council
	Binfield Tea Club	600.00	Grant	Council	Council
	Stepping Stones	750.00	Grant	Council	Council
	Chattertots	1,000.00	Grant	Council	Council
	Keep Mobile	2,000.00	Grant	Council	Council
December					
01/12/2024	Bracknell Forest Council	653.00	Office rates	Office	Council
04/12/2024	British Gas	918.09	* Electricity supplies	Utilities	Council
16/12/2024	Wellers Hedleys	600.00	* Legal work	Council	Council
	Binfield Electrical Ltd	648.00	* Electrical work	Council	Council
	Ashfords	659.00	* Legal	Council	Council
	Boorman Group	720.00	* Traffic Mgt	Events	Council
	Berkshire Tree Care	816.00	* Tree Work	Amenity	Council
	Barclaycard	2,232.41	Assorted goods	Council	Council
	Tall Oaks	25,596.00	* Open Spaces Work	Amenity	Amenity



Binfield Parish Council Meeting

Date: Tuesday 21 January 2025

Agenda Item/Title: – 7.8 Binfield Tennis Association Rent Renewal

Purpose of Report: Decision

1. **Purpose of report**

To consider the Binfield Tennis Association (BTA) rent payment for 2024-25.

2. **Information**

The BTA lease runs from 1 April 21 to 31 March 26. The rent renewal is governed by clauses in the lease as follows (full lease attached):

multiplying the rent payable for the previous year of the Term by the all items index value of the Retail Prices Index published by the Office for National Statistics (or any successor body) for the month of November before the Landlord's Notice and dividing the result by the all items index value of the Retail Prices Index for the month of November 2020 or

The RPI used each year can be found if you follow this link:

[RPI All Items Index: Jan 1987=100 - Office for National Statistics](#)

Choose to view by table to obtain the figures.

A notice was sent as required to the BTA advising that the rent will be £3,330.00. This is an increase of £116.00 which is a 3.6% increase on last year. The previous year's increase was 5.3% so this year will be lower than last.

A response has been received from the BTA accepting the increase.

3. **Decision**

To agree the rental payment for 25-26.



Binfield Parish Council Meeting

Date: Tuesday 21 January 2025

Agenda Item/Title: – 8.1 Binfield Memorial Hall Liaison Appointment

Purpose of Report: Decision

1. **Purpose of report**

To consider appointing a new Binfield Memorial Hall liaison representative following the appointment of Cllr Fish as the BPC representative trustee.

2. **Decision**

The Council is asked to appoint a new Binfield Memorial Hall Liaison.

3. **Background Information**

3.1 Liaison Representative

Over the past 18 months the Council has been engaging with the Binfield Memorial Hall trustees regarding the refurbishment and modernisation of the hall. Following the Council meeting in October 2023 the below minute was recorded.

81.4 Binfield Memorial Hall Committee

*Following a meeting with members of the Binfield Memorial Hall Committee earlier this year, the Clerk met with Karen Hatt on Thursday 28th September. The meeting was held to discuss the renovation of the Binfield Memorial Hall for which Binfield Parish Council may be able to provide CIL funding, for some or all the project works. The Committee would like assistance from Binfield Parish Council to help source a suitable contractor to provide a specification for the works. The Committee has granted permission for the Clerk and a councillor to join the committee. It was proposed by Cllr Doyle, seconded by Cllr McLean and **RESOLVED** to appoint Cllr Fish and the Clerk to liaise with the BMH Committee and for the Clerk and Cllr Fish to provide advice and assistance regarding the renovation project.*

3.2 Trustee Representative

The following minute was recorded at the December 2024 Council meeting.

84.1 Binfield Memorial Hall Trustee Appointment

*The Binfield Memorial Hall constitution includes requirement for a Trustee from the Binfield Parish Council. It was proposed by Cllr Day, seconded by Cllr Doyle and **RESOLVED** that Cllr Fish is appointed as the Council's Trustee.*

4. **Recommendation & Legal Requirements**

As Cllr Fish has been appointed as a trustee for the Binfield Memorial Hall, the Council must appoint a new liaison to ensure the clear definition of roles and responsibilities and mitigate against any potential conflicts of interest.

The guidance on the Government website states Trustees must make their decisions only in the best interests of the charity. This means that they must consider the issue of the conflict of interest so that any potential effect on decision making is eliminated.



Binfield Parish Council Meeting

Date: Tuesday 21 January 2025

Agenda Item/Title: – 8.2 Annual Parish Meeting

Purpose of Report: Decision

1. Purpose of report

To consider arrangements for the Annual Parish Meeting and Parish People's Awards.

2. Decisions

- Do Councillors approve the recommendation to hold the meeting in the Foxes Den?
- Timings for the meeting. Will Councillors be holding a drop-in session prior to the start of the meeting?
- Councillors are asked to consider the format of the meeting as per the suggestions below.

3. Annual Parish Meeting 2025

This year's Annual Parish Meeting is scheduled to be held on Thursday 20th March 2025.

Last year's meeting was slightly different as we combined it with the launch of the Binfield Community Centre.

Previous meeting formats consisted of the following.

- A printed set of minutes and a booklet of reports was available on arrival. The reports included were Chairs of Council (Hilary), Amenity (Hilary), and Planning (Steve). Financial information was also included.
- Refreshments were provided by the Foxes' Den.
- Grant recipients. In the past, recipients have had an opportunity to speak and thank the council for the money received. They have also submitted written thanks which have been included in the booklet.
- Parish People's Awards.

4. Parish People's Awards

The closing date for applications is Thursday 29th February. The nominations will be circulated to the working group of Cllrs Doyle, Giles and Meka. The recommendations from the group will be considered at the March Council meeting on Tuesday 12th March.

5. Considerations for 2025

The 2024 included a presentation by Cllr McLean on the Council Strategy. Councillors may want to consider doing a follow up presentation on the BPC Strategy which includes upcoming projects etc.



Binfield Parish Council Meeting

Date: Tuesday 21 January 2025

Agenda Item/Title: 8.3 Allotment Review

Purpose of Report: Decision

1 Purpose

To decide the rent charges for the Red Rose and Pocket Copse Allotments and approve the amendments to the rules.

2 Decision

- To consider and decide on the annual allotment rent increase.
- To approve the rule amendments following the results from the consultation with all allotment tenants.

3 Background

The last renewal period ran for 15 months for Red Rose, from October 2023 to December 2024. This was to allow the renewal period to be the same for both sites. The last renewal period for Pocket Copse ran from January 2024 to December 2024. Both renewal dates are now in line and the next renewal period will run from 1 January 2025 to 31 December 2025.

4 Red Rose Renewals

4.1 Current income and expenditure

2024 RR Allotment Costs and Income (01.10.23 – 31.12.24)		
Expense – Cost Actual & Forecast	Value	Comments
Water	£577.40	£64.59 x 4 £5.00 x 3 £304.04
Tap replacement	£40.00	
Plot clearances	£348.00	£300 cross charged to outgoing tenant
Tall Oaks	£540.00	Create new part plot (27D)
Total Expenditure	£1,505.40	
Income – Annual Rentals from Set Up	Value	Comments
01/10/23 -31/12/24*	£2,024.00	
New starters paid this year	£86.04	
Total Income	£2,110.04	
Difference	£594.64	

4.2 Rental charges

Allotment Size	No. of Plots	Current Rental Charge	23/24 rent for 15 months (1 Oct 23 to 31 Dec 24)	Expected income in 23/24 FY
Full Plot	4	£55.50	£69.00	£276.00
Half Plot	22	£30.50	£38.00	£874.00
Part Plots (1/3 or 1/4)	43	£23.50	£29.00	£1218.00
Half + Part Plot	1	£54.00	£67.50	£67.50
Total	70			£2435.50

Please note that the income received from the previous year is greater than income expected due to the changeover of plots; if a plot is given up mid-year, rent is not refunded but the incoming plot holder will pay a pro-rata amount of rent (up to next annual renewal).



Binfield Parish Council Meeting

Date: Tuesday 21 January 2025

Agenda Item/Title: 8.3 Allotment Review

Purpose of Report: Decision

5 Pocket Copse Renewals

5.1 Current income and expenditure

2024 PC Allotment Costs and Income (01.10.23 – 31.12.24)		
Expense (Cost Actual & Forecast)	Value	Comments
Water		Have not received any bills
Tap replacement	£60.00	
Plot clearances	£45.00	
Total Expenditure	£105.00	
Income – Annual Rentals from Set Up	Value	Comments
01/10/23 -31/12/24	£732.00	24 Plots at £30.50 per plot
New starters paid this year	£64.01	
Total Income	£796.01	
Difference	£691.01	

Proposed increases for rental costs

The parish has operated the allotments on a 'cover cost' basis.

6 Legal & Financial Implications

Provision of allotments is a duty, where it is reasonably practical, and not a power. There are restrictions on using allotments to generate profit and rental levels/increases should be "reasonable" and reflected in the services provided/comparable to similar local authority charges.

The rules now include provision to Health & Safety Legislation and The Occupiers Liability Acts (1957) and (1984). The National Allotment Association produces a helpful leaflet about these responsibilities. This is provided for all new plot holders and with the renewal documentation.

7 Financial Considerations

The Committee are asked to consider the following options regarding a rent increase.

<u>Red Rose Allotment Sizes</u>	No. of Plots	Current Rental Charge & Total Income	Raise with Inflation (2.3%)	Rounding based on inflation increase
Full Plot	4	£55.50 x4	£56.78 (£1.28)	£57.50 (£2.00)
Half Plot	22	£30.50 x22	£31.20 (£0.70)	£32.00 (£1.50)
Part Plots (1/3 or 1/4)	43	£23.50 x43	£24.05 (£0.55)	£25.00 (£1.50)
Half + Part Plot	1	£54.00 x1	£55.24 (£1.24)	£56.00 (£2.00)
Total	70	£1,957.50	£2,001.91	£2,065.00

<u>Pocket Copse Allotment Sizes</u>	No. of Plots	Current Rental Charge & Total Income	Raise with Inflation (2.3%)	Rounding based on inflation increase
Half Plot	24	£30.50 x24	£31.20 (£0.70)	£32.00 (£1.50)
Total		£732.00	£748.80	£768.00



Binfield Parish Council Meeting

Date: Tuesday 21 January 2025

Agenda Item/Title: – 8.4 Parish Building Roof Repairs

Purpose of Report: Information

1. **Purpose of report**

To consider the feedback from roofing contactors following the recent replacement of the flashing around the roof windows.

2. **Decision**

To consider how to move forward based on the reports received from the contractors.

3. **Feedback from Roof Contractors**

When the flashing was replaced around the windows in the roof of the café area of the parish building, the contractor completing the works advised the Clerk that they had found significant condensation on the felt of the roof.

3.1 Contractor 1

The problem then that we discovered while fitting the new kits was there was more work to be done as there is a lot of water coming in through this roof as I believe from my experience that the tiles have not enough overlap on them and the water is running onto the felt and into the roof.

3.2 Contractor 2

Hi Ceri, after investigation into the condensation the following quote is to carry out said works
- take off bottom 2 rows the whole way around the building, add over fascia vent then re fit support tray, bird stop and tiles
- install tile vents throughout the building towards the ridge line approx 24 vents to be installed

Materials and labour £3900

3.3 Contractor 3

This contactor sent through a more comprehensive report which has been circulated with the pack.



Binfield Parish Council Meeting

Date: Tuesday 21 January 2025

Agenda Item/Title: – 9.1 Clerks Report

Purpose of Report: Information

1. **Purpose of report**

To update the Council regarding actions dealt with, correspondence received/actioned and other day to day matters.

2. **Correspondence received**

The following emails, phone calls and office visits are summarised as follows.

2.1 The below email was received via the website on 9th January.

Good afternoon,

I am an Occupational Therapist and have been working on a Net Zero project within the NHS alongside Hertfordshire University.

I have recently completed a free online tool to check the air quality in the local area as I am a resident of Wiggett Grove (behind the school).

I was shocked to see that the air pollution percentage is over 75%! This exceeds three W.H.O limits and demands urgent action. A study has shown that PM2.5 (pollutant) can cause cancer, jeopardize lung disease and cause asthma.

I have raised concerns with Binfield C of E School last year about people sitting with their cars running and idling – polluting the air that the children are playing and learning in however, despite this being added as a foot note on the newsletter, little change has happened.

I continuously see cars daily, many of them large SUV's with their engines running, contributing to the poor air quality of Binfield.

I am contacting you to seek urgent action as a member of the community with a child that attends the school and plays in Foxley Fields.

I am happy to meet to discuss this further.

I have already shared the free app on www.addresspollution.org with the year group's whats app chat to help inform others of this issue.

With the climate change emergencies happening elsewhere in the world, we need to be doing more as a community to help reducing our carbon footprint, benefiting our local community and environment and ultimately keeping residents safe.

Kind Regards

Rebecca

Response from the Clerk

Dear Rebecca,

Thank you for contacting the Parish Council.

I will share your email with the Council at the next meeting which is scheduled to take place on 21st January. Following this, I will contact you to discuss the matter further. Please don't hesitate to contact me if you have any queries in the meantime.

Kind regards

Ceri



Binfield Parish Council Meeting

Date: Tuesday 21 January 2025

Agenda Item/Title: – 9.1 Clerks Report

Purpose of Report: Information

2.2 The below email was received by the Office on 9th January.

Hello,

I hope this email finds you well.

My name is Ella, and I am reaching out from the probation services. I work within the community payback department (community service). Part of my role involves finding placements / sites for the community payback teams to complete work within the community. This includes things such as gardening, painting, etc.

I have recently set up work with Luke Taylor the Rector at Binfield All Saints, and he suggested reaching out to you as I am currently looking for some sites within the Bracknell area.

I am just wondering if this is something that would be of interest to yourself?

I look forward to hearing from you.

Kind regards,



Ella Rogers

Placement Coordinator- Community Payback

ella.rogers2@justice.gov.uk

☎ 07394 844758

✉ Abbey Gardens, 4 Abbey Street, Reading, RG1 3BA

Response from the Amenity Officer

Good afternoon Ella,

I have just been forwarded your email. Apologies for the delay.

Yes, this could be something the Parish Council would be happy to get involved with.

We usually have the odd jobs to do within our Parish so if you had someone in mind for jobs, then please let me know.

The areas we could look at could be:

Litter picking

Painting of benches, play equipment etc

Weeding of shrub borders

Happy to provide further information if needed.

Thank you for reaching out.

Kind Regards,

Purveen Hira



Binfield Parish Council Meeting

Date: Tuesday 21 January 2025

Agenda Item/Title: – 9.1 Clerks Report

Purpose of Report: Information

Reply from the Probation Service

Hello Purveen,

No problem, thank you for getting back me.

Just want to provide with some details on our behalf, as it will provide a better understanding on what we are offering;

The Community Payback Team's main objective is to supervise and rehabilitate offenders who have been sentenced by the court to complete Community Payback (unpaid work). For us to do this we are required to work on projects which will result in benefit to the community in partnership with organisations such as yourself (charities, churches and local authorities).

How it works:

- *My role is to coordinate the risk assessment, agreement and scheduling with you*
- *The groups are supervised by an experienced and trained member of our team.*
- *They arrive by van around 930/45AM and leave around 330PM. They have a lunch break and a small morning break*
- *Group sizes can range between 2 to 8 with usually an average of 5-6 people*
- *The vans are equipped with small tools, litter picks, strimmer, leaf blower and hedge cutter. We do not transport lawnmowers*
- *We can also use any equipment you have available*
- *The supervisors direct and lead the group on tasks throughout the day. We agree in advance how you would like to input e.g. if you have specific job need that you would like to brief the group on*
- *We work on a first name only basis and do not share personal information beyond this*
- *There is no financial contribution, and we work under your public liability*

What the Community Payback groups can do

- *Generally, all maintenance and cleaning type work you would expect from a non-professional handy person e.g. no electrics or plumbing*
- *All types of garden maintenance*
- *Cleaning – we ask you to provide any cleaning materials*
- *Painting and decorating but we ask for all paint, brushes and masks to be provided by you and any materials used need to be within our COSHH register*
- *No work done at height (we have a 2 foot step ladder only)*

What we require on the day:

- *Access to welfare facilities and shelter*
- *An electric point to recharge battery equipment and plug in the kettle! (the supervisor does have supplies on board)*
- *Petrol if you need any strimming or lawn mowing done*
- *Some milk if not too inconvenient!*

What we need from you to start:

- *About an hour or so of your time at your sites so I can conduct a risk assessment which is provided to the supervisor so they can safely undertake the work*
- *Agreement on type of work you would like undertaking*
- *An agreed schedule and frequency of visits*
- *A copy of your public liability insurance*
- *Review and signature of our "memo of understanding" (MOU. I complete this following our discussions, but it essentially outlines public liability, type of work, data protection and confidentiality and that this is not a financial agreement.*

Current availability – changes a lot of the time, but we are pretty flexible.

Hope this helps and I look forward to hearing from you.



Binfield Parish Council Meeting

Date: Tuesday 21 January 2025

Agenda Item/Title: – 9.1 Clerks Report

Purpose of Report: Information

2.3 The following email has been received from the Binfield Tennis Association.

Dear Ceri,

I hope all is well with you and your colleagues at BPC.

I thought I'd share some news which you may in turn like to share with your colleagues & the councillors. At the end of last year BTA provided a submission to the Berkshire LTA for 'Club of the Year' as well as 'Berkshire Young Person of the Year', the latter submission in relation to the amazing work and volunteering effort given to BTA by Jordon Gunn.

I am delighted to say that BTA has been chosen for both those awards and has been invited to the awards ceremony at Cantley House at the end of February - see the attached. As you can imagine we are immensely proud of these achievements, because for BTA this demonstrates the culture, the inclusivity & diversity and our ongoing commitment to be an active and welcoming sports facility for everybody in the local community. No doubt there will be some formal press release and we will share that with you in due course.

Best wishes,

John - on behalf of BTA committee & members

Reply from the Clerk

Dear John,

Thank you very much for sharing this wonderful news. I will include your email in my Clerks Report for the January Council meeting.

Kind regards

Ceri



Binfield Parish Council Meeting

Date: Tuesday 21 January 2025

Agenda Item/Title: – 9.2 Community Emergency Plan

Purpose of Report: Information

1. Purpose of report

To receive information on the development of a Community Emergency Plan for the parish of Binfield.

2. Background Information

At the last Parish and Town Council Liaison Group meeting which took place in December, the Joint Emergency Planning Unit did a presentation on Community Emergency Plans.

The following documents have been circulated to the Council. These documents provide information on why the parish council might want to consider developing a CEP.

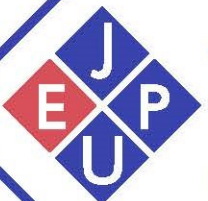
- JEPU Community Emergency Plan Presentation
- JEPU Community Emergency Plan Guidance
- Community Emergency Plan Template

3. Next Steps

Cllr Dover has offered to work with the Clerk and both will be attending a meeting organised by the borough on the 20th January at which they will provide more information on how to move forward with a CEP.

Following this meeting, a report will be presented at the February Council meeting.

Community Emergency Plan Guidance



Joint
Emergency
Planning
Unit



Introduction

This document is targeting the public and those in community groups that are working to enhance resilience in their communities. This guidance document works alongside supporting Emergency Plan templates to help create an effective plan which encompasses all the relevant information needed when considering emergency preparedness, response and recovery.

The responsibility for preparing emergencies across Bracknell Forest, Royal Borough of Windsor and Maidenhead and West Berkshire is the role of the Council as set out in the Civil Contingencies Act 2004. However, this does not mean that Parish and Town Councils do not have an important role to play in preparing for and responding to emergencies. The more communities prepare, the more prepared and likely that localised impacts may be reduced.

What are Community Emergency Plans?

They are simple, localised plans that are established and maintained by the community to assist them in coordinating local resources to respond to a disruptive event or emergency.

Community Emergency Plans complements and forms part of a coordinated response with emergency services and the local authority.

Who should have a plan?

In Bracknell Forest, West Berkshire and Royal Borough of Windsor and Maidenhead a number of Parish and Town Councils already hold and maintain Community Emergency Plans. They are ready to be used effectively during emergencies such as severe weather events, fires or any other disruptive events.

A Community Emergency Plan can also be adopted by other forms of community groups and can be adapted to suit their needs.

Why do we need a plan?

Emergencies happen. Local emergency responders will always have to prioritise those in greatest need during an emergency, focusing their efforts where life is in danger.

There will be times when individuals and communities are affected by an emergency but are not in immediate danger and during that time will have to look after themselves and each other until any external assistance can be provided.

Having a plan is one way to enable a community to prepare, respond and recover, creating an efficient way to:

- Identify people who may be willing to help
- Determine local risks
- Establish equipment and resources that could be used
- Identify a community building that could be used as a safe location

Isn't producing a plan challenging?

No. Community Emergency Plans don't have to be complicated, complex or long. Often, some of the best plans are short, simple, flexible and easily maintained in order that they can be activated effectively and quickly.

Potential risk will vary between communities; for example, flooding may present major risk in low lying land alongside rivers and streams, but this may not present a risk on higher ground. Parish and Town Councils can determine where to focus its efforts in the development of a plan. For some communities it may be useful to prepare more than one Emergency Plan or add annexes if there is a need to reflect particular risks. For example, a Community Emergency Plan addresses generic risk and emergencies, but a Flood Plan can be annexed to address specific details.

A plan needs to work for the community and there is no one size fits all.

Where do we start?

There is a useful [template](#) to facilitate discussions around the plan and inform considerations. The template has prompts and comments to assist as you work through the plan. Adapt and change to match your community risk and needs.

Can we get support writing the plan?

The toolkit and template are available to support you in plan writing. The Joint Emergency Planning Unit are also available to help in the development of the Community Emergency Plan. Contact the team via the details at the end of the guide.

What goes into a plan?

- 1. Consider the risks that might affect your community -**
There could be an increase of risk due to adverse weather, loss of utilities or perhaps an area prone to flooding.
- 2. Consider your local resources -**
Make a list of the resources and skills within your community.
- 3. Reception Centre and safe locations -**
Consider and identify safe places and buildings that can be used as an information hub or where people can gather if they cannot stay at home.
- 4. Emergency contact list -**
Gather the contact details of people who will play a role in the local response.
- 5. How to help vulnerable people -**

Consider organisations or individuals who might be able to identify residents who may need assistance during an emergency.

6. Activation triggers and first actions -

Outline agreed triggers that will activate the use of the plan and what actions to take first.

Where do Community Emergency Plans fit in during an emergency?

Many communities activate their plan when an emergency occurs and acts as part of their self-help measures such as a reception centre during a utility outage.

However, Community Emergency Plans are also valued by emergency responders as a way of liaising with local people to support a local response. A plan can help in requesting specific actions. Pre-identified safe locations for example, can help in requesting the opening of a local building to act as a space to provide information or to safe refuge for evacuees.

The Joint Emergency Planning Unit takes a lead on gathering information on Community Emergency Plans and each year, ask plan holders to provide any updated plans. This is in order to ensure emergency contact numbers, designated safe locations and key-holder details are still relevant if a response were necessary.

Plan Review

Plans require regular maintenance to ensure they remain useful in a response. The annual Joint Emergency Planning Unit review of Community Emergency Plan is a useful prompt for plan holders to review document content and maintain plan details. The team is available to provide help if there are any questions during your review.

Key Points of Note

The following key points should be considered when creating an Emergency Plan:

- This document neither implies nor intends any formal role for Town or Parish Councils in response to, or recovery from incidents.
- There is no role implied or intended for the community in support of the emergency services in their own response to incidents.
- Having a Community Emergency Plan **does not** mean that a group should or could replace the emergency responders. Never do anything which puts you or anyone else in your community at risk.
- The completion of an emergency plan is voluntary, the responsibility for maintenance of the plan falls to the organisation that has authored it.
- Although local communities have no formal role, there is significant recognition of the value of planning from a local level to help assist with incident response & recovery.
- The completion of the plan should focus on the nature and composition of the community and the likely risks to that community.
- An Emergency Plan should be accessible to the public. Consider having internal and public versions of the plan so that personal information (such as phone numbers) can be redacted for the public but are kept for internal/authorised use only.
- The Joint Emergency Planning Unit will provide advice and assistance when requested to support the completion of the plan.
- The Joint Emergency Planning Unit accepts no responsibility for the content of the completed plan.
- Nothing in this plan removes the requirement to have adequate insurance in place.
- Town & Parish Councils are encouraged to share their completed Emergency Plan with your council emergency planning team.

Need more information or support?

Contact the **Joint Emergency Planning Unit** on the details in below

Email: emergencyplanning@westberks.gov.uk



www.rbwm.gov.uk



Royal Borough
of Windsor &
Maidenhead



A shared service provided by
Bracknell Forest Council, Maidenhead and Windsor Council
and West Berkshire Council



Joint
Emergency
Planning
Unit

Contact

Telephone: 01635 503535

Email: emergencyplanning@westberks.gov.uk



Binfield Parish Council Meeting

Date: Tuesday 21 January 2025

Agenda Item/Title: – 11.1 Foxes Den Lease & Management Agreement

Purpose of Report: Decision

1. **Purpose of report**

To consider and approve the draft lease and management agreement for the Foxes Den CIC

2. **Decisions**

- Do Councillors approve the draft documents as presented?