

Notice of Meeting

Full Council



Notice Date: 5th March 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 11th March** 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



Agenda

Meeting of Binfield Parish Council

The meeting will be held at Binfield Parish Council Office at 8pm on Tuesday 11th March 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 11 February 2025

5 **Committee Minutes**

To Approve & Adopt the minutes from the following Committees:

5.1 Planning Committee – held on 25 February 2025

5.2 Amenity Committee – held on 04 March 2025

6 **Recommendations from Committees/Working Groups**

6.1 Binfield Tennis Association Liaison Group – Council is asked to adopt the Terms of Reference as presented.

6.2 Amenity Committee – to consider the recommendation for the rent charges at the Blue Mountain 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 (report attached)

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 Internal Controller Report – to receive the report covering the third quarter 2024-25

7.6 Asset Register – to consider Asset Register (*documents attached*)

No. Item

8 Reports for Decision

- 8.1 Access Audit Update – the Council are asked to consider the information and quotations provided by three other companies that can carry out the access audit. Council needs to consider how they wish to proceed.
- 8.2 Foxes Den Café Requests – the café director has brought two issues to the attention of the Clerk. The first is a faulty window in the front kitchen and the second is vandalism in the accessible toilet. The Council are asked to consider the request to replace the window and fit a keypad lock to the accessible toilet door.
- 8.3 Request from BTA for Permanent Floodlights – Binfield Tennis Association would like permission from the Council to apply for planning permission for permanent floodlights on the courts.
- 8.4 Risk Register Approval – to receive and approve the Council's Risk Register.
- 8.5 Policies Approval – to approve and adopt the policies as part of the quarter 1 review.

9 Reports for Information

- 9.1 Clerk's Report – summary of correspondence received and updates on any other items.

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 Binfield Community Centre – to receive an information report detailing the current situation regarding bookings and other associated matters.
- 11.2 Setting the Rent for Foxes Den Café – the Council are asked to consider the report and set the rent for the next 2 years.



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

held on

Tuesday 11 February 2025 at 8:00pm

PRESENT: Cllrs: Steve Collett, Paul Day, Hilary Doyle (Chair), Dave Ellis, Mark Feazey, Andy Fish, Katherine Giles, Ian Leake (Deputy Chair), and Kiran Meka

Also Present: Ceri Rance, Clerk; Amanda Sculley, Deputy Clerk

103 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs Katie Dover and Amanda McLean

104 **DECLARATIONS OF INTEREST**

Cllr Ellis declared an interest in the items regarding the Foxes' Den lease as his wife works in the café.

105 **PUBLIC PARTICIPATION**

None

106 **MINUTES OF THE PARISH COUNCIL MEETING HELD ON 21 JANUARY 2025 & EXTRAORDINARY MEETING ON 4 FEBRUARY 2025.**

It was proposed by Cllr Doyle, seconded by Cllr Giles and **RESOLVED** that the Minutes of the Parish Council meeting held on 21 January 2025 & Extraordinary meeting held on 4 February 2025 be approved and signed as a correct record.

107 **COMMITTEE MINUTES**

107.1 Planning and Transport Committee held on 28 January 2025

It was proposed by Cllr Collett seconded by Cllr Doyle and **RESOLVED** that the minutes of the Planning and Transport Committee held on 28 January 2025 should be approved and signed as a correct record.

108 **RECOMMENDATIONS FROM COMMITTEES/WORKING GROUPS**

108.1 Risk Review Policy/Strategy

The report was considered and it was agreed that a separate Risk Review Policy be adopted for the Binfield Community Centre. It was further agreed that the policies would be split into four groups to be considered at the quarterly Policy/Risk Review Working Groups. A template would be used so that the policies all have the same format.

109 **ACCOUNTS 2024-25**

109.1 Payment Approvals

It was proposed by Cllr Doyle, seconded by Cllr Feazey and **RESOLVED** to accept and approve the payment approval list totalling £28,821.55. The payments would be authorised by Cllr Feazey. Changes to the Asset Register: None

109.2 Projected Spend

Councillors reviewed the spreadsheet which was NOTED.

109.2.1 Projected Spend and Project Progress

Councillors considered the report and noted the following:

Project Progress

Councillors reviewed the list of the Council's current projects, with a note of the budget, spending so far, work completed and projected end date. Details as follows:

Completed Projects

Lamp Posts on Foxley Fields. The lamps have been replaced, the time clock checked and adjusted. Residents have written in with their thanks for the repairs.

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. No new progress.

Patio Extension

£8,320 was allocated from the Open Spaces Maintenance Reserve to extend the patio behind the Parish Office on Benetfeld Road. The work required written agreement from Bracknell Forest Council (BFC) and this was received on 11 February 2025 from Lee Clark, Property Records and Estates Support Officer. The contractor has been chosen and it is expected that the work will commence as soon as ground conditions allow.

Blue Mountain Allotments

The contractor was chosen at the Extraordinary Meeting held on 4 February. Final details of plans and schedule are continuing.

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. These have not been finalised but the Clerk is pressing the relevant parties to stress the urgency of these matters.

Staffing Review

The report will be received in due course.

Storage Shed on Foxley Fields

This is linked to the patio extension work as the base work will be undertaken at the same time to save money.

109.3 CIL Update and Tracker

Two more liability notices have been received. Should they progress to demand notices, approximately £250K will be received in due course.

109.4 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**.

109.4.1 Fund Transfers

None

109.4.2 Deposit Refunds

23 January 2025 - Ms Wilson – booking refund £72.00. Authorised by Cllr Collett
27 January 2025 - Ms Wong – room refund £36.00. Authorised by Cllr Feazey

109.5 Internal Controllers Report

The third quarter report was not available. Cllr Fish will be meeting with the Responsible Financial Officer this week.

109.6 Investment Strategy

The draft policy was reviewed. No changes had been proposed. It was proposed by Cllr Doyle, seconded by Cllr Ellis and **RESOLVED** that the policy be adopted for a further year.

110 **REPORTS FOR DECISION**110.1 Binfield Tennis Association Working Group

It was proposed by Cllr Doyle, seconded by Cllr Day and **RESOLVED** that a Binfield Tennis Association Working Group be created. It was further proposed by Cllr Doyle, seconded by Cllr Feazey and **RESOLVED** that the Council members to serve on the group are Cllrs Day, Ellis and Leake together with the Clerk.

110.2 White Beam Tree

The tree that the Women's Institute had planted had been damaged and later removed. It was proposed by Cllr Doyle, seconded by Cllr Giles and **RESOLVED** that £765 be allocated from the Tree Work budget for a replacement tree.

110.3 Chain of Office

The revised report was considered. After discussion it was agreed that a new chain and pendant is obtained from Fattorini. It was further agreed that the current pendant and ribbon be mounted and framed and hung in the parish office. It was proposed by Cllr Doyle, seconded by Cllr Day and **RESOLVED** that a budget of £7,500 be allocated from the Parish Office Facilities Reserve for these purchases.

110.4 Replacing the Lights on Foxley Fields

The lights on Foxley Fields had been a problem over many months with residents becoming increasingly unsettled about the lack of light across Foxley Fields. The work had become urgent and had been undertaken as a priority. It was proposed by Cllr Doyle, seconded by Cllr Leake and **RESOLVED** that retrospective agreement be made for £2,784.60 be used from the Open Spaces Reserve to cover this work. This payment has been agreed today via the Payment Approval List.

110.5 Access Audit Update

The quotes for the audit were considered and another quote was requested. With regard to the quotation from PiPA Play for a review of our current play areas and possible suggestions for improvement, it was proposed by Cllr Doyle, seconded by Cllr Collett and **RESOLVED** to obtain the report at a cost of £525.00 from the Open Spaces Reserve.

111 **REPORTS FOR INFORMATION**111.1 Clerk's Report

The report was reviewed, and the following notes were made.

111.1.1 PumpTrack/Mountain Bike Jumps

Teenagers from the parish had approached the Council about the possibility of the provision of PumpTrack/Mountain Bike Jumps. Councillors agreed that further research on what is possible and where with projected costs should be undertaken and brought back to a future meeting.

112 **FUTURE AGENDA ITEMS**

None.

113 **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.

114 **FOXES' DEN LEASE & MANAGEMENT AGREEMENT**

It was proposed by Cllr Doyle, seconded by Cllr Day and **RESOLVED** that the wording on the two documents was agreed. New plans were needed and were currently being sourced. The new rent was still to be determined. The Clerk and Deputy Clerk would research comparable rents, and the figure would be decided at the March Council meeting. It was proposed by Cllr Doyle, seconded by Cllr Day and **RESOLVED** that the current rent be extended until the end of March 2025.

115 **BINFIELD COMMUNITY CENTRE (BCC)**

The report was considered and actions agreed. It was proposed by Cllr Doyle, seconded by Cllr Ellis and **RESOLVED** that £342.22 be allocated for kitchen cupboard locks and picture rail in the Hall and £189.00 for a new Microwave from the BCC Reserve.

Meeting Closed 9.02 pm



**Minutes of a Meeting of the
PLANNING & TRANSPORTATION COMMITTEE**
held in the Parish Office, Benetfeld Road on
Tuesday 25 February 2024 at 8:00pm

PRESENT: Cllrs: Steve Collett, Paul Day, Hilary Doyle, Andy Fish and Ian Leake
Also Present: Ceri Rance, Clerk; Amanda Sculley, Deputy Clerk and one member of the public

49 **APOLOGIES FOR ABSENCE**

An apology for absence was received from Cllr Kiran Meka.

50 **DECLARATIONS OF INTERESTS**

None.

51 **PUBLIC PARTICIPATION**

None.

50 **REPORTS FOR DECISION**

50.1 Lists

50.1.1 25/00011/FUL- Golfplex Entertainment Centre Wood Lane Binfield Bracknell RG42 4EX

Full planning application for the Change of Use to convert eight of the driving range bays (currently benefiting from temporary planning permission under Ref. 21/00210/FUL) to a Clubhouse at GolfPlex, Binfield.

Recommend Approval.

50.1.2 25/00011/TR5 - Parkham Mead Binfield Bracknell Berkshire RG42 4FP

TPO 1123 - Application to fell 5 trees.

Binfield Parish Council Supports the Sustainable Management of Trees.

50.1.3 25/00014/TR5 - Roughgrove Copse Binfield Bracknell Berkshire RG42 4EZ

TPO 400 - Application to fell 2 trees.

Binfield Parish Council Supports the Sustainable Management of Trees – Please can the trees be replaced?

50.1.4 25/00056/FUL - Mulberry House Vets Terrace Road North Binfield Bracknell Berkshire RG42 5JG

Installation of an air source heat pump and an air conditioning unit together with 2no. 2.5m high acoustic fence panels. (Retrospective).

Observations – No objection to the use of a heat pump but it is in the wrong place (maybe it can be placed further away from neighbouring houses) and it is too noisy.

50.1.5 25/00066/FUL - Dell House The Boulevard Cain Road Bracknell Berkshire RG12 1LF

Redevelopment of existing office building and surrounding car park and erection of 3 no. commercial units within Use Class B2 and / or B8 and ancillary E(g) uses, along with provision of associated car parking, servicing, infrastructure, and hard and soft landscaping.

Considered No Objection

50.2 Traffic Monitor

The traffic monitor is not working. There is no equivalent replacement or updated model.

Councillors considered replacement and the Clerk was asked to provide a report with options for a similar monitor to the next meeting.

51 **CLERKS REPORT**

The report was **NOTED**.

52.1 Delegated Decisions

24/00324/FUL - Land North Of Cain Road Cain Road Bracknell Berkshire – Approved

23/00488/FUL - Land At Junction Of Wood Lane & Forest Road Wood Lane Binfield – Approved (Obs)

24/00075/TRTPO - Copper Beeches Tilehurst Lane Binfield Bracknell Berkshire – Approved (RA)

24/00182/TRTPO - 11 Parkham Mead Binfield Bracknell Berkshire RG42 4FP – Approved

22/00504/FUL - Fines Bayliwick House Hotel London Road Binfield Bracknell – Approved (RR)

24/00100/A - Land North Of Cain Road Cain Road Bracknell Berkshire – Withdrawn (CNO)

24/00176/TRTPO - Well House Lodge London Road Binfield Bracknell Berkshire – Approval

52.2 Passing Issues on Terrace Road South and Popeswood Road

Residents are concerned about the traffic issues on Terrace Road South in regard to parking, illegal placement of cones and the lack of passing places. The Clerk was asked to alert the Highways Department of Bracknell Forest Council and to request double yellow lines to alleviate the problem.

53 **FUTURE AGENDA ITEMS**

None.

Meeting closed 20.29



Minutes of a Meeting of the AMENITY COMMITTEE

held in the Parish Office, Benetfeld Road on
Tuesday 4 March at 8:00pm

PRESENT: Cllrs: Hilary Doyle, Andy Fish, Katherine Giles, Ian Leake,
Amanda McLean and Kiran Meka
Also Present: Ceri Rance, Clerk, Purveen Hira, Amenity Officer

24 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Paul Day, Katie Dover & Dave Ellis

25 DECLARATIONS OF INTERESTS

None.

26 PUBLIC PARTICIPATION

None.

27 REPORTS FOR DECISION

27.1 Open Spaces Schedule

Members were asked to consider a way forward for the grounds maintenance works in the Binfield Parish Open Spaces for the next financial year. It was proposed by Cllr Doyle, seconded by Cllr Leake and agreed to manage the works as follows.

- A specification to be drawn up for each activity (grass works, hedge works and flailing) which includes the minimum requirements for each task.
- The Clerk and Amenity Officer to obtain fixed price costs per activity.
- Contractors to supply a timeline for each activity/task
- The fixed price costs are to cover the term April 2025 – March 2026

The quotes will then be presented at the next Amenity Committee meeting on 1 April 2025, and a recommendation will be brought to full Council on 8 April 2025.

27.2 Removal of Unused Bus Shelter

Following recent complaints about anti-social behaviour in and around the unused wooden bus shelter on London Road, members were asked whether to remove this Binfield Parish asset. It was proposed by Cllr Doyle, seconded by Cllr McLean and recommended to remove the bus shelter. Quotes will be obtained and will be presented at a future meeting.

27.3 Request from a Red Rose Allotment tenant to move to a site closer to their residence

A Red Rose tenant requested to move to the Pocket Copse Allotment site which is closer to their residence. It is not stated in the rules whether this is allowed. The tenant is already on the Pocket Copse waiting list. It was proposed by Cllr Doyle, seconded by Cllr Fish and recommended that the tenant can move allotment site, only when their name reaches the top of the Pocket Copse waiting list.

27.3 Rental charges for the Blue Mountain Allotment Site

The Blue Mountain Allotment site is currently being redeveloped, and members were asked to consider the rental charges for this site. As there are various plot sizes, members were asked to consider whether to charge tenants a cost per square metre. It was proposed by Cllr Doyle and seconded by Cllr Fish and **RESOLVED** that the rental charge for the Blue Mountain Allotment site be set at 50p per square metre.

28 **REPORTS FOR INFORMATION**

28.1 Update Report

This was **NOTED** and the following comments were made.

28.1.1 Tree labels from Binfield Environment Group

The Binfield Environment Group have requested to purchase black acrylic labels with a nail and spring to be placed on approximately 30 specimen trees within Binfield Parish. Members approved this request on the basis that it is safe to do so. It would also be beneficial for the group to share a register of the trees which have these labels on with the Council.

29 **FUTURE AGENDA ITEMS**

None.

Meeting closed 9.02 pm



Title	Terms of Reference
Committee/Group	BTA & BPC Liaison Group
Status	DRAFT
Date	18 th February 2025

1. Purpose of BPC/BTA Liaison Group

The group will act on behalf of the Parish Council in respect of all aspects of the ongoing relationship with The Binfield tennis Association to ensure that the obligations set down in the lease are adhered to. The group is not delegated to consider or set rent reviews, or commit the Parish Council to expenditure, but may make recommendations to Council.

2. Membership

The group will comprise of at least 3 elected members, 1 officer and 2 representatives from The Binfield Tennis Association.

3. Quorum

The quorum of the meeting shall be at least 2 elected members, 1 officer and 1 representative from the Binfield Tennis Association.

4. Frequency

The group will meet in once a quarter and usually in February, April, July and November.

5. Location

The meetings will take place in the Council Room at the Binfield Parish Council offices on Benetfeld Road.

6. Agendas & Notes

Agendas will be issued 3 clear working days before each meeting. Following the meeting, notes will be circulated to the Council and group members within one week.

7. Key Responsibilities of the Group

The group is formed to ensure that the legally agreed ongoing relationship between Binfield Parish Council and The Binfield tennis Association is adhered to and developed as required. The core detail of the legally agreed ongoing relationship is contained within the lease as follows.

- BTA obligations
- Binfield Parish Council obligations
- Reporting
- Membership Fees (to be approved annually)

8. Review of Terms of Reference

The terms of reference for the liaison group will be reviewed annually at the annual council meeting.



Binfield Parish Council Meeting

Date: Tuesday 11 March 2025

Agenda Item/Title: 6.2 Recommendation from Amenity Committee

Purpose of Report: Decision

1. Purpose of Report

To receive a recommendation from the Amenity Committee regarding the rental charges at the Blue Mountain Allotment Site.

2. Decision

To accept the recommendation to charge the Blue Mountain allotment tenants Blue 50p per square metre of a plot.

3. Background

It is recommended that tenants are charged per square metre as there are various plots of different sizes as opposed to part/half/full sized plots in the other two allotment sites.

A half plot on the Red Rose site is approximately 90sqm. The current rental charge for this size is £32.00. On this basis, the average cost per sqm would be 35p. This does not take into account the water rates, which are yet to be determined.

The table below shows the measurements of each plot on the allotment site. As this is a brand-new allotment site, calculations are made at the suggested cost of 50p per square metre. These are the plot sizes which will be on the Blue Mountain allotment site.

BLUE MOUNTAIN ALLOTMENT Version 8	SIZE OF PLOTS						
	Length metres	Breadth metres	Volume sq metres	No. of plots	Total Area by type	Charge @ 50p per sqm	Total cost per plot size
Type A	16.00 m	5 m	80 m ²	13	1040	£40.00	£520.00
Type B	10.00	m 6 m	60 m ²	1	60	£30.00	£30.00
Type C	10.00	m 5 m	50 m ²	1	50	£25.00	£25.00
Type D	8.80	m 5 m	44 m ²	1	44	£22.00	£22.00
Type E	8.30	m 6 m	52 m ²	2	104	£26.00	£52.00
Type F	13.30	m 5 m	67 m ²	5	333	£33.50	£167.50
Type G	7.62 m	5 m	38 m ²	8	305	£19.00	£152.00
Type H	5.50	m 6 m	33 m ²	3	99	£16.50	£49.50
Type J	12.80	m 5 m	64 m ²	1	64	£32.00	£32.00
Type K	18.00	m 5 m	90 m ²	1	90	£45.00	£45.00
Total No of Allotments			36				
Total Area of Allotments			2188				
Total income for rental year @ 50p per m2			£968.50				

4. Recommendation

As this is a new allotment site, the Amenity Committee would like to recommend that a rental charge of 50p per square metre is applied.

Binfield Parish Council

Expenditure transactions - approval list

Start of year 01/04/24

No	Payment Reference	Gross	Heading	Invoice date	Details	Payment Reference Total
7760	DD-BCCBBMar	£66.00	204/4	10/03/25	Andrews & Arnold Ltd - Broadband monthly	£66.00
7734	DD-BGasElect Mar	£810.44	54/1	16/02/25	British Gas - Electric standing charge and usage	£810.44
7772	DD-BGasGasMar	£251.98	54/1	27/03/25	British Gas - Gas standing charge and usage	£251.98
7776	DD-LLOYDSchargeMar	£8.50	58	20/03/25	Lloyds Bank - Bank charges	£8.50
7773	DD-MobAFMar	£19.40	54/3	10/03/25	EE - Mobile phone - Parish Warden	£19.40
7771	DD-P12356	£151.08	54/5/1	01/03/25	Positive Computing Limited - monthly IT support, mailbox, storage and antivirus	£151.08
7777	DD-WasteMar	£118.74	205	28/02/25	Shorts Group Limited - Waste Removal Binfield Community Centre	£118.74
7779	OB-0820	£600.00	54/24	10/02/25	Ellevate Entertainment - VE Day Polka Dots Deposit	£600.00
7783	OB-1482	£20,110.92	80	28/02/25	Ashford Contract Services - Blue Mountain Allotments 20% part payment	£20,110.92
7785	OB-3599	£1,710.00		28/02/25	Tall Oaks -	£1,710.00
	1	£1,200.00	21/1		Assorted OS taska	
	2	£510.00	21/6/2		Pocket copse tasks	
7753	OB-400270-7685304	£4,709.89		05/02/25	Bracknell Forest Borough Council - BCC Utilities	£4,709.89
	1	£160.00	201/3		BCC Water charge	
	2	£3,793.52	201/1		BCC Electricity chatge	
	3	£756.37	201/2		BCC Heating	
7775	OB-480219	£71.73	54/6/2	28/02/25	Clarity Copiers (High Wycombe) Ltd - Copies	£71.73
7781	OB-556	£230.00	54/24	03/02/25	Bugler For Hire - Bugler for 8 May	£230.00
7782	OB-559	£560.00	54/24	10/02/25	Bugler For Hire - Bugler and drummer for 11 May	£560.00
7778	OB-870274	£590.40	90	26/02/25	Ashfords LLP - Contractual termination	£590.40
7758	OB-BCCFebClean	£112.50	204/1	16/03/25	Rhian Rance - Cleaning BCC	£112.50

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
7762	OB-BPCCleaningMar	£80.00	54/7	01/03/25	Niamh Stainsby - Cleaning	£80.00
7754	OB-CCMar	£788.23		25/02/25	Barclaycard -	£788.23
1		£34.80	54/5/3		Phone case and screen protector PL	
2		£43.84	204/3		BCC refreshment supplies	
3		£60.91	204/3		BCC cleaning products	
4		£143.97	204/3		Nisbets A Frame	
5		£3.49	24		JLB Plastics UK - Black Plastic Dome Bolt Nut Protector Covers (Pack of 10 Caps, M10 / 17mm Spanner)	
6		£189.00	204/3		PANASONIC - NN-ST46KBBPQ Solo Microwave - Black	
7		£16.64	54/5/1		Adobe Pro	
8		£65.99	54/20		Boston bulbs	
9		£39.60	54/5/1		MS365	
10		£169.50	204/7		TV Licence BCC	
11		£20.49	204/4		Tesco mobile	
7755	OB-MTMar	£20.00	24	17/02/25	Mr M Thomas - PO692 Secure bench seat in shelter on Foxley Fields (labour charge only)	
7756	OB-MTMar	£29.84	24	17/02/25	Mr M Thomas - PO963 Replace rotten wooden fence rail at Wicks Green play area (Labour £20 Materials £9.84)	£49.84
7768	OB-PAYE&NIMar	£2,540.21	52	25/03/25	H M Revenue and Customs - PAYE & NI	£2,540.21
7770	OB-PenMar	£3,850.38	52	25/03/25	Berkshire Pension Fund - Pension payment	£3,850.38
7766	OB-SalAFMar	£440.90	52	25/03/25	Ms A Fellowes - Salary	£440.90
7765	OB-SalAHMar	£1,094.38	52	25/03/25	Ms A Hill - Salary	£1,094.38
7759	OB-SalASMar	£1,718.13	52	25/03/25	Mrs A Sculley - Salary	£1,718.13
7763	OB-SalCRMar	£2,857.71	52	25/03/25	Mrs C Rance - Salary	£2,857.71
7767	OB-SalPHMar	£1,599.30	52	25/03/25	Mrs P Hira - Salary	£1,599.30
7769	OB-SalPLMar	£1,448.84	206	25/03/25	Mr P Lunn - Salary	£1,448.84

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
7764	OB-SalTSMar	£985.84	52	25/03/25	Mrs T Southgate - Salary	£985.84
7780	OB-SP2161749	£307.62	204/5	03/03/25	Hobart Service - Service on BCC Dishwasher	£307.62
7774	OB-WindowsMar	£43.00	54/7	01/03/25	Owen & Turner - Window cleaning	
7786	OB-WindowsMar	£85.00	204/1	05/03/25	Owen & Turner - Windows BCC	£128.00
Total		<u>£48,010.96</u>				

Signature _____

Signature _____

Date _____



Binfield Parish Council Meeting

Date: Tuesday 11 March 2025

Agenda Item/Title: 7.2.1 Projected Spend and Project Progress

Purpose of Report: Information & Decision

1. **Purpose of report**

To advise regarding spending against budgets and any additional expenditure on projects.

2. Budgets to Note

None.

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

None.

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. Update awaited from Cllr Leake.

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) and this has been received.

3.4 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.

3.5 Binfield Parish Council Website

The booking system is working and the newsletter subscription is due shortly.

3.6 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 there are still Councillors to be interviewed. A report has been received and will be considered by the Staffing Committee.

3.7 Blue Mountain Allotments

This project has been on Contract Finder and the tenders have been scored by the working group. The Contractor was agreed at the Extraordinary Council Meeting on 4 February 2025. Work has started and should take in the region of two months.

Following the start of the excavation onsite, the contractor found that perforated drainage pipes have been installed across the main area of the allotments. Due to the land gradient, the water was not able to disperse and has resulted in the soil being saturated with some areas experiencing significant water pooling. To rectify the issue, the contract recommended digging a trench along the western boundary of the site. This will allow the water to drain into the larger trench along the southern boundary.

To avoid delays in the project, the Clerk informed councillors of the situation following the P&T Committee meeting.

DECISION: The Council are asked to give retrospective approval for the expenditure of £1,926.38 to be taken from CIL to pay for the additional trench works.



Binfield Parish Council Meeting

Date: Tuesday 11 March 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**

5 March 2025 - £40,000 to pay bills from Barclays Reserve to Current Account

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

None



Binfield Parish Council Meeting

Date: Tuesday 11 March 2025

Agenda Item/Title: 7.6 Asset Register Report

Purpose of Report: For Information

1. **Purpose of report**

To advise Councillors regarding the Asset Register

2. **Information**

As year end approaches Councillors should consider the Asset Register. Currently the threshold for items is £250.00.

As at 5 March 2025 there are 247 items with a total value of £1,142,071.64. The full list of assets together with lists of assets acquired and disposed have been circulated separately. Currently new assets are identified on the Payment Approval List at the regular council meetings.

The insurance is maintained to cover generously the list of items and it is renewed annually in September. The excess value on making a claim is £125.

3. **Recommendation**

To receive and note the Asset Register.

Fixed assets purchased

Assets purchased between 01/04/2024 and 05/03/2025 inclusive.

No.	Ref.	Purchase date	Description	Location	Purchase cost	Current value
275	KG006	27/04/2024	Double Door Notus Noticeboard on Knox Green Corner		£2,545.00	£2,545.00
276	BP127	13/06/2024	CCTV around Parish Office Benetfeld Road	Benetfeld Road	£6,673.24	£6,673.24
277	FF013	24/07/2024	NRG Kakum Canopy Walk		£3,103.53	£3,103.53
278	BP128	29/07/2024	PH laptop HP 15s-fq5021na Laptop,	BR office and home	£333.32	£333.32
279	BP129	19/11/2024	PL laptop HP 15s-fq5510sa 15.6" Laptop -		£374.17	£374.17
280	BP130	21/10/2024	Replacement Solar Panels	Benetfeld Road Building	£3,921.00	£3,921.00
281	BP131	19/09/2024	Mirrors at BCC - 193x125cm with covers	BCC	£1,320.37	£1,320.37
				Total	<u>£18,270.63</u>	<u>£18,270.63</u>

Assets disposed

Assets disposed of between 01/04/2024 and 05/03/2025 inclusive.

No.	Ref.	Disposal date	Description & Location	Disposal Reason	Purchase cost	Value at disposal
9	BP005	23/01/25	Bin on Wall Oakmede Place on wall	Removed from wall	£150.00	£150.00
69	BP035	19/11/24	Erif Fire Extinguishers x 2 Parish Office	Considered consumables	£132.34	£132.34
99	BP031	19/11/24	Solar Panels Office Roof	New replacement panels bought	£11,423.34	£11,423.34
132	BP056	19/11/24	Fire extinguisher stations x 4 Parish Office	Considered consumables	£400.00	£400.00
138	BP052	19/11/24	Laptop PH HP 250 G7 Parish Office	New laptop replacement bought	£399.00	£399.00
				Total	<u>£12,504.68</u>	<u>£12,504.68</u>

Assets list

No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Insurance Value Renewal	Previous Value
Environment - Barrier								
72	BP070	Benetfeld Road/Savory Walk Ascot Style fence	Parallel to Benetfeld Road near Savory Walk	21/08/2007	£550.00	£550.00		
102	WG006	Mobility Kissing Gate for north of Wicks Green	WG top end	08/08/2012	£179.00	£179.00		
107	FF064	Palisade fencing	by BR/WGr beyond adventure playground	16/04/2013	£1,870.00	£1,870.00		
111	TC001	tennis court chainlink fencing with square and repaint posts	Tennis courts on FF	17/01/2014	£6,359.00	£6,359.00		
121	WG017	Wicks Green play area fencing with retained gate	WG play area	08/03/2017	£3,721.70	£3,721.70		
122	WG043	WG play area extra gate	WG play area	09/03/2017	£791.70	£791.70		
152	YR025	Gate at York Road	York Road	14/06/2020	£1,000.00	£1,000.00		
159	PC001	Fence and gate	Pocket Copse Allotments	15/03/2021	£7,500.00	£7,500.00		
183	YR048	Yellow self-closing gate - YR	YR Play Area	10/06/2021	£898.00	£898.00		
184	YR049	Fencing	YR Play Area	10/06/2021	£845.00	£845.00		
202	SL024	Round Top Picket Fencing at SJF	Silver Jubilee Fields play area	18/01/2022	£4,244.00	£4,244.00		
209	YR056	Fencing by car park	York Road Play Area	01/04/2021	£4,750.00	£4,750.00		
213	WG049	Gate and Fence replacement	Wicks Green Car Park	18/05/2022	£1,525.00	£1,525.00		
215	FF068	Fencing and gates for children's play area	Foxley Fields children's play area	10/06/2022	£7,300.00	£7,300.00		
216	AL005	Red Rose Allotment Gate	Red Rose Allotments	01/04/2022	£1,500.00	£1,500.00		£0.00

No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Insurance Value Renewal	Previous Value
217	AL006	Borg Lock for Red Rose Gate		23/09/2022	£159.94	£159.94		
268	PC010	Borg Lock for gate	Pocket Copse Allotments	07/06/2023	£300.00	£300.00		
Barrier Totals					£43,493.34	£43,493.34		£0.00

Environment - Bin

34	FF030	Bin by side path to school		01/01/2000	£206.00	£206.00		
35	FF031	Bin near tennis courts	FF near tennis courts	01/01/2000	£206.00	£206.00		
36	FF032	Bin by benches by school side entrance	FF near school side entrance	01/01/2000	£206.00	£206.00		
42	SJ018	Bin near bench at northern entrance	SJF near bench at northern entrance	01/01/2000	£236.50	£236.50		
46	TR004	Bin - TRN jct Forest Rd	Terrace Road North junction Forest Road	01/01/2000	£154.50	£154.50		
50	WG021	Bin by play area gate	Wicks Green by play area gate	01/01/2000	£196.95	£196.95		
51	WG022	Bin in car park	WG in car park	01/01/2000	£236.50	£236.50		
52	WG024	Bin - by play area path	WG by play area path	01/01/2000	£171.80	£171.80		
57	FF029	Spider bin centre FF	Centre FF by cross paths	27/11/2002	£417.50	£417.50		
58	YR009	Spider bin	York Road	27/11/2002	£417.50	£417.50		
70	BP026	Bin TL near Coote Close	Tilehurst Lane near Coote Close	17/08/2007	£471.85	£471.85		
71	BP027	Bin - TL near Pound Place	Tilehurst Lane near Pound Place	17/08/2007	£471.85	£471.85		
97	FF063	Bin on FF	Foxley Fields	01/09/2011	£300.00	£300.00		
104	BP022	Bin - Nash Pond	Nash Pond	12/02/2013	£189.00	£189.00		
112	WG023	Bin - Topsy Royale	WG by entrance from car park	26/03/2015	£131.98	£131.98		

No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Insurance Value Renewal	Previous Value
144	FF065	Bin near adventure play area by side path near hedge	FFnear adventure play area by side path near hedge	03/01/2020	£171.80	£171.80		
145	SJ005	Bin by WG chicane entrance	SJF near chichane entrance	03/01/2020	£171.80	£171.80		
146	WG025	Bin by northern entrance to WG lane	by northern entrance to WG lane	03/01/2020	£171.80	£171.80		
181	YR046	Wooden Litter Bin	YR Play Area	10/06/2021	£165.60	£165.60		
204	YR052	Topsy Royale Bin for YR	York Road play area	29/10/2021	£203.51	£203.51		
205	YR053	Wooden Litter Bin 5600420 for YR	York Road play area	13/10/2021	£207.10	£207.10		
Bin Totals					£5,105.54	£5,105.54		

Environment - Board e.g. notice board or sign

11	BP010	Notice board - Temple Way	Temple Way	01/01/2000	£942.72	£942.72		
12	BP011	Notice Board - Turnpike Road	Turnpike Road	01/01/2000	£942.72	£942.72		
13	BP012	Notice Board at Oakmede Place	Oakmede Place shop wall	01/01/2000	£114.33	£114.33		
43	TC009	Notice Board outside tennis courts	FF outside tennis courts	01/01/2000	£400.00	£400.00		
65	BP013	Interpretation Board WG in layby near footpath	Wicks Green lane in layby near footpath	31/05/2005	£1,260.00	£1,260.00		
68	BP015	Notice board Arkwright Drive	On wall Arkwright Drive	21/11/2006	£859.27	£859.27		
154	BP048	Lectern for VE Day Trees - WG by path on RHS	WG by path on rhs	09/10/2020	£367.32	£367.32		
157	BP029	Notice Board at Victoria Arms TRN	The wall at the Victoria Arms TRN	04/02/2021	£400.00	£400.00		

No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Insurance Value	Renewal	Previous Value
237	PC004	Notice Board Pocket Copse	Pocket Copse Allotments	01/04/2022	£2,519.00	£2,519.00			
275	KG006	Double Door Notus Noticeboard on Knox Green Corner		27/04/2024	£2,545.00	£2,545.00			
Board e.g. notice board or sign Totals					£10,350.36	£10,350.36			

Environment - Bollard

133	FF057	Drop Down Bollard onto grass by parish office car park	By parish office car park	05/03/2019	£400.00	£400.00			
153	YR024	Drop Down Bollard onto grass from car park	From car park to grass at YR	07/09/2020	£495.00	£495.00			

Bollard Totals

£895.00 £895.00

Environment - Furniture e.g. seat, bench or table

15	BP021	Bench - Bristol 5' - by Nash pond	Nash Park balancing pond	01/01/2000	£259.00	£259.00			
28	FF020	Bench - in children's play area far side	in children's play area far side	01/01/2000	£345.00	£345.00			
29	FF021	Bench in children's play area by gate	FF - in children's play area by gate	01/01/2000	£345.00	£345.00			
30	FF025	Bench facing courts with setts base	facing courts with setts base southern near adventure area	01/01/2000	£350.00	£350.00			
31	FF026	Bench facing grass by courts with setts base	FF - facing grass by courts with setts base	01/01/2000	£350.00	£350.00			
32	FF027	Bench - facing courts with setts base by cross paths	FF - facing courts with setts base by cross paths	01/01/2000	£350.00	£350.00			
33	FF028	Bench by adventure palyground by hedge	by adventure palyground - Robin Mosses	01/01/2000	£339.33	£339.33			

No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Insurance Value	Renewal	Previous Value
37	FF059	Bench - red RP316 adventure playground	FF Adventure playground	01/01/2000	£410.00	£410.00			
38	KG002	Bench - by path	Knox Green - by path	01/01/2000	£412.00	£412.00			
40	SJ015	Bench in SJF play area		01/01/2000	£412.00	£412.00			
41	SJ016	Bench in play area - by gate	SJF in play area by gate	01/01/2000	£412.00	£412.00			
44	TR002	Bench - on TRN corner	TRN corner	01/01/2000	£412.00	£412.00			
45	TR003	Bench - TRN corner	TRN corner	01/01/2000	£412.00	£412.00			
47	WG012	Bench - Suffolk 5'	on right of path para Stevenson Drive	01/01/2000	£259.00	£259.00			
48	WG013	Bench - Far end by northern entrance	WG at far end by northern entrance	01/01/2000	£412.00	£412.00			
49	WG019	Bench - in play area	WG in play area	01/01/2000	£412.00	£412.00			
53	WG045	Bench - by play area	WG by play area	01/01/2000	£412.00	£412.00			
60	BP004	Bench - Oxford - on Forest Road by dentist	Forest Road by dentist	10/03/2004	£382.00	£382.00			
67	FF036	Cycle stands by tennis courts	By tennis courts gate	28/07/2006	£264.00	£264.00			
84	BP001	Bench - Wasdale 2 seat dedicated to John Strange Roebuck Gn	Roebuck Green	19/04/2009	£270.00	£270.00			
92	FF058	Bench - red RP316 adventure playground	FF adventure playground	01/03/2010	£410.00	£410.00			
93	FF051	Bench - Robin Mosses with plaque	FF by adventure playground hedge	01/08/2010	£272.00	£272.00			
95	FF052	Bench to celebrate Royal Wedding	FF at cross paths	17/05/2011	£280.25	£280.25			
96	FF053	Bench to celebrate Royal Wedding	FF at cross paths	17/05/2011	£280.25	£280.25			

No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Insurance Value Renewal	Previous Value
101	BP006	Bench - Bristold 5' - TRN near surgery entrance	TRN near surgery entrance	26/07/2012	£1.00	£258.00		£1.00
103	WG011	Bench - Suffolk 5'	On right of path para Stevenson Drive	01/11/2012	£259.00	£259.00		
110	FF055	Bench - refurbished town centre	FF beyond hedge	14/01/2014	£1.00	£1.00		
128	SJ003	Bench with plaque by pond at SJF		17/05/2018	£334.59	£334.59		
142	BP002	Bench - on Red Rose	Red Rose behind Victoria Arms	21/10/2019	£274.17	£274.17		
143	FF062	Bench - anniversary bench	FF near cross paths	21/10/2019	£274.17	£274.17		
147	BP003	Bench - Windsor	Jnct ~St Marks Road with London Road	01/03/2020	£282.50	£282.50		
175	YR040	Bench 1	YR Play Area	10/06/2021	£263.20	£263.20		
176	YR041	Bench 2	YR Play Area	10/06/2021	£263.20	£263.20		
177	YR042	Bench 3	YR Play Area	10/06/2021	£263.20	£263.20		
178	YR043	Round 6 seater picnic bench - YR	YR Play Area	10/06/2021	£320.00	£320.00		
196	KG005	Windsor Bench	Knox Green near Forest Road end	11/08/2021	£311.67	£311.67		
203	BP074	Windsor Garden Bench - opp Stag and Hounds	Forest Road opp Stag & Hounds	24/04/2021	£249.17	£249.17		
222	BP084	Wide Filing Cabinets donation from Belron x 3		01/04/2022	£0.00	£0.00		
223	BP085	Office Flex Qube Desks 1600x800	Parish Office Benetfeld Road	01/04/2022	£150.00	£150.00		
224	BP085	Office Flex Qube Slim Desks 1600x600		01/04/2022	£150.00	£150.00		
225	BP087	Office pedestals	Office Benetfeld Road	01/04/2022	£90.00	£90.00		

No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Insurance Value Renewal	Previous Value
226	BP088	Herman Miller Mirra Office Chair	Benetfeld Road	01/04/2022	£245.00	£245.00		
227	BP089	Herman Miller Aeron Size B Office Chair	Office Benetfeld Road	01/04/2022	£325.00	£325.00		
228	BP090	OIO18 Flip Top Table Light Oak 1600x800	Office Benetfeld Road	01/04/2022	£240.00	£240.00		
229	BP091	Circular meeting table White 800dia	Office Benetfeld Road	01/04/2022	£125.00	£125.00		
233	BP095	Blue Chairs x 10 donation	Office Benetfeld Road	01/04/2022	£0.00	£0.00		
234	BP096	Folding Tables	Office Benetfeld Road	01/04/2022	£0.00	£0.00		
238	PC005	Picnic Table	Pocket Copse Allotments	01/04/2022	£510.00	£510.00		
243	BP098	Office Flex Qube Desks 1600x800	Parish Office	01/04/2022	£150.00	£150.00		
244	BP099	Office Flex Qube Desks 1600x800	Parish Office	01/04/2022	£150.00	£150.00		
245	BP100	Office Flex Qube Slim Desks 1600x600	Parish Office	01/04/2022	£150.00	£150.00		
246	BP101	Office pedestals	Parish Office	01/04/2022	£90.00	£90.00		
247	BP102	Office pedestals	Parish Office	01/04/2022	£90.00	£90.00		
248	BP103	Office pedestals	Parish Office	01/04/2022	£90.00	£90.00		
249	BP104	Office pedestals	Parish Office	01/04/2022	£90.00	£90.00		
250	BP105	Herman Miller Aeron Size B Office Chair	Parish Office	01/04/2022	£325.00	£325.00		
251	BP105	Herman Miller Aeron Size B Office Chair	Parish Office	01/04/2022	£325.00	£325.00		
252	BP107	Herman Miller Aeron Size B Office Chair	Parish Office	01/04/2022	£325.00	£325.00		
253	BP108	Herman Miller Aeron Size B Office Chair	Parish Office	01/04/2022	£325.00	£325.00		

No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Insurance Value Renewal	Previous Value
254	BP109	OI018 Flip Top Table Light Oak 1600x800	Parish Office	01/04/2022	£240.00	£240.00		
255	BP110	OI018 Flip Top Table Light Oak 1600x800	Parish Office	01/04/2022	£240.00	£240.00		
256	BP111	OI018 Flip Top Table Light Oak 1600x800	Parish Office	01/04/2022	£240.00	£240.00		
Furniture e.g. seat, bench or table Totals					£16,223.70	£16,480.70		£1.00

Environment - Shelter

19	BS001	Bus Shelter - wooden - Forest Rd near junction with York Rd	Forest Rd near junction with York Rd	01/01/2000	£2,140.21	£2,140.21		
20	BS002	Cantilever shelter Forest Road jct with York Road	Forest Road opp jct with York Rd	01/01/2000	£1,802.50	£1,802.50		
22	BS004	Wood bus shelter London Road jct Beehive Ro	London Road jct Beehive Road	01/01/2000	£2,140.21	£2,140.21		
23	BS005	Bus shelter wood London Rd junct St Marks Road	London Rd junct St Marks Road	01/01/2000	£2,140.22	£2,140.22		
24	BS007	Wooden bus shelter TRS on Roebuck Green		01/01/2000	£2,140.21	£2,140.21		
25	BS008	Cantilever TRS opp jct Foxley Lane	TRS opp jct Foxley Lane	01/01/2000	£3,923.00	£3,923.00		
26	BS011	QB timber bus shelter - Forest Road Opp Stag and Hounds	Fores Road opp Stag and Hounds	01/01/2000	£4,684.06	£4,684.06		
114	BS006	Cantilever shelter TRS opp Memorial Hall	TRS opp Memorial Hall	31/03/2015	£5,357.17	£5,357.17		
115	FF056	Tewkesbury Recreation Shelter	FF opposite café	01/11/2015	£8,946.00	£8,946.00		
150	BS009	QB Timber bus shelter Temple Way - Northern	Temple Way northern end	01/06/2020	£4,684.06	£4,684.06		

No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Insurance Value Renewal	Previous Value
151	BS010	QB timber bus shelter Temple Way - southern	Temple Way southern end	01/06/2020	£4,684.06	£4,684.06		
Shelter Totals					£42,641.70	£42,641.70		
Environment Totals					£118,709.64	£118,966.64		£1.00

Land, Buildings, Vehicle, Plant - Building

129	BP030	Office building -	Foxley Fields	19/10/2018	£600,000.00	£600,000.00		
Building Totals					£600,000.00	£600,000.00		

Land, Buildings, Vehicle, Plant - Land

1	PL002	Red Rose Allotments	Red Rose	01/01/1931	£1.00	£1.00		
2	PL001	Land at SJF	SJF	24/10/1978	£1.00	£1.00		
3	PL004	Land at Knox Green	Knox Green north of Forest Road West of Terrace Road North	20/04/1982	£1.00	£1.00		
7	PL003	Land at Mutton Oaks	Mutton Oaks	07/01/1992	£1.00	£1.00		
156	PL005	Pocket Copse Allotments	Pocket Copse Allotment, Amen Corner North	11/12/2020	£1.00	£1.00		
Land Totals					£5.00	£5.00		

Land, Buildings, Vehicle, Plant - Other

54	FF001	All Weather Pitch Foxley Fields (inc bench/bar seats)	Foxley Fields	01/01/2002	£43,528.00	£43,528.00		
59	FF034	Lamp columns across Foxley Fields		28/04/2003	£1,236.00	£3,120.60		
61	SJ012	Wetpour	Silver Jubilee Field	01/09/2004	£2,449.91	£2,449.91		
62	SJ014	Tarmac	Silver Jubilee Field	01/09/2004	£735.09	£735.09		
98	FF054	Flag Pole 6m with internal lanyard	Foxley Fields by car park	18/10/2011	£240.40	£240.40		

No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Insurance Value Renewal	Previous Value
100	BP063	Diamond Jubilee sculpture	Benetfeld Road opposite library	16/06/2012	£685.85	£685.85		
113	BP032	Armadillo Datalogger	Portable - based in office	31/03/2015	£1,695.00	£1,695.00		
118	FF012	Mulch Surfacing children's play area	Foxley Fields	01/08/2016	£11,854.53	£48,237.00		
120	BP060	Christmas Tree Lights for two trees	Parish Office	06/12/2016	£1,000.00	£1,000.00		
124	FF061	Mulch Surfacing - Adventure Play Area	Foxley Fields	17/11/2017	£7,077.00	£7,077.00		
125	BP061	Christmas tree lights for one tree	Parish Office	12/12/2017	£500.00	£500.00		
148	TC007	Tennis Courts resurfacing	Foxley Fields	23/04/2020	£30,466.00	£30,466.00		
182	YR047	Grass Matting	YR Play Area	10/06/2021	£5,004.00	£5,004.00		
185	YR050	Path Surfacing	YR Play Area	10/06/2021	£6,500.00	£6,500.00		
207	YR054	Car Park	York Road Play Area	01/04/2021	£38,688.00	£38,688.00		
208	YR055	York Road Surfacing other than car park	York Road Play Area	01/04/2021	£15,660.00	£15,660.00		
210	BP076	Defrillator at Binfield library	Binfield Library	13/04/2022	£898.00	£898.00		
211	BP077	Defibrillator - All Saints Church	All Saints Church	13/04/2022	£898.00	£898.00		
212	BP078	Beacon bought for Platinum Jubilee	Office/shed	11/05/2022	£490.00	£490.00		
214	BP079	Stihl Strimmer	Parish Office/Shed	24/06/2022	£0.00	£0.00		
230	BP092	Zanussi Fridge	Office Benetfeld Road	01/11/2018	£0.00	£0.00		
231	BP093	Panasonic Microwave	Office Benetfeld Road	20/11/2018	£0.00	£0.00		
235	BP097	4 sided Wire Leaflet Carousel	Office Foyer Benetfeld Road	12/07/2022	£351.00	£351.00		
236	PC003	Water Bottle Filler	Pocket Copse Allotments	01/04/2022	£2,860.00	£2,860.00		

No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Insurance Value	Renewal	Previous Value
239	PC006	Water Trough	Allotments Pocket Copse	01/04/2022	£372.00	£372.00			
240	PC007	Water Trough	Pclet Copse Allotments	01/04/2022	£372.00	£372.00			
241	PC008	Water Trough	Pocket Copse Allotment	01/04/2022	£372.00	£372.00			
242	PC009	Water Trough	Pocket Copse Allotment	01/04/2022	£372.00	£372.00			
274	WG050	WG surfacing - Fibrefall rubber surfacing	Wicks Green Play Area	11/01/2024	£42,668.00	£42,668.00			
276	BP127	CCTV around Parish Office	Benetfeld Road	13/06/2024	£6,673.24	£6,673.24			
280	BP130	Replacement Solar Panels	Benetfeld Road Building	21/10/2024	£3,921.00	£3,921.00			
281	BP131	Mirrors at BCC - 193x125cm with covers	BCC	19/09/2024	£1,320.37	£1,320.37			
Other Totals					£228,887.39	£267,154.46			

Land, Buildings, Vehicle, Plant - Plant

269	BP123	Fujitsu twin-multi air conditioning system	Kitchen	06/07/2023	£1,502.50	£1,502.50			
270	BP124	Fujitsu twin-multi air conditioning system	Kitchen	06/07/2023	£1,502.50	£1,502.50			
Plant Totals					£3,005.00	£3,005.00			

Land, Buildings, Vehicle, Plant Totals £831,897.39 £870,164.46

Office Equipment -

16	BP033	Filing cupboard	Parish Office	01/01/2000	£4,476.43	£1,000.00			£4,476.43
17	BP058	Chain of Office	With Chairman	01/01/2000	£491.68	£491.68			
66	BP036	Projector Sanyo SU-70	Office	23/02/2006	£599.00	£599.00			
94	BP038	Computer keyboards	Parish Office	26/01/2011	£81.66	£81.66			

No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Insurance Value Renewal	Previous Value
109	BP040	Dual Monitor Arms x 2	Parish Office	13/08/2013	£97.96	£97.96		
116	BP059	Induction Loop	Parish Office	01/01/2016	£784.50	£784.50		
126	BP042	Laptop for Admin -	Parish Office	10/04/2018	£383.31	£383.31		
127	BP043	Desktop computers LenovoThinkCentre M710t TWR	Parish Office	10/04/2018	£1,049.98	£1,049.98		
130	BP047	Monitors x 2 Samsung LS19F355 18.5"	Parish Office	14/11/2018	£139.98	£139.98		
131	BP046	Monitors x 2	Parish Office	22/11/2018	£93.32	£93.32		
134	BP048	Laptop for KS HP Probook 450 G4	Parish Office	07/03/2019	£320.81	£320.81		
135	BP049	Viewsonic CDE5510 55" 4K Ultra HD signage display screensx2	Parish Office	19/03/2019	£1,160.00	£1,160.00		
136	BP050	Barco Click Share CS- 100 Screen Controller	Parish Office	19/03/2019	£779.00	£779.00		
139	BP053	Monitors x 2 Viewsonic VA2407H-E3	Parish Office	15/10/2019	£176.66	£176.66		
140	BP054	Monitor Stand Von Haus	Parish (Office Haus	15/10/2019	£24.99	£24.99		
141	BP055	Docking Station for PH	Parish Office	15/10/2019	£79.19	£79.19		
155	BP057	Laptop - HP pavilion 15- cw1500sa 15/6" AMD Ryzen	Parish Office	14/10/2020	£399.00	£399.00		
197	BP037	Laminator	Office	02/03/2020	£76.59	£76.59		
206	BP075	iPhone SE for Parish Warden	With the Parish Warden	15/02/2022	£324.16	£324.16		
271	BP125	Photocopier - Sharp BP60C31FK		26/10/2023	£0.00	£0.00		£0.00
272	BP126	Laptop - HP 15s- fq2570sa 15.6" for AH	Parish Office	21/12/2023	£332.50	£332.50		

No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Insurance Value Renewal	Previous Value
Totals					£11,870.72	£8,394.29		£4,476.43

Office Equipment - Laptop

278	BP128	PH laptop HP 15s-fq5021na Laptop,	BR office and home	29/07/2024	£333.32	£333.32		
279	BP129	PL laptop HP 15s-fq5510sa 15.6" Laptop -		19/11/2024	£374.17	£374.17		

Laptop Totals

£707.49 £707.49

Office Equipment - Monitor

137	BP051	Viewsonic CDE4302 43" Full HD LED Display	Parish Office on lobby wall by hatch	19/03/2019	£308.00	£308.00		
218	BP080	ViewSonic VA2405-H 24-inch Full HD Monitor with VGA HDMI	Office	14/09/2022	£86.24	£86.24		
219	BP081	ViewSonic VA2405-H 24-inch Full HD Monitor with VGA, HDMI	Office	14/09/2022	£86.24	£86.24		
220	BP082	ViewSonic VA2405-H 24-inch Full HD Monitor with VGA, HDMI	Office Benetfeld Road	14/09/2022	£86.24	£86.24		
221	BP083	ViewSonic VA2405-H 24-inch Full HD Monitor with VGA, HDMI	Office Benetfeld Road	14/09/2022	£86.24	£86.24		

Monitor Totals

£652.96 £652.96

Office Equipment - Tablet computer

232	BP094	Allotment Tablet for allotment inspections	Office Benetfeld Road	15/11/2022	£199.00	£199.00		
257	BP112	Lenovo IdeaPad Duet 3 11" 2 in 1 Chromebook	At Cllr's residence Doyle	05/05/2023	£299.00	£299.00		

No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Insurance Value Renewal	Previous Value
258	BP258	Lenovo IdeaPad Duet 3 11" 2 in 1 Chromebook	Cllr's house Leake	05/05/2023	£299.00	£299.00		
259	BP114	Lenovo IdeaPad Duet 3 11" 2 in 1 Chromebook	Cllr's house Furber	05/05/2023	£299.00	£299.00		
260	BP115	Lenovo IdeaPad Duet 3 11" 2 in 1 Chromebook	Cllr's house - Fish	05/05/2023	£299.00	£299.00		
261	BP116	Lenovo IdeaPad Duet 3 11" 2 in 1 Chromebook	Cllr's house Ellis	05/05/2023	£299.00	£299.00		
262	BP117	Lenovo IdeaPad Duet 3 11" 2 in 1 Chromebook	Cllr's house Giles	05/05/2023	£299.00	£299.00		
263	BP118	Lenovo IdeaPad Duet 3 11" 2 in 1 Chromebook	Cllr's house Collett	05/05/2023	£299.00	£299.00		
264	BP119	Lenovo IdeaPad Duet 3 11" 2 in 1 Chromebook	Cllr's House Feazey	05/05/2023	£299.00	£299.00		
265	BP120	Lenovo IdeaPad Duet 3 11" 2 in 1 Chromebook	Cllr's house Beal	05/05/2023	£299.00	£299.00		
266	BP121	Lenovo IdeaPad Duet 3 11" 2 in 1 Chromebook	Cllr's house McLean	05/05/2023	£299.00	£299.00		
267	BP122	Lenovo IdeaPad Duet 3 11" 2 in 1 Chromebook	Cllr's house Meka	05/05/2023	£299.00	£299.00		

Tablet computer Totals

£3,488.00 £3,488.00

Office Equipment Totals

£16,719.17 £13,242.74

£4,476.43

Play equipment -

273	FF069	Albatross Spring Seesaw on FF - M14374-12P	Foxley Fields toddler play area	05/01/2024	£4,702.16	£4,702.16		
-----	-------	--	---------------------------------	------------	-----------	-----------	--	--

Totals

£4,702.16 £4,702.16

Play equipment - Climbing / Balance

56	FF018	Climbing Frame Midi Adventurer RP122	Foxley Fields	01/06/2002	£5,434.00	£5,434.00		
----	-------	--------------------------------------	---------------	------------	-----------	-----------	--	--

No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Insurance Value Renewal	Previous Value
63	SJ019	New World Cairo multi activity frame	Silver Jubilee Field	01/09/2004	£7,579.45	£7,579.45		
74	WG032	Tarzan Walk - SPFE26230	Wicks Green	01/01/2009	£1,020.00	£1,020.00		
75	WG033	Unequal Hurdles - SPFE26300	Wicks Green	01/01/2009	£1,510.00	£1,510.00		
76	WG034	Hang Bridge - SPFE26220	Wicks Green	01/01/2009	£1,390.00	£1,390.00		
77	WG035	Balance Beam - SPFE26210	Wicks Green	01/01/2009	£1,260.00	£1,260.00		
79	WG037	Bloqx - BLX410200 - Climbing blocks	Wicks Green	01/01/2009	£9,520.00	£9,520.00	£0.00	
82	WG040	Dorado - GXY924000-3717	Wicks Green	01/01/2009	£9,080.00	£9,080.00		
277	FF013	NRG Kakum Canopy Walk		24/07/2024	£3,103.53	£3,103.53		

Climbing / Balance Totals

£39,896.98 £39,896.98 £0.00

Play equipment - Fitness

78	WG036	Arm Walk - SPFE26310	Wicks Green	01/01/2009	£2,030.00	£2,030.00		
----	-------	----------------------	-------------	------------	-----------	-----------	--	--

Fitness Totals

£2,030.00 £2,030.00

Play equipment - Other

80	WG038	Supernova Frame - GXY916000-3417	Wicks Green	01/01/2009	£3,660.00	£3,660.00		
85	FF038	Nexus Freeride - NXFRR	Foxley Fields	01/03/2010	£1,710.00	£1,710.00		
86	FF039	Eco Kakuk Canopy Walk EC206S	Foxley Fields	01/03/2010	£1,490.00	£1,490.00		
88	FF042	Yorkshire Stone Stack - CED002	Foxley Fields	01/03/2010	£4,990.00	£4,990.00		

No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Insurance Value Renewal	Previous Value
89	FF046	Eco Giants Causeway EC213S	Foxley Fields	01/03/2010	£865.00	£865.00		
90	FF049	Bark Pits	Foxley Fields	01/03/2010	£2,004.00	£2,004.00		
160	WG048	Cableway COMCAB0003 - SOR023085/SDN023871	Wicks Green	01/04/2021	£9,315.00	£9,315.00		
164	YR029	Mounting set for Swing Beam plus seat and mounts YR	YR Play Area	10/06/2021	£1,313.60	£1,313.60		
165	YR030	Play Unit - Winja - YR	York Road Play Area	10/06/2021	£3,734.40	£3,734.40		
166	YR031	Crawling Tunnel - GFRP iguana inc add on side 95cm	YR Play Area northern side	10/06/2021	£1,016.80	£1,016.80		
167	YR032	Crawling Tunnel - GFRP iguana inc add on side 145cm	YR Play Area southern side	10/06/2021	£1,088.00	£1,088.00		
170	YR035	Play Unit - Bo solo - YR	YR Play Area	10/06/2021	£11,364.00	£11,364.00		
171	YR036	Ball Maze Play Panel FISPMAZE6NGP -YR	YR Play Area	10/06/2021	£433.74	£433.74		
172	YR037	What time is it? Panel - YR	YR Play Area	10/06/2021	£177.91	£177.91		
173	YR038	Kids Compass Panel - FICOMP6-B - YR	YR Play Area	10/06/2021	£127.40	£127.40		
174	YR039	Nature Wordsearch BESPOKE - YR	YR Play Area	10/06/2021	£137.00	£137.00		
Other Totals					£43,426.85	£43,426.85		

Play equipment - Rocker

27	FF019	Spring Horse	Foxley Fields	01/01/2000	£310.09	£310.09		
179	YR044	Bee Rocker - YR	YR Play Area	10/06/2021	£475.68	£475.68		
180	YR045	Ladybird Rocker - YR	YR Play Area	10/06/2021	£475.68	£475.68		

No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Insurance Value Renewal	Previous Value
Rocker Totals					£1,261.45	£1,261.45		
Play equipment - Roundabout								
169	YR034	Satellite Carousel -YR	YR Play Area	10/06/2021	£2,136.80	£2,136.80		
Roundabout Totals					£2,136.80	£2,136.80		
Play equipment - Seesaw								
168	YR033	Seesaw four seater - Golpio - YR	YR Play Area	10/06/2021	£960.00	£960.00		
Seesaw Totals					£960.00	£960.00		
Play equipment - Spinner								
158	FF060	SpinR	Foxley Fields	26/02/2021	£9,000.00	£9,000.00		
Spinner Totals					£9,000.00	£9,000.00		
Play equipment - Surface								
83	WG042	Fire Smart Grass Mat Safety Surface - IMATFIR-1	Wicks Green	01/01/2009	£8,740.00	£8,740.00		
91	FF050	Grass Mats RP400S	Foxley Fields	01/03/2010	£3,276.00	£3,276.00		
Surface Totals					£12,016.00	£12,016.00		
Play equipment - Swing								
64	SJ020	Two Cradle Seat Anti Wrap Swing	Silver Jubilee Field	01/09/2004	£1,009.56	£1,009.56		
81	WG039	Metal Nest Swing - SPME40095	Wicks Green	01/01/2009	£2,650.00	£2,650.00		
149	FF044	Basket Swing - TTS Tember Team Swing	Foxley Fields	20/05/2020	£2,447.00	£2,447.00		
161	YR026	Snake Swiing four-seater - Hydra - YR	YR Play Area	10/06/2021	£4,658.40	£4,658.40		

No.	Ref.	Description	Location	Purchase date	Cost	Current Value	Insurance Value	Renewal	Previous Value
162	YR027	Fourfold Swing - Elon - YR	YR Play Area	10/06/2021	£2,884.00	£2,884.00			
163	YR028	Double Swing Frame - Yanna - YR	YR Play Area	10/06/2021	£753.60	£753.60			
200	FF066	Swing Frame with cradle seat KSW901 - FF	Foxley Fields toddler play area	23/11/2021	£2,191.00	£2,191.00			
201	FF067	Swing Frame with two flat seats KSW902	Foxley Fields toddler play area	23/11/2021	£2,321.00	£2,321.00			
Swing Totals					£18,914.56	£18,914.56			
Play equipment - Trampoline									
87	FF040	Large Trampoline - SUTC019	Foxley Fields	01/03/2010	£5,353.00	£5,353.00			
Trampoline Totals					£5,353.00	£5,353.00			
Play equipment Totals					£139,697.80	£139,697.80	£0.00		
Assets Grand Total					£1,107,024.00	£1,142,071.64	£0.00		£4,477.43



Binfield Parish Council Meeting

Date: Tuesday 11 March 2025

Agenda Item/Title: 8.1 Access Audit Update

Purpose of Report: Decision

1. Purpose

To receive proposals and quotations from companies who can undertake the access audit on parish council managed land and facilities.

2. Decision

- Council is asked to consider the proposals/quotations as presented and decide if they would like to appoint one of the companies to undertake the access audit.
- Councillors are asked to approve that any cost related to the audit is funded from CIL.

3. Information

The following quotations have been received. The full proposals have been circulated to Council ahead of the meeting. All companies to submit a quotation were provided with the same specification. The spec has also been circulated to Councillors.

3.1 Table of Quotations

Contract	Quotation Total
Contractor A	£8,060
Contractor B	£15,662
Contractor C	£6,500
Contractor D	

4. Financial Information

If the Council decide to go ahead with the audit the recommendation is for it to be funded with CIL. The audit directly concerns the Council's intention to improve existing infrastructure while exploring the possibility of adding new amenities for parish residents.

5. Legislation

The Community Infrastructure Levy Regulations 2010

Application of CIL by local councils

59C. A local council must use CIL receipts passed to it in accordance with regulation 59A or 59B to support the development of the local council's area, or any part of that area, by funding—

- (a) the provision, improvement, replacement, operation or maintenance of infrastructure; or
- (b) anything else that is concerned with addressing the demands that development places on an area.



Binfield Parish Council Meeting

Date: Tuesday 11 March 2025

Agenda Item/Title: 8.2 Requests from Foxes Den Café

Purpose of Report: Decision

1. Purpose

To receive a request from one of the Foxes Den Café directors regarding a faulty window and vandalism in the accessible toilet.

2. Decision

- Council is asked to consider the three quotes received for the window replacement and decide whether to approve the purchase of new window.
- If approved, it is recommended that the funding for this be taken from Parish Facilities Reserve
- Councillors are asked to approve the request for FD to place a keypad lock on the accessible toilet.

3. Information

3.1 Window Replacement

The window is used to serve drinks during the spring and summer months. It has been repaired once by one of the parish Council's handy workers.

The following quotations have been received. The full proposals have been circulated to Council ahead of the meeting. Quotes were obtained by Kerrin Batt (FD Director).

Contractor	Quote Details
Contractor A	£718.33 – to replace with a standard opening window
Contractor B	£1011.49 – to replace with a standard opening window
Contractor C	£1150.00 – to replace with a sliding window

3.2 Vandalism in the Accessible Toilet

The below pictures have been sent to the Clerk pertaining to the damage in the toilet. These have not been isolated incidents.





Binfield Parish Council Meeting

Date: Tuesday 11 March 2025

Agenda Item/Title: 8.2 Requests from Foxes Den Café

Purpose of Report: Decision



The Foxes Den would like to fit a lock similar to the one below. Tis will be sourced and fitted by the Foxes Den. There will be no financial cost to BPC.





Binfield Parish Council Meeting

Date: Tuesday 11 March 2025

Agenda Item/Title: 8.3 Request for Flood Lights from BTA

Purpose of Report: Information

1. Purpose

To receive a request for the installation of permanent flood lights on the tennis courts.

2. Decisions

- Does the Council grant permission for the Binfield Tennis Association to apply for planning permission to install permanent flood lights on the tennis courts.

3. Background

Following the May and July 2024 meetings of the Parish Council the below minutes were recorded.

May 2024

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.

July 2024

44.4 Request for Floodlights from Binfield Tennis Association

*After discussion, a way forward was **AGREED**. A meeting with the BTA would be requested at the beginning of August.*

Councillors requested an informal meeting to discuss the proposal. A meeting was held on Sunday 16th June 2024. The following people were present.

Councillor Hilary Doyle (BPC), John Pascoe (BTA), David Harper (BTA), Trevor Kotchie (BTA).

Points raised by BTA representatives at the meeting were as follows.

- **Playing Time Limitations**

BTA hired temporary floodlights over the winter months which provided 150 people with playing time when the lights were on.

Following the removal of the lights, the association consulted with residents around Foxley Fields. BTA reported that most residents were in favour of the lights. Other comments received by BTA are as follows.

- Some residents commented on how safe they felt when walking at night because of the additional ambient light on Foxley Fields.
- Other comments concerned the reduction in anti-social behaviour when the lights were on.

BTA informed Cllr Doyle that the temporary floodlights are situated too low off the ground and direct their light across the courts. Permanent lights would solve this problem as they will be much higher and direct light towards the ground.

- **Requesting Planning Permission**

BTA are aware that they need permission from the Council before they can apply for floodlights. An energy supply to power the lights will be required and factored into the request for planning permission.

It is proposed by BTA that the lights are on until 9.00 pm during the Autumn, Winter and Spring seasons. BTA are also requesting a water supply (tap) be installed in the courts to assist with power washing and maintaining the courts.



Binfield Parish Council Meeting

Date: Tuesday 11 March 2025

Agenda Item/Title: 8.3 Request for Flood Lights from BTA

Purpose of Report: Information

- **Other Court Improvements**

BTA would like to purchase an additional storage unit, a new internal notice board, score boards for tournaments and equipment to help deal with moss. BTA advised that moss removal and pressure washing will extend the life of the court surface. *

- **Encroachment of Trees**

BTA representatives commented that the trees along the far side of the courts are contributing to the destruction of the courts mainly due to the encroachment of branches and foliage reducing light.

The association would like permission to trim the trees to help improve light. **

*Note: BTA have arranged for the storage box, noticeboard and scoreboard to be installed.

**Note: The trees were trimmed in January 2025.

4. Information Update

The Council formed the Binfield Tennis Association/BPC Liaison Group who had their first meeting on the 18th February 2025. Notes from the meeting have been circulated to Councillors ahead of the Council meeting.

BTA have supplied supporting documentation for the application. This document follows this report.

5. Legal Implications

BTA are complying with the lease agreement by requesting the landlord's permission before making a planning application.

Clause 10 of the Fourth Schedule in the lease agreement states the following.

(10) Not to erect any building or other structure on the Demised Premises without the Landlord's written permission.

Consultative meeting between Binfield Tennis Association and Binfield Parish Councillors to discuss Floodlights

4th-June 2024

BTA's Information Document submitted to the Council summarised the significant development and improvement of the tennis club, which is in line with the overall aim of greater court utilisation and encouraging inclusivity. Over the past 12 months we have seen a 30% increase in court usage with many more local residents enjoying playing tennis (100 families, 150 adults and 120 juniors).

The case for installing permanent floodlights:

- **Greater use of the excellent courts during the winter months** (the recent use of the mobile, battery operated lights allowed 150 players a week to play when they wouldn't otherwise have had the opportunity. This is proof that there is a significant appetite within the community to have increased playing hours after daylight)
- **Extending the school coaching programme after school hours** (there is a need as the curriculum is tightly timetabled), which is well established and in its third year
- **Coaching in the evenings** which will target members who have work commitments during the day
- **Social tennis**, members have expressed a desire for evening sessions, and again allows play after work commitments
- **Inclusivity** – in terms of competing in Berkshire winter league tennis
- **Wider use and support for a range of community events**
- **Enhanced wellbeing** – making tennis available for longer hours throughout the year is aligned to enhancing both physical and mental wellbeing in the community

The club's commitment to the local community and inclusion and diversity is demonstrated by the following events

- 24th March - Open day to recruit new members of all ages and abilities
- 29th March - Easter Egg Hunt with over 100 children taking part and lots of support by local businesses
- 21st April - Davis Cup Day, which was a huge event raising over £1,000 to assist in the development of the club's link with the Kings Academy to support SEN students
- 12th May - Junior Road to Wimbledon, with 20 boys and 8 girls took part in this LTA event
- 19th May – BTA provided safe marshalled cycle parking for participants in the Binfield 10k community event enhancing wellbeing & environmental issues
- September – Rainbows, Brownies and Guides Event. 70 girls will access free after school coaching. This group has been specifically targeted to address the LTA aim of getting more girls into tennis.

To come:

- 9th June - BTA Family Tournament
- 30th June - Berkshire County under 8 Grand Prix
- 7th July - Wimbledon Pimms and Strawberries event in conjunction with Foxes Den
- 22nd September - BTA's annual Charity Tournament and fundraising for The Thames Valley Air Ambulance

Communication and consultation

- As conveyed in our paper, BTA are committed to continuing to inform members and local residents of all the exciting events and playing opportunities. We reach out through Social Media (our Website, Twitter, Instagram, WhatsApp groups), the BTA Newsletter and notice boards outside the courts and in Foxes Den. We also liaise closely with Binfield cricket and football clubs.
- BTA's aim is to ensure the community can make use of the excellent facility for extended playing hours that will benefit the community as a whole. Providing a safe environment for both members, players, also residents that will feel safer after daylight hours and reduce the risk of vandalism.

Our consultation with local residents re the floodlights is well documented and will continue.

Binfield Parish Council

Risk Register

Categories of risk

1. Financial - loss of money, fraud, theft, embezzlement, value for money
2. Property – damage to property
3. Legal – breaking the law or being sued
4. IT – failure of IT systems or misuse
5. Reputational – actions harm the council’s public reputation
6. External areas and activities – covering our management of the open spaces
7. Parish Office – walk through of the building
8. The Foxes’ Den – high level assessment of the community café operation
9. Binfield Community Centre – covering our management of the centre

Likelihood

Highly Likely (3)

Possible (2)

Unlikely (1)

Risk assessment matrix

	Medium (3)	High (6)	High (9)
	Low (2)	Medium (4)	High (6)
	Low (1)	Low (2)	Medium (3)
	Negligible (1)	Moderate (2)	Severe (3)
	Impact		

Reviewed by	Risk Review/Policies/Documentation/Strategy Working Group
Members	Cllrs Day, Dover, Doyle, Leake, McLean, Meka and the Clerk
Approval required by	Council
Last Approved and adopted	Council Meeting – 8 August 2023
Notes:	
Next Review Date:	September 2025

ADOPTED:
REVIEWED:

1. Financial

Risk no.	Description	Impact	Likelihood score	Impact score	Risk rating	Mitigation
1.1	Precept insufficient for budgeted activity	The council has insufficient income for the forthcoming year	1	2	2	Budgeting process held once per year through the Council meeting cycle, from October to January. Projected spend presented monthly and regular budget reviews throughout the year
1.2	Loss of cash through theft or dishonesty (fidelity guarantee)	The council loses income and assets	1	2	2	Fidelity Guarantee up to £500,000 in place.
1.3	The council does not identify its risks	Financial, criminal or reputational loss.	1	3	3	Annual review of risks. Insurance cover in place. Risk assessment for every event. All risks or concerns are notified to the next appropriate committee. Any urgent actions are carried out immediately using appropriate delegated authority as specified in JDs, STOs and Fin Regs.
1.4	The council is not insured adequately	Financial, criminal or reputational loss.	1	2	2	Insurance cover reviewed annually by RFO and insurance broker.
1.5	Failure to correctly award contract for services or the purchase of capital equipment.	The council does not award contracts correctly (with the correct type of contract) resulting in financial or reputational loss to the council.	2	2	4	Standing Orders and financial regulations reviewed annually. Professional guidance sought before major contracts (> £25,000) are put in place; follow Procurement Guidance as set out in NALC LTN 87. All Contracts > £25k will be put on Contract Finder. Guidance from solicitors where appropriate
1.6	The council does not act legally and exceeds its powers.	The council risks financial and reputational loss.	1	3	3	Section 137 expenditure regularly monitored. Councillor appointed as Internal Controller Internal Auditor in place. All officers trained to at least ILCA level. Clerk trains to CILCA. Officers trained in Procurement and Financial Regs updated with appendices to show process. SLCC and NALC membership in place for advice and information. Solicitors available on a query-by-query basis Two external reviews completed – LCC review of Governance and Locality with community engagement (Feb 2020). Council strategy in place
1.7	Financial Activity does not match information reported.	The council does not know of activity undertaken and risks financial loss	1	2	2	Internal Controller and Internal Auditor in place with regular checking of financial activity. Including fraud checking. Two Councillors sign off monthly payment list: online payments only, Review and testing of arrangements to prevent and detect fraud and corruption. Undertaken by both Internal Controller and Internal Auditor.

ADOPTED:

REVIEWED:

						Password protection for internet and telephone banking and all payments authorised by 2 Councillors. Debit card transactions checked monthly.
1.8	Contracts are not reviewed annually.	The council does not achieve value for money or works are not carried out correctly.	2	2	4	Open Spaces contract operate on a rolling basis (monthly). Quarterly reviews in place to ensure work carried out as agreed. High quality specifications for all work undertaken to enable verification to take place.
1.9	Failure to adhere to codes of practice for procurement and investment	Financial loss to the council.	1	2	2	Covered by Standing Orders and Financial Regulations; Professional advice sought on larger projects. Investment strategy reviewed annually. Any grants funded from CIL to third parties subject to a legal agreement (see 1.6).
1.10	Failure to regularly reconcile bank accounts.	The council is unaware of its financial position. Financial loss to the council.	1	2	2	Monthly check performed by Internal Controller and a quarterly report to Council on all accounts to ensure reconciliation has been completed. Annual review by Internal Auditor.
1.11	The council does not scrutinise income or expenditure.	The council is unaware of its financial position. Financial loss to the council. Risk of reputational loss.	1	3	3	Monthly scrutiny of financial records and proper arrangements for the approval of expenditure by Parish Council- Internal Controller verifies processes selected from a list
1.12	Salaries and contributions are not paid correctly.	The council risks reputational and financial loss; impact to staff	1	2	2	Staff Salaries calculated by a contracted payroll service Overtime agreed by the Clerk or, by the Council for the Clerk on a quarterly basis. Pension calculations checked annually. All items checked by Internal Auditor. In event of a meeting postponed all salary related payments authorised by Clerk and retrospectively approved.
1.13	The council fails to review contracts of employment for all staff and does not take account of any changes in relevant legislation.	The council risks financial and reputational loss.	1	2	2	All staff contracts reviewed annually by the Clerk. Any change in personnel triggers a review of employment contracts. SLCC/NALC provide employment advice via either Go to Advice or Legal Topic Notes. Contracts available on day 1 of employment.
1.14	Council does not claim back appropriate VAT	The council risks financial loss.	1	2	2	Financial regulations set out requirements. VAT returns submitted online quarterly. Internal Controller checks records monthly; Internal Auditor checks Annually.
1.15	Council does not charge appropriate VAT	The Council risks being fined.	1	2	2	VAT returns submitted online quarterly. Internal Controller checks records monthly; Internal Auditor checks Annually.
1.16	The council fails to make required submissions to	The council risks being fined.	1	2	2	HMRC records created by contracted out payroll service.

ADOPTED:

REVIEWED:

	HMRC and/or Berkshire Pension Fund.					Council meetings are held on 2 nd Tuesday of each month to ensure payments can make the agreed date with HRMC and BPF to avoid financial penalty. In event of a meeting postponed all salary related payments can be processed, authorised by Clerk and retrospectively approved. See 1.12
1.17	The council does not monitor its budgets adequately.	The council is unaware of its income or expenditure against targets set. Financial loss to the council.	1	2	2	Regular budget monitoring statements & projections prepared by RFO and presented to Council at monthly meeting. All changes to budget are supported by a minuted RESOLUTION
1.18	The council does not monitor income – grants (e.g. S106), CIL or loans correctly.	Financial loss to the council.	1	2	2	All loans discussed and approved by Parish Council, and this is reflected in the Financial Regulations. CIL income and spending is reported through both Council and Planning Committee. CIL is part of the year end process, shared with both Auditors and BFC and put on website. £10k lottery funding received to support accessibility of the building. Allocated in separate budget heading to ensure ringfenced for the appropriate items. All expenditure to be approved by Council. £60k S106 received for York Road.
1.19	Minutes of meetings are not properly kept	The council risks reputational damage. Risk of illegality of decisions.	1	2	2	Minutes properly numbered and paginated with a master copy kept in safekeeping – both online and hard copy. See also Risk 1.6 – action to record legal powers with Minutes where appropriate. External checks of process carried out (LCC Governance review and Internal Auditor). Minutes are approved as a correct record at the next meeting of full council.
1.20	Lessees do not pay invoices (for rent or other charges) in accordance with lease/management agreement See also risk 3.6	The council risks financial loss	1	3	3	Lease and management agreement in place and reviewed annually. Issues to Amenity and/or Council. Any breach of the lease reported to Council. Legal advice from external company. Foxes Den Governance Sub Committee meeting quarterly Monies held in reserve in event of non-payment of rent and building maintenance/equipment repair.
1.21	The parish council does not achieve value for money throughout its expenditure	Wasteful use of limited resources; risk of complaints from residents; risk of notification from Internal Auditor or Auditor	1	1	2	Council Financial Regulations in place and reviewed annually Committee and working group terms of reference for all standing committees and working groups Grant and CIL policies in place and reviewed annually
1.22	Insufficient funds to cover an unplanned election	Impact to other reserves which could prevent other activities from happening, and/or negative	1	3	3	Annual additions made to reserve account. Additional reserves cover shortfalls if election held out of cycle.

ADOPTED:

REVIEWED:

		impact to the reputation of the parish council				
1.23	Failure to spend, or inappropriate spending of CIL results in funds being returned to BFC	Lost opportunity to create lasting value for the parish/residents.	1	1	1	CIL tracker records date income received, and all funds spent as received. CIL policy in place and reviewed annually. Council strategy in place.
1.24	CIL is used in a way that does not deliver lasting value to residents	Lost opportunity to create lasting value for the parish/residents.	1	1	1	Locality project gained input from the community as to the kinds of projects residents would like to see. CIL Policy in place and reviewed annually. Council strategy in place
1.25	Admin errors in tender documentation being supplied to contractors	Increased financial impact on the budget.	3	2	6	Tender documentation to be reviewed by Clerk, RFO and one other prior to distribution. Council to approve documentation prior to circulation. Submitted tenders to be reviewed by officers and Councillors as per Standing Orders & Financial Regulations.

2. Property

Risk no.	Description	Impact	Likelihood score	Impact score	Risk rating	Response
2.1	Parish Council building - the loss of, or damage to: 2.1.1 The Parish Office	The loss or damage to buildings or assets will affect the council's ability to carry out its business	1	3	3	Parish Council owns the Parish Office land lease expires March 2091. Offsite copy held of all legal documents; all documents and emails are accessible through Office365 in a password protected system on the cloud. Building and Contents insurance in place Security and processes in place for the building. Fire safety systems, checking processes and firefighting equipment in place and documented in separate fire risk assessment reviewed annually each November. Alarm system in place, key holder policy in place and all key holders documented whether permanent (staff/cleaning contractor/Foxes Den) or temporary (hirers of the facilities) Camberley Fire and Security to check both security and fire alarm systems twice annually.
2.2	Parish Council building - physical assets owned by the council – furniture	Assets may be unusable or unsafe and cannot be accessed. Financial loss to the Council.	2	1	2	Building and Contents insurance in place Assets used by officers in their home covered by insurance

ADOPTED:

REVIEWED:

	and other assets may be damaged or stolen.	There would be a short-term impact, which could affect delivery of service				
2.3	Loss of or damage to other physical assets owned by the Council (e.g. play equipment, benches, bins etc)	Assets may be unusable or unsafe and cannot be accessed. Financial loss to the Council. Risk of injury to users. There would be a short-term impact, which could affect delivery of service	2	2	4	All physical assets listed on asset register and covered by insurance The publicly accessible Defibrillator (at the library) is checked weekly by the Parish Warden The Data Logger is moved, charged and refitted by the Parish Warden. Rolling Maintenance programme of all Parish Assets to maintain equipment and replace regularly which feeds into budget process. Handyman assists with identification of problems. All assets checked annually.
2.4	Ownership of Trees	Damage caused to or by trees which endangers public safety or causes legal nuisance to others.	2	2	4	Parish owned Trees inspected every other year by an independent and qualified tree assessment provider. Specific tree assessments requested if problems reported outside the tree survey. Subsidence claims investigated by insurance provider Tree Management policy in place. Following unauthorised traveller encampment, full check of open space made.
2.5	Failure of security for vulnerable buildings, amenities or equipment.	Buildings, amenities or equipment may be damaged or stolen preventing use or access.	2	2	4	Buildings and contents insurance in place One security alarm system in place. List maintained of key holders Key Holder policy in place Room Booking policy in place Main working office has a separate coded lock with number known only to office staff and the cleaning contractor. All password and alarm system codes changed quarterly Alarm system checked weekly Emergency lighting and disabled alarm checked monthly Service contracts for fire and security alarms in place Annual inspection of fire safety equipment in place Annual PAT testing Annual boiler service Lone Worker policy in place
2.6	Failure to maintain buildings, amenities or equipment.	Buildings, amenities or equipment may breakdown or be unsafe to use or access.	1	2	2	Health and Safety policy in place Risk assessment for building (see section 7) Parish Warden and Handy Workers update on issues around Parish. Parish Warden carries out weekly checks on all play equipment. Plan and budget for ongoing maintenance on an annual basis.

ADOPTED:

REVIEWED:

2.7	Cash on site could be attractive as a theft target	Theft, damage to equipment and risk to staff	1	2	2	Minimal cash on site at any time – for office only once per year for allotment rents; Foxes Den remove cash daily and a high percentage of transactions are by card.
2.8	Unauthorised traveller encampment	Damage caused to land or assets due to an unauthorised traveller encampment; costs incurred.	1	3	3	Unauthorised Traveller Encampment policy in place Financial regulations (no. 4.5) in place Annual inspections to check sites vulnerability
2.9	Failure to verify work undertaken by contractors or suppliers.	The council does not know of work undertaken by contractors or suppliers or its outcome.	1	2	2	Open Spaces quarterly plan in place Parish Warden makes weekly checks Invoices paid following verification by Clerk or RFO Regular updates to Council

3. Legal

Risk no.	Description	Impact	Likelihood score	Impact score	Risk rating	Response
3.1	Legal liability as a consequence of asset ownership (public liability)	The council is involved in a legal case that may lead to financial or reputation loss.	2	1	2	Current policies give the following cover under heading of Legal Liabilities: - Employers Liability £10m - Public and Products Liability - £10m - Hirers Indemnity £5m - Commercial Legal Protection - £100,000 - Officials Indemnity - £500,000 - Liable and Slander - £250,000
3.2	The risk of damage to third party or individuals as a consequence of the council providing services or amenities to the public (public liability)	An insurance claim may be made against the council	2	2	4	All amenities and public open spaces, managed by the Parish Council are covered by public liability Risk walks are carried out at least once per year. Playgrounds visited and safety checked once a week by Play Area Warden, equipment checked, and rubbish removed. Small jobs undertaken when identified, for example change swing shackles or adjust gate hinges. Written records made and filed. All equipment insured. Annual playground inspections undertaken and results acted upon. Parish Warden and handy worker receive relevant training Open Spaces contractor attends to all basic maintenance with additional tasks assigned as required Financial regulations (no 4.5) in place Tree Management policy in place

ADOPTED:

REVIEWED:

3.3	Legal liability as a consequence of an event (public liability)	The council has to fight to a legal case that may lead to financial or reputation loss.	2	1	2	A risk assessment carried out for each event. An event owner is assigned. All third parties booked for events are asked to supply their own risk assessment and a copy of their PLI (if a centralised event these documents may not be shared with BPC, e.g. in case of Summer of Fun).
3.4	Failure of professional services employed by the council or lessee of the Council	The council may use unqualified or insufficiently qualified professionals leading to loss.	1	2	2	The council use properly accredited professionals who have partnered other towns and parishes or appear on approved contractor lists from SLCC or NALC; or have sought recommendation, proposals and quotes from 3 providers for any advice. Advice service from both SLCC and BALC regularly used as first port of call for advice. Professionals should have in place professional indemnity insurance. Clearly defined roles and responsibilities to be documented and available to the public for lessee/BPC arrangement (e.g. Foxes Den) Take up references for all contractors employed by Council if appropriate.
3.5	Loss of Clerk or RFO	The Parish Council may be unable to undertake all duties and responsibilities in a way that is compliant with current legislation	1	4	4	The council is insured for loss of key personnel for up to 26 weeks. A locum clerk may be available through contact with SLCC or BALC. Other key personnel are aware of major projects and workflows. All inbox and documents are accessible to key staff. Open Actions Log reviewed regularly by staff. Processes are being documented and made accessible to all staff.
3.6	Unexpected closure of Foxes Den CIC	The parish council could be affected by financial risk (payment of rent); reputational risk;	2	2	4	Quarterly governance meetings to ensure the Council is forewarned of any issues and regular dialogue between the office and CIC Directors. Regular dialogue between the Clerk and Director of FD during the public health crisis to ensure clear communications back to council.
3.7	Adhering to grant regulations	The parish council does not adhere to rules or conditions linked to grant awards	2	2	4	The Parish council should satisfy itself that any works linked to a grant received satisfy the conditions of the award. This could prevent future awards being made.
3.8	The Council doesn't adhere to Accessibility legislation for physical or digital activities.	Possible prosecutions under: Equality Act (2010) (including the public sector equality duty) Health and Safety at Work Act (1975), Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018	3	3	9	Building: Wheelchair accessible through all parts of the building (office, corridors, meeting rooms) since parish office building upgrade. Hearing coil installed in main meeting room and community space. Hearing Loops provided in café and office reception. Moveable tables provided. Two TVs provided in meeting room for presentations/meeting document display – print enlargeable if required. Looking at methods of providing information for visually impaired people in meetings

ADOPTED:

REVIEWED:

		<p>Complaints arising from accessibility regarding physical and digital access to the parish council and its documents</p> <p>Reputational damage</p> <p>Injuries arising from unsafe access to the parish building and internal rooms for people with disabilities</p>				<p>Pathway improvements to main entrance and café increase space for wheelchair users to access the building.</p> <p>Automatic doors have been installed on the parish building.</p> <p>Documents & Communications</p> <p>New website compliant with Government accessibility regulations.</p> <p>Large print documents available on request.</p> <p>Open Spaces</p> <p>DDA compliant gates have been installed on the Foxley Fields Toddler Play area in 2022.</p> <p>York Road play area includes accessible swing (basket) and picnic table with accessibility for wheelchair users.</p> <p>Allotments at RR – adding an accessible path 1.5m wide close to disabled parking bays added.</p>
--	--	---	--	--	--	---

4. IT

Risk no.	Description	Impact	Likelihood score	Impact score	Risk rating	Response
4.1	Business continuity	Loss of Parish Office would restrict access to documentation	2	2	4	All files are electronically stored and accessible in the cloud. A copy of all leases is held offsite at Clerks home. A hard copy of Minutes is maintained as well as copies of approved minutes on the parish website (separate to the Office 365 cloud copy) Positive Computing are contracted to supply a help desk service in event of any difficulties.
4.2	The council risks losing files and data	The council is unable to carry out its business and regulatory requirements.	2	2	4	All files are stored in the Office365 system which is cloud hosted with a separate cloud back up Edge financial data is stored via Edge in a cloud. Legal documents – a full copy of all leases is held offsite at the Clerks home. Positive Computing are contracted to supply a help desk service in event of any difficulties.
4.3	Access to council 's data subject to GDPR by a non-authorized person or for inappropriate purposes.	Council data is accessible to non-council staff	1	2	2	Passwords are in place to access computers, datafiles, and finance systems. Data protection policy in place Data Protection officer in place An IT policy will be produced to support this - outstanding .
4.4	Accessing full Electoral Roll data	An offence may occur if data is not used correctly	1	3	3	The data is password protected and can only be accessed with the authority of the Clerk.

ADOPTED:

REVIEWED:

5. Reputational

Risk no.	Description	Impact	Likelihood score	Impact score	Risk rating	Response
5.1	Ad hoc provision of amenities/facilities for events to local community groups	Reputational damage to the council if associated with a dangerous, illegal activity	1	2	2	New policies now in place – open spaces usage and parish office facilities usage. Facilities are booked through the Office. The policies give notice of any byelaws (e.g. Foxley Fields no BBQs or vehicles) and a reminder given that users are responsible for any litter. Checks on activities to be undertaken are made at the time of booking. If a commercial provider (e.g. for an exercise class) evidence of PLI is sought. Charges are made for room bookings in line with the parish office charging schedule (updated version approved in March 2021)
5.2	The council does not respond to enquiries from the public	The council risks reputational damage.	2	2	4	Verbal enquiries dealt with at the time and recorded if considered important. E-mail and other mail dealt with and filed; process agreed with staffing flows – Admin Officer to own inbox and forward all emails to relevant person; master correspondence list kept and circulated weekly to all members who can ask for further info or for an item to be added to an agenda. Councillor drop-in sessions – issues recorded by councillor and distributed to parish office and councillors by email
5.3	The council fails to handle documents correctly.	The council risks reputational damage.	1	2	2	Policies are now in place in line with GDPR legislation. These cover the management, retention, transfer and disposal of data. All staff are briefed on their responsibilities in accordance with these policies
5.4	Members are unaware of the Council's policy regarding declarations of interests and the receiving of gifts and hospitality	The council risks reputational damage.	1	3	3	Recording and monitoring members' interests, gifts and hospitality received undertaken by Clerk. Code of conduct, Standing Orders and Financial Regulations are all reviewed annually by Council. New Councillors joining part way through a year/term are all issued with a copy of these key policies. Gifts and/or hospitality of £25 or over should be recorded in a register kept by the Clerk as required by the Code of Conduct.
5.5	Members or employees do not behave to the standards expected	The council risks reputational damage.	2	3	6	Revised code of conduct for Members re-adopted May 2021; little mitigation can be carried out as a member cannot be forced to resign. Grievance and Disciplinary policies are in place and reviewed annually by the Staffing Committee.
5.6	Loss of Clerk or other staff	The council risks reputational damage.	1	4	4	The council is insured for loss of key personnel for up to 26 weeks. A locum clerk may be available through contact with SLCC or BALC. Other key personnel are aware of major projects and workflows. All passwords should change when a member of staff leaves to prevent

ADOPTED:

REVIEWED:

						unauthorised access (e.g. to social media sites and remote cloud access of documents)
5.7	Negative issues arising from the lease agreement with Foxes' Den see also Risk 3.6	The council risks reputational damage.	1	2	2	Quarterly management meetings take place to resolve any contractual issues.

6. Open Areas, Equipment and Activities

Risk no.	Activity or Equipment	What could happen?	Likelihood score	Impact score	Risk rating	Response
6.1	Play Equipment – Foxley Fields (x2), Wicks Green (x2) Silver Jubilee (x1), York Road (x1),	<p>Risk of injury from use of play equipment if not maintained in a safe condition</p> <p>Risk of vandalism or other harm caused to play equipment which could cause issues such as injury or prevent use of equipment</p>	1	3	3	<p>Play equipment checked weekly by Parish Warden and issues reported to office; action taken to repair or replace with closure of equipment if required (including temporary removal)</p> <p>Annual check of all play equipment and any item marked as Medium or High Risk is recorded and an action plan put in place</p> <p>Parish Warden and Handyman both completed playground check training</p> <p>Ensure Handyman completes check at least 2 times per year in case PW misses anything</p> <p>Checks include surrounding surfacing, overhanging trees etc as well as the equipment itself</p> <p>Any anti-social or criminal (suspected or proven) activity (broken glass, deliberate damage) is reported to the neighbourhood policing team</p> <p>Risk Walks occur bi-annually going forward for the larger spaces, and annually for the smaller areas. Utilise handy workers to remedy issues identified or, if appropriate as major tasks, seek approval from Amenity Committee to bring in contractors.</p>
6.2	Outdoor Assets – Bins, Benches, Bus Stops & Signage	<p>Risk of injury (splinters, trip hazard, minor cuts etc) if outdoor assets are not well maintained</p> <p>Risk of Vandalism or other damage to equipment which in turn could cause injury</p>	1	2	2	<p>Assets are checked throughout the year by both Parish Warden and Parish Handy workers. Damage caused by weather is routinely inspected, cleaned and/or repaired. Risk Walks used to identify issues on an ongoing basis.</p>

ADOPTED:
REVIEWED:

6.3	Open Space Contract activities – grass cutting, hedge trimming/cutting, managing shrubbery	Risk of injury to both public and contractors if sensible precautions not put in place	1	2	2	All contractors who carry out work for the Parish must have PLI insurance to a minimum of £5m, except the Parish Handy workers who carry out low risk maintenance tasks All contractors are expected to carry out work in a safe manner towards both the public and their employees with the appropriate use of protective equipment and the right tools for the task at hand; Regular spot checks, ensuring work areas are left in good condition after a task complete and regular management meetings (quarterly) to plan in required works. Any chemicals used are logged and reported to the office. Roundup is the only chemical approved for use in open spaces by the approved contractor (SCS).
6.4	Water Features – Balancing Pond between Wicks Green & Silver Jubilee field	Risk of injury or drowning to public if signs are disregarded	1	3	3	Signage in place to warn of danger Signage kept clear of overgrowth to ensure always clear of growth and visible from both sides
6.5	Litter Picking	Risk of injury if involved in litter picking – glass or other dangerous item or from a collision with bikes or vehicles.	1	3	3	Parish Warden always wears high vis garment – volunteers also asked to wear high vis Gloves provided to warden – plastic gloves provided to volunteers Litter pickers and hoops to avoid bending/straining to reach items Sensible safety guidelines given to volunteer groups Children always properly supervised by either parents or group leaders (e.g. Brownies or Cubs). Sponsor a Street initiative now underway with circa 35 volunteers. Some volunteers are under 18 (DoE participants) however, the task (litter picking) is age appropriate and where under 18 a parent is always included on an exchange of emails about the activity.
6.6	Allotments, Red Rose and Pockets Copse (other sites as added)	Risk of injury to allotment holder	1	2	2	Use of allotments is at allotment holders’ own risk – they provide all equipment and must maintain their allotment to prevent injury or accidents. Rules reviewed annually. The allotment sites are for tenants only, via gates which have a keypad entry. Allotment rules forbid fires on any part of the allotment spaces.
		Risk of vandalism	1	2	2	
		Risk of Fire	1	2	2	
6.7	York Road Parking	Risk of injury from falling if fence is climbed	1	2	2	Fences around car parking is on top of wall at head height. Not easy to scale.
		Risk of vandalism	1	3	3	Parking is away from the road in the open space. Unlikely as a vandalism target.

ADOPTED:

REVIEWED:

7. Parish Office

Risk no.	Activity or Equipment	What could happen?	Likelihood score	Impact score	Risk rating	Response
7.1	Main working office	Trip hazards, electrical issues, health issues related to workstations. Theft of personal items belonging to staff.	2	2	4	The larger work area includes a good amount of circulation space and sufficient storage for files and other items to prevent items having to be stored on the floor. Each staff member has a locked pedestal for personal items; the office is secured by a code locked door when not occupied and is not in a public area. All electrical equipment tested annually. Flooring visually checked by staff for wear/tear and trip hazards.
7.2	Hallway	Trip hazards Scalds from radiator	1	1	1	Sufficient circulation space to avoid issue from radiators and centrally controlled thermostat to avoid these getting too hot. Flooring visually checked by staff for wear/tear and trip hazards. Post pandemic, increased ventilation and circulation space may be recommended.
7.3	Foxley Meeting Room	None identified				Flooring visually checked by staff for wear/tear and trip hazards
7.4	Council Meeting Room	Trip hazard when/if using projector and screen in this space Injuries arising from moving heavy furniture	1	1	1	New tables added to reduce risks of moving around. Flooring visually checked by staff for wear/tear and trip hazards
7.5	Resource Room	Burns and scalds from microwave, kettle and coffee maker; burns/scalds from hot water tap or radiator; injury from broken glass	2	1	2	Only available to staff and those who are using the meeting room facilities. Appropriate signage is in place. Firefighting equipment is in place. Sufficient storage to enable items to be put away and keep work surface clear. Sufficient space to move around to avoid radiator
7.6	Upper storage deck	Trips and falls on stairs, fire risk if working upstairs, injuries arising from carrying heavy items up/downstairs	2	2	4	Staff briefed to carry items carefully and only what can be safely handled in one trip. If any member of staff is going upstairs for more than a few minutes the secondary escape stairway MUST be lowered into the meeting room.
7.7	Storage Area (accessed externally)	Injuries arising from items falling	2	2	4	Storage shelves fitted January 2019. Half of storage is allocated to Foxes'-Den. Key only available to BPC employee and Foxes'-Den team. Smaller items stored on shelving; large and heavier items stored on flooring.
7.8	Cleaners Cupboard	Burns from chemicals	1	2	2	Door locked, key in working office. Chemicals only used by Cleaning contractors who are fully insured/trained in usage

ADOPTED:

REVIEWED:

7.9	Staff WC facilities	Burns/scalds from hot water or radiator	1	1	1	Sufficient signage in place, enough circulation space to avoid issue from radiator.
7.10	Reception Area	Slips or falls due to wet floor Electric shock due to uncovered sockets Knocks and bumps to children in open space Knocks and bumps on windows/glass sliding doors/window ledges Security alarm panel or fire alarm panel interfered with causing issues to the security/safety of the building	3	1	3	The security panel and fire safety panel have daily visual checks when employees enter and leave the building. Annual service plan with Camberly Fire and Security.

8. The Foxes Den

The community café is leased in its entirety to the Foxes' Den Community Interest Company. They have responsibility for the daily operation of the café, servery area, public toilets and community kitchen, as well as an outdoor patio area and the community garden. They will carry out their own risk assessment for their various activities which involve operating as a café (preparing and serving of food), running community activities when the café is open or after hours and private hire to users which could include individuals, community groups and commercial businesses. This risk assessment is an overview of items that the parish council retains responsibility for.

Risk no.	Activity or Equipment	What could happen?	Likelihood score	Impact score	Risk rating	Response
8.1	Community café leased to Foxes Den which includes the following spaces: Main café area, Kitchen Craft area Servery Publicly accessible toilets. The parish has responsibility for: an even floor surface; doors and windows;	Injury resulting from faulty sockets Trips resulting from damage to flooring Loose fittings (e.g. basin) could result in injury Faulty heating system could result in burns or scalds Injury from fire if inadequate fire protection measures in place. In event of fire, if alarm doesn't go off or firefighting equipment is faulty a more serious outcome may result.	1	2	2	Annual electrical inspection Monthly visual checks of flooring and doors/windows Annual servicing of security alarm and fire alarm systems; annual inspection of firefighting equipment including extinguishers and fire blanket. Weekly testing of the fire alarm system Monthly testing of security lighting system. Good communication between parish office and FD management to spot any issues early.

ADOPTED:

REVIEWED:

electric sockets; fire alarm and firefighting equipment; security alarm system; heating system; fittings in toilets (e.g. basin, toilet, hand dryers).					
--	--	--	--	--	--

9. Binfield Community Centre

The Parish Council signed a lease and financial agreement in January 2024 to take on the management of the community centre located with the new Binfield Health and Community Centre, located on Wood Lane, Binfield. The building is owned by Bracknell Forest Council who act as landlord to BPC and Binfield Surgery.

Risk no.	Activity or Equipment	What could happen?	Likelihood score	Impact score	Risk rating	Response
9.1	BPC are responsible for the management of the Community Centre areas of the Binfield Health & Community Centre. The Parish Council has responsibility for two meeting rooms, a multiuse fitness room, main hall with large kitchen and office space. A centre manager has been employed by the Council to manage bookings and centre operation. The Council has £100,000 in reserve to offset any losses which may occur in the first 5 years of operation. A further £100,000 will be paid to BPC at year 5, unless the break clause is activated.	The centre's operational costs exceed the income from room bookings over the 30-year lease period. This may result in the PC increasing the precept or using CIL monies (if available) to keep the centre operating.	2	2	2	The Council should review hiring fees on an annual basis so that the operational costs of the building are covered. Clerk to analyse centre utilisation percentages
9.2	All rooms for hire	Trip hazards Injury from doors	1	1	1	Flooring visually checked by staff for wear/tear and trip hazards. All doors have hinge guards.

ADOPTED:

REVIEWED:

9.3	Swift and Robin Meeting Rooms	Trip hazards Damage to property (walls, chairs, tables) Damage to AV equipment (TV screen)	2	2	4	Flooring visually checked by staff for wear/tear and trip hazards. BPC staff to arrange rooms for meetings were possible. Only suitable activities will be held in the room. Hirers will be given instruction on how to use the equipment correctly.
9.4	Startling (Multiuse) Room	Trip hazards Damage to property (walls and mirrors) Damage to AV equipment (TV screen & sound system) Damage to sprung floor	2	2	4	Flooring visually checked by staff for wear/tear and trip hazards. Only suitable activities to be held in the room. Hirers will be given instruction on how to use the equipment correctly. Hirers will be advised of acceptable food and drink to minimise spills. Supplies provided to manage spills. Only equipment authorised for use by BPC staff will be allowed in the room.
9.5	Main Hall	Trip hazards Damage to property (walls, blinds, tables, chairs and mirrors) Damage to AV equipment (TV screen & sound system) Damage to sprung floor Damage to staging	2	2	4	Flooring visually checked by staff for wear/tear and trip hazards. Only suitable activities to be held in the room. Hirers will be given instruction on how to use the equipment correctly. Only authorised hirers are permitted to use the portable mirrors. Hirers will be advised of acceptable food and drink to minimise spills. Supplies provided to manage spills. Only equipment authorised for use by BPC staff will be allowed in the hall. Hirers will be shown how to manage tables and chairs (stacking and storage) Only BPC staff will manage the staging equipment.
9.6	Kitchen	Burns and scalds from microwave, oven, hob, dishwasher, hot water boiler; burns/scalds from hot water tap; injury from broken glass	2	2	4	Appropriate signage is in place. Firefighting and first aid equipment is in place along with an accident/book. Sufficient storage to enable items to be put away and keep work surface clear. Sufficient space to move around to avoid incidents.
9.7	Storage Rooms	Injuries arising from items falling	2	2	4	Storage shelves fitted and additional storage units provided. Access only available to BPC employees and landlord. Smaller items stored on higher shelving; large and heavier items stored on flooring or on low shelving.
9.8	Cleaners Cupboard	Burns from chemicals	1	2	2	Access to BPC staff and cleaning contractors only. Chemicals only used by cleaning contractors and BPC staff who are fully insured/trained in usage. Data Sheets for all chemicals are kept up to date.

ADOPTED:

REVIEWED:

9.9	WC facilities – the toilets are not the responsibility of the Parish Council, these are managed and maintained by BFBC.	Burns/scalds from hot water. Trips and slips from wet floors.	1	1	1	Sufficient signage in place regarding hot water. BPC staff undertake facility checks and report any issues to the landlord.
9.10	Lobby Area	Slips or falls due to wet floor. Electric shock due to uncovered sockets. Knocks and bumps to children in open space. Knocks and bumps on windows/doors. Security alarm panel or fire alarm panel interfered with causing issues to the security/safety of the building. Café cart moved or damage to tables and chairs.	2	2	4	The security panel and fire safety panel have daily visual checks when employees enter and leave the building. BPC staff, GP staff and landlord perform visual checks on the foyer area. Hirers are encouraged to be respectful of other building users. The café cart is kept locked with the breaks on to prevent interference.

ADOPTED:
REVIEWED:



Binfield Parish Council Meeting

Date: Tuesday 11 March 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 Binfield Tennis Association Awards

The below email with images was received from David Harper following the awards ceremony hosted by Berkshire Tennis.

Hi Ceri,

As mentioned, we were very proud to receive 2 prestigious awards at the AGM of Berkshire Tennis at the Cantley Park hotel on the 28th February.

The first award was to be highly commended for the Club of the Year Award. 44 nominations were received, many being from much bigger tennis clubs. The chair of Berkshire Tennis commented on the clubs increased participation at all levels and the work undertaken in the community.

The second award was for the Young Person of the Year category. Our young coach, Jordan Gunn was the recipient and they acknowledged his dedication and commitment to BTA.

For a small tennis club, these awards are testimony to the hard work of the BTA's committee, and the continued support from our members, Binfield Parish Council, Foxes Den, Binfield primary school and other local stakeholders.

Below are the photos from the event.

Best wishes

David





Binfield Parish Council Meeting

Date: Tuesday 11 March 2025

Agenda Item/Title: – 9.1 Clerks Report

Purpose of Report: Information

Reply from the Clerk

Thank you very much David, it looked like a fabulous evening, and it is wonderful to see the club getting this recognition. I have included your email and pictures in the Clerk's Report which will be presented to Council at the meeting on the 11th March.

Kind regards

Ceri

2.2 Request from Binfield Tennis Association for Use of Open Space

The Tennis Association have filled in a Use of Open Space form for their Easter Egg Hunt Activity on 18 April 2025. They have carried out this activity before, and it proved to be successful (over 100 families took part) They wish to use Foxley Fields as the open space to hide tennis balls and when found, they will be rewarded with Easter Eggs.

They have confirmed that this activity will be covered by their public liability insurance to the value of £5M and that they have read the Council's Use of Open Spaces Policy and will abide by their rules and guidelines.

3. **Matters Arising**

3.1 Parish People's Award

The working group has been sent the nominations for this year's awards for consideration. A special recognition award has also been suggested.



BINFIELD PARISH COUNCIL

USE OF OPEN SPACES by Businesses or Organisations

Name	BINFIELD TENNIS KATE HUTCHINGS	
Business OR organisation	BINFIELD TENNIS ASSOCIATION	
Address	PARISH OFFICE BENET FIELD ROAD Post code RG42 4EW	
Telephone number		
Email address	info@binfieldtennis.co.uk	
Open Space	FOXLEY FIELDS	
Date requested for use	18 APRIL 2025	
Times of use	From: 0900 To: 1300	
Reason for use	EASTER EGG HUNT FOR FAMILIES (TENNIS BALLS HIDDEN - WHEN FOUND REWARDED WITH EASTER EGGS) LINKED TO EASTER EGG TRAIL	
Public Liability insurance requirement for business users	I confirm that this activity will be covered by my/our public liability insurance to the value of £5M (certificate attached)	Tick here: ✓
Use of Open Spaces Policy	I confirm that I have read the Council's Use of Open Spaces Policy and will abide by its rules and guidelines	Tick here: ✓
Name	Signature K. Hutchings	

Please complete and return this form, at least 14 days before the event, to:
Binfield Parish Council, Benetfield Road, Binfield, RG42 4EW. Email: bookings@binfieldparishcouncil.gov.uk
Tel No: 01344 454602

Data Protection: Your details will be used by Binfield Parish Council to contact you about your Use of our Open Space only, unless you advise us that you would like to receive additional communications. You can request to no longer receive the communications you have consented to receive and/or request your details to be deleted from our systems at any time.