



**Minutes of a Meeting of the
PARISH COUNCIL**
held on
Tuesday 10 October 2023 at 8:00pm

PRESENT: Cllrs: Paul Beal, Steve Collett, Hilary Doyle (Chair), Mark Feazey, Andy Fish, Katherine Giles, Ian Leake and Amanda McLean
Also Present: Ceri Rance, Clerk

73 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Ellis and reasons were supplied to the Clerk.

74 DECLARATIONS OF INTEREST

Cllr Doyle declared an interest in the agenda item on the Pocket Copse allotments as she is currently an allotment holder at the site. Cllr Fish declared an interest in the agenda item to consider grants, as he has a link with one of the organisations applying for funding.

75 PUBLIC PARTICIPATION

None.

76 MINUTES OF THE PARISH COUNCIL MEETING HELD ON 12 SEPTEMBER 2023

It was proposed by Cllr Doyle, seconded by Cllr Giles and **RESOLVED** that the Minutes of the Parish Council meeting held on 12 September 2023 be approved and signed as a correct record.

77 MATTERS ARISING FROM THE PARISH COUNCIL MEETING HELD ON 12 SEPTEMBER 2023

None.

78 COMMITTEE MINUTES

78.1 Amenity Committee – held on 3 October 2023

It was proposed by Cllr Doyle, seconded by Cllr Leake and **RESOLVED** that the Minutes of the Amenity Committee held on 3 October 2023 be approved and signed as a correct record.

78.2 Planning & Transportation Committee – held on 26 September 2023

It was proposed by Cllr Collett, seconded by Cllr Fish and **RESOLVED** that the Minutes of the Planning and Transportation Committee held on 26 September 2023 be approved and signed as a correct record.

79 RECOMMENDATIONS FROM COMMITTEE MINUTES

79.1 None.

80 ACCOUNTS 2023-24

80.1 Payment Approvals

It was proposed by Cllr Doyle, seconded by Cllr McLean and **RESOLVED** to accept the payment list totalling £20,220.95 and these be approved for payment. Cllr Collett will be authorising the payments.
Items to add to the asset register: None.

80.2 Projected Spend

The projected spend spreadsheet was **NOTED**.

80.3 CIL Tracker

The tracker spreadsheet was **NOTED**. The Clerk advised they had received notification from the Borough that the council would be receiving a payment of £61,331.54 which corresponds to some outstanding demand notices.

80.4 Quarterly Bank Reconciliations

The bank statements and bank reconciliations for the second quarter of the year were reviewed, considered as accurate and adopted by Councillors.

80.5 2Q Payments over £500

The report was **NOTED** and will be published on the website as part of the transparency requirements.

80.6 Internal Controller Report

It was proposed by Cllr Doyle and seconded by Cllr Collett and **RESOLVED** to appoint Cllr McLean as the Internal Controller until May 2024.

80.7 2024-25 Budget

Councillors considered the first draft of the budget. It was **AGREED** that a meeting would be held on Tuesday 7th November for Councillors to review the second draft of the budget with the Clerk and RFO.

81 **REPORTS FOR DECISION**81.1 Parish Christmas Trees

Councillors received the quotations for the four Christmas trees which are usually located around the Parish along with the proposed timings for the tree lighting event. It was proposed by Cllr Doyle, seconded by Cllr Feazey and **RESOLVED** to accept the quotation of £2,730.00 and the timings for the event. It was also **AGREED** that £400 of the budget be set aside in anticipation of receiving a request for a Christmas tree from the Farley Wood Centre.

81.2 Grant Applications

The Council discussed all grant applications received totalling £13,697.00. It was proposed by Cllr Doyle and seconded by Cllr Leake and **RESOLVED** to make the following grant awards totalling £9,108.00.

Councillors asked the Clerk for more information on the following applications which will be brought back to the November Council meeting.

Binfield Church – St Marks, Shopmobility and Youthline.

| Name of organisation | Sep-23 |
|---|------------------|
| 1st Binfield Rainbows | £458.00 |
| 1st Binfield Brownies | £540.00 |
| 3rd Binfield Rainbows | £330.00 |
| 4th Binfield Guides | £480.00 |
| Binfield Christmas Market | £300.00 |
| Bracknell & District Parkinson's Branch | £1,000.00 |
| Citizens Advice Bracknell & District | £800.00 |
| Home-Start Bracknell Forest (HSBF) | £1,200.00 |
| Keep Mobile Community Transport CIO | £1,000.00 |
| Parenting Special Children | £1,000.00 |
| South Hill Park Arts Centre | £1,000.00 |
| Stepping Stones | £750.00 |
| Women's institute (Mary W) | £250.00 |
| Total | £9,108.00 |

81.3 Binfield Parish Council Strategy & Team Development

Councillors were presented with a report regarding the Council Strategy which is now due for renewal. Following discussion, it was proposed by Cllr Doyle, seconded by Cllr Leake and **RESOLVED** to keep the existing strategy until a new one has been agreed, and to instruct the Clerk to circulate dates for the Council to meet and discuss the direction the strategy should take.

The Council will also be investigating team development options following a proposal received from Cllr Beal.

81.4 Binfield Memorial Hall Committee

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

The Clerk left the meeting

81.5 Clerk's Hours

There has been a large increase in the Clerk's workload recently and it is requested that her job be made full time starting on 1 November 2023. The Clerk is also working in her own time to gain the CiLCA qualification as there is insufficient time to do any of that work during office hours. It was proposed by Cllr McLean, seconded by Cllr Beal and **RESOLVED** that the Clerk's hours extension to full time should be continued until the end of January 2024. During that time the staffing committee was asked to undertake a wider review of staff roles, responsibilities, job descriptions and workload and to bring a detailed recommendation to Council about the future staffing profile to meet Parish needs whilst utilising existing skills.

The Clerk rejoined the meeting

81.6 Pocket Copse Allotments

During a time when Borough and Parish Councils are focusing on nature conservation and biodiversity, one of the potential projects to move this initiative forward is to look at bee keeping and a community orchard with a wildflower area at the Pocket Copse Allotment site. This site has been chosen as there is an area which is not being used and is currently a waste land. It was proposed by Cllr Leake, seconded by Cllr Collett and **RESOLVED** to allocate £10,000 of CIL funding so that the Clerk and Amenity Officer can proceed with the project in line with the report's recommendation. The RFO will monitor all spending with update reports being brought to future Council meetings.

*[10.25pm - Standing Order 3.(x) A meeting shall not exceed a period of 2 hours 30 minutes, except by request of the chair and with the agreement of all present and not longer than a period of 3 hours. It was proposed by Cllr Doyle, seconded by Cllr Collett and **RESOLVED** to extend the meeting by 30 minutes; all Councillors **AGREED**].*

81.7 Binfield Health and Community Hub

The Clerk gave an update on the current position of the lease and financial agreement regarding the Parish Council taking on the management of the new Binfield Community Centre. The latest email conversation between the Parish Council's Solicitor and the Borough's solicitor was also reviewed. It was proposed by Cllr Doyle, seconded by Cllr McLean and **RESOLVED** to ask the Clerk to instruct the Parish Council's solicitor to return any correspondence from the borough if a full explanation of any changes to the lease or financial agreement has not been provided. The Clerk was asked to draft a letter to be sent to the Chief Executive of

BFBC outlining BPC's position. Cllr Leake volunteered to liaise with the Clerk and proofread the letter prior to sending.

82 **REPORTS FOR INFORMATION**

82.1 Clerk's Report

The report was **NOTED** and the following comments made.

82.2 Binfield Christmas Market

The Binfield Community Christmas Market first took place in December 2022. Following its success, the organiser, Liz Hall, approached the Council in June 2023 to ask permission to run the market again in 2023. A meeting was held with organisers of the market and Council liaisons, Cllr McLean, the Clerk and the Amenity Admin and a verbal update provided regarding the current plans. Councillors commented that they were satisfied that appropriate measures were being taken to mitigate the parking and congestion issues experienced by residents on the Foxley Development last year. Any further updates will be brought to the November Council meeting.

83 **FUTURE AGENDA ITEMS**

83.1 None.

84 **PART II**

It was proposed by McLean and seconded by Cllr Leake and **RESOLVED** to move into PART II

84.1 Community Kitchen Re-fit

The Clerk was instructed by the Parish Council to investigate refitting the kitchen used by Foxes Den Community Café and other community groups. Following the commissioning of a specification, the project was put on Contract Finder for companies to express an interest. Fives quotes were received. The quotes were scored against the criteria by a working group consisting of Councillors, the Clerk and Deputy Clerk. A recommendation was put forward to Council to use Company C at a project cost of £48,473.52. It was proposed by Cllr Doyle, by Cllr McLean and **RESOLVED** to accept the recommendation to appoint Company C to carry out the project and to allocate a maximum budget of £50,000 with funds coming from the CIL funds.

Meeting Closed 10:56pm

