



**Minutes of a Meeting of the
PARISH COUNCIL**
held on
Tuesday 11 June 2024 at 8:00pm

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

20 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Katie Dover, David Ellis and Mark Feazey.

21 DECLARATIONS OF INTEREST

None.

22 PUBLIC PARTICIPATION

None.

23 MINUTES OF THE PARISH COUNCIL MEETING HELD ON 14 MAY 2024

It was proposed by Cllr Doyle, seconded by Cllr Fish and **RESOLVED** that the Minutes of the Parish Council meeting held on 14 May 2024 be approved and signed as a correct record.

24 MATTERS ARISING FROM THE PARISH COUNCIL MEETING HELD ON 14 MAY 2024

None.

25 COMMITTEE MINUTES

25.1 Planning & Transportation Committee held on 14 and 28 May 2024 - It was proposed by Cllr Collett seconded by Cllr Fish and **RESOLVED** that the minutes of the Planning and Transportation Committee held on 14 and 28 May 2024 should be approved and signed as a correct record.

25.2 Staffing Committee held on 14 May and 4 June - It was proposed by Cllr Collett seconded by Cllr Leake and **RESOLVED** that the minutes of the Staffing Committee held on 14 May and 4 June 2024 should be approved and signed as a correct record.

25.3 Amenity Committee held on 14 May and 4 June 2024 - It was proposed by Cllr Doyle seconded by Cllr Meka and **RESOLVED** that the minutes of the Amenity Committee held on 14 May and 4 June 2024 should be approved and signed as a correct record.

25.4 Urgency Committee held on 14 May 2024 - It was proposed by Cllr Doyle seconded by Cllr Collett and **RESOLVED** that the minutes of the Urgency Committee held on 14 May 2024 should be approved and signed as a correct record.

26 RECOMMENDATIONS FROM COMMITTEE MINUTES

26.1 Staffing Committee held on 4 June

The Staffing Committee recommendations were considered. It was proposed by Cllr Doyle seconded by Cllr McLean and **RESOLVED** that the recommendations are adopted as follows:

26.1.1 Additional Hours for Existing Staff

The following changes to working hours are implemented for particular staff for a period of six months from 1 July 2024 to 31 December 2024:

Officer	Existing Hours	Proposed New Hours	Hours Increased
Amenity Officer	20	32	+ 12
Amenity Admin Officer	15	20	+ 5
Finance/Admin Officer	15	18	+ 3

It was emphasised that these changes may not continue after the six month period and that this should be made clear to the staff involved. During this period of increased hours, a study of skills and an operational review would be undertaken to examine the work requirements which are increasing due to the new Binfield Community Centre, expected Blue Mountain Allotments and other projects.

26.1.2 Jury Service

It was **NOTED** that the Amenity Officer has been called up for Jury Service for two weeks commencing 24 June 2024. The employee will claim for loss of earnings through the court at a rate of £65.95 per day for the first 10 days and then the Council will provide a top up payment to make up the difference. It was further agreed that the officer advise the court that if the trial was likely to last longer than two weeks then this would cause problems for their job.

27 **ACCOUNTS 2024-25**

27.1 Payment Approvals

It was proposed by Cllr Doyle, seconded by Cllr Leake and **RESOLVED** to accept the payment list totalling £93,375.77 and these be approved for payment. Cllr Doyle would authorise the payments.

Items to add to the asset register: Replacement of the Foxley Fields Children's Play Area surfacing – change to the value.

27.2 Projected Spend

The projected spend spreadsheet was **NOTED**.

27.3 CIL Update and Tracker

There have been no changes since the last meeting.

27.4 Fund Transfers and Additional Payments

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

27.4.1 Fund Transfers

A list of 28.3 transfers between bank accounts since the last meeting:

£88,000 transferred from the Barclays Business Reserve Account to the Barclays Current Account.

27.4.2 Additional Payments

A list of payments made since the last meeting:

£1,116.00 to Streetscape Products for resurfacing of the Foxley Fields Children's Play Area

28 **REPORTS FOR DECISION**

28.1 Repairs to Parish Building Roof

Damage to the wood associated with the four skylights in the Foxes' Den part of the building has most likely been caused by long term water leaks around the windows. This is being investigated by a contractor who will require scaffolding to view and quote for the repair work. The first quote received for this scaffolding for one month was £2,750.00 and more quotes would be sought. It would be likely that more than one month would be needed so a quote for further weeks/months should be obtained. Photographic evidence of the damage should be obtained as part of the quote for the work to be undertaken. It was proposed by Cllr Doyle seconded by Cllr Collett and **RESOLVED** that £2,750.00 be allocated from the Parish

Offices Facilities Reserve for the investigation and quote for the work. It was agreed that the Council's insurers be asked whether this could be a claim for the repairs.

28.2 CCTV Policy

The draft policy was reviewed and amendments made. It was proposed by Cllr Doyle seconded by Cllr Collett and **RESOLVED** that the policy be adopted with the agreed amendments. Full training would be undertaken by the officers involved.

28.3 Grants

The grant applications were considered. It was proposed by Cllr Doyle seconded by Cllr McLean and **RESOLVED** that in accordance with its powers under Section 137 of the Local Government Act 1972, the Council should incur the following expenditure for Grants. This was, in the opinion of the Council, in the interests of the area or its inhabitants and would benefit them in a manner commensurate with the following expenditure of up to £3,500, funds to be taken from the Section 137 Grant Budget.

Assisting Berkshire Children to Read	£500.00
Plus Three Nurseries	£1,500.00
Stepping Stones	£750.00
Thames Hospice	£750.00
	<u>£3,500.00</u>

28.4 Bracknell Forest Biodiversity Action Plan 2024-2029

It was **AGREED** that no comment would be sent by the Council.

28.5 Strategy 2024-2027

It was proposed by Cllr Doyle seconded by Cllr McLean and **RESOLVED** that the strategy document be adopted as presented.

28.6 Binfield Community Centre

Councillors considered drafts of the following policies:

- Information & Data Protection Policy
- Health and Safety Checklist
- Fire Evacuation Plan

After consideration and minor amendment it was proposed by Cllr Doyle seconded by Cllr Collett and **RESOLVED** that the three documents be adopted.

29 **REPORTS FOR INFORMATION**

29.1 Clerk's Report

The report was **NOTED**. Councillors wanted to record their thanks to the office team, and in particular the Amenity Admin Officer, Alisa Hill, for their hard work to deliver the D Day Event on 6 June 2024. It was a delightful and respectful event which had prompted many positive comments from residents.

30 **FUTURE AGENDA ITEMS**

None.

31 **PART II – STANDING ORDER 3C**

32 **OPEN SPACES CONTRACT & MANAGEMENT**

Councillors commended the Clerk, Ceri Rance, and the Amenity Officer, Purveen Hira, for their detailed work and long hours on the information provided. It was proposed by Cllr Doyle seconded by Cllr Collett and **RESOLVED** that up to 5 hours of overtime at current rates be agreed if required for extra work related to this ongoing matter. The Clerk was asked to circulate what the next steps will be via email.

33 **FOXES DEN LEASE & MANAGEMENT AGREEMENT**

This item was deferred to the July meeting. **Meeting Closed 9:14pm**

Handwritten signature: H. Doyle
Handwritten date: 9/07/24

