



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

held on

Tuesday 12 November 2024 at 8:00pm

PRESENT: Cllrs: Paul Day, Hilary Doyle, Mark Feazey, Andy Fish, Katherine Giles, and Ian Leake

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

67 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Steve Collett, Katie Dover, David Ellis, Amanda McLean and Kiran Meka.

68 DECLARATIONS OF INTEREST

Cllr Fish declared an interest in the items regarding the grant applications for the Brownies and Guides and the Christmas Market.

69 PUBLIC PARTICIPATION

None.

70 MINUTES OF THE PARISH COUNCIL MEETING HELD ON 8 OCTOBER 2024

It was proposed by Cllr Doyle, seconded by Cllr Day and **RESOLVED** that the Minutes of the Parish Council meeting held on 8 October 2024 be approved and signed as a correct record.

71 COMMITTEE MINUTES

71.1 Planning and Transport Committee held on 29 October 2024 - It was proposed by Cllr Doyle seconded by Cllr Day and **RESOLVED** that the minutes of the Planning and Transport Committee held on 29 October 2024 should be approved and signed as a correct record.

72 RECOMMENDATIONS FROM COMMITTEE MINUTES

72.1 Staffing Committee

72.1.1 Recruitment of a Binfield Community Centre Manager

Councillors discussed the report and it was proposed by Cllr Doyle, seconded by Cllr Leake and **RESOLVED** that Phil Lunn be hired for the position for 20 hours per week at a salary of £18,000. His provisional start date would be 18 November depending on the contract and references.

73 ACCOUNTS 2024-25

73.1 Payment Approvals

It was proposed by Cllr Doyle, seconded by Cllr Fish and **RESOLVED** to accept and approve the payment approval list totalling £51,212.66. Changes to the Asset Register: The replacement Solar Panels should be adjusted for value.

73.2 Projected Spend

The projected spend spreadsheet was reviewed and the following items **NOTED**:

73.2.1 Budget 21/6/1 - Allotments - Red Rose

The overspend shown of £1,376.77 is because the hedging work, £2,400.00, on the inside of the allotment hedge is shown here rather than in the budget 21/5 Tree Work. This is so that the allotment costs can be more easily identified. The budgets will be adjusted next year to account for this change.

73.2.2 Budget 53 – Training

The Clerk will be attending the SLCC Practitioners' Conference on 29 and 30 January 2025. She was unable to do this last year due to family illness. The budget has been spent on office staff training modules; CiLCA extension for the Clerk; Procurement Training. The budget is currently overspent by £371.80.

73.2.3 Budget 62/1 – Remembrance

Extra items bought for Remembrance including two metal soldier silhouettes, bunting, vinyl window stickers and a flag. These will only need to be bought once and will not affect the budget for next year.

73.3 CIL Update and Tracker

No change.

73.4 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**.

73.4.1 Fund Transfers since the Last Council Meeting

Barclays Reserve Account to Barclays Current Account - £35,000.00 for the October payments
Barclays Reserve Account to Barclays Current Account - £100,000.00 for the reinvestment

73.4.2 Additional Payments since the Last Council Meeting

The following payments were made:

73.4.2.1 Deposit Refunds

Party – Brosnan	£64.00
Party – Horgan	£48.00
Party – J A Merry	£64.00
Baseball event	£100.00

These payments were authorised by Cllr Collett

73.4.2.2 Allotment Refunds

Aruna Hapua - £30.50

This payment was authorised by Cllr Collett

73.4.2.3 International Payment

Norna Playgrounds, Denmark – £234.02 - £198.71

A time sensitive payment was required to Norna Playgrounds in Denmark for the Repair Kit for Shrinkage Cracks. On contacting the bank, the options were that either two signatories should visit the branch or that one of either Cllr Doyle or the RFO could individually make the payment. The RFO made the payment.

73.4.2.4 Reinvestment Payment

£100,000.00 paid into the Public Sector Deposit Fund to increase investment.

This payment was authorised by Cllr Collett

73.5 Interim Internal Audit

The RFO met with the new Internal Auditor, Claire Connell, for the first time. Councillors considered her report and the RFO's report and proposed responses:

73.5.1 Option to Tax

There is currently no option to tax for VAT at the Binfield Community Centre and therefore room hire for that site should not have any VAT charged on it. VAT has been charged for the first five months of the centre's operation and the Council therefore needs to confirm the room rates applicable excluding VAT so that the necessary corrections can be made.

Response:

The room hire rates are confirmed at the current rates and all VAT records be reconciled with HMRC. All hirers have been contacted to ascertain their VAT status. It was further agreed not to opt to tax at the Binfield Community Centre at this time.

73.5.2 Internal Controller

I understand that the Council has a well-established in-house auditing process. However, at the time of my visit, no checks by the Internal Controller had taken place yet this financial year. This is an important function which feeds into the Annual Return and Governance assertions at the year end.

Response:

Cllr Fish has now met with the Deputy Clerk and undertaken a number of required tasks. His report will be considered during this meeting.

73.5.3 Risk Register

A further observation was made that the Risk Register had not been reviewed since August 2023.

It was proposed by Cllr Doyle, seconded by Cllr Fish and **RESOLVED** to accept the Internal Auditor's report and the proposed changes. The Clerk was asked to schedule a Risk Register Review Working Group as soon as practicable.

73.6 Internal Controller Report

The Internal Controller's report was considered and **NOTED**.

73.7 2025-26 Budget

Councillors considered the budget drafted after the Budget meeting held on 5 November. It was noted that there were still some figures awaited relating to the rates, housing numbers and others so the revised budget would be further considered at the December Council meeting.

74 **REPORTS FOR DECISION**

74.1 Binfield Memorial Hall Trustee Appointment

The Binfield Memorial Hall constitution includes requirement for a Trustee from the Binfield Parish Council. It was proposed by Cllr Doyle, seconded by Cllr Day and **RESOLVED** that this role be considered by Councillors via email with the decision brought back to the December meeting of the Council.

74.2 Request from Binfield Tennis Association BTA

The BTA's report was considered. With reference to the trees adjacent to the courts, TPOs for these trees should be considered and this matter was referred to the next meeting on the Amenity Committee. With reference to the work to reduce the trees overhanging the courts, it was proposed by Cllr Doyle, seconded by Cllr Giles and **RESOLVED** that £1,340 be allocated from the Tree Work budget 21/5 to undertake this work.

It was further requested by the BTA to add another storage unit onto the courts to be placed adjacent to the current one. It was proposed by Cllr Doyle, seconded by Cllr Day and **RESOLVED** that this can be added but that the two units should be placed on wooden bases to protect the court surface.

The Clerk was asked to request a response from the BTA regarding the outcome of the meeting held in August.

74.3 Grant Applications November 2024

The applications were considered and the following awards made:

ORGANISATION	Nov-24
1st Binfield Rainbows	£380.00
1st Binfield Brownies	£525.00
3rd Binfield Brownies	£165.00
3rd Binfield Rainbows	£220.00
4th Binfield Guides	£450.00
Berkshire Vision	£250.00
Binfield Christmas Market	£300.00
Binfield Tea Club	£600.00
Bracknell & District Parkinson's Branch	£500.00
Bracknell Clothes Bank	£250.00
Chattertots	£1,000.00
Citizens Advice Bracknell & District	£500.00
Keep Mobile Community Transport CIO	£2,000.00
South Hill Park Arts Centre	£500.00
Stepping Stones	£750.00
Youthline UK	£500.00
Total	£8,890.00

74.4 Storage on Foxley Fields for Binfield Parish Council Equipment

A shed for the bulky equipment such as the orange netting, poles and cones is needed as the shed is not large enough. It was proposed by Cllr Doyle, seconded by Cllr Day and **RESOLVED** that a shed should be placed on the western edge of Foxley Fields tucked in the hedge with £1,500.00 being allocated from the Amenity Improvements and Maintenance budget 24.

75 **REPORTS FOR INFORMATION**

75.1 Clerk's Report

The report was reviewed and **NOTED**.

76 **FUTURE AGENDA ITEMS**

None.

77 **PART II – STANDING ORDER 3D**

77.1 Foxes' Den Lease & Management Agreement

These documents are still being progressed and are not ready for consideration. A report should be available at the December council meeting.

77.2 Replacing a Council Chromebook

A Councillor's Chromebook had suffered irreparable damage due to negligence. A way forward to resolve this issue was agreed.

77.3 Binfield Community Centre

A number of issues were raised and considered. It was proposed by Cllr Giles, seconded by Cllr Doyle and **RESOLVED** that:

77.3.1 Free Standing Display

The Council purchase of a free-standing display at a cost of £495, to be taken from the Community Centre Reserve.

77.3.2 Changing Places Door Management

The Council approve £80 for magnetic door stops to improve the toilet and changing places access funded from the Community Centre Reserve.

77.3.3 Café Area

The Council want to proceed regarding the café area for BCC.

77.3.4 Opening Hours

It was reported that the change to the opening hours has been agreed and Planning Permission granted by Bracknell Forest Council. Music should stop at 11.00pm and the building closed at midnight. The building can open at 7.00am for early use by residents.

77.4 Blue Mountain Allotment Site

The Project Specification and Delivery Schedule were considered. It was proposed by Cllr Doyle, seconded by Cllr Feazey and **RESOLVED** that this be put into action.

77.5 Open Spaces Contract

Pro Landscapes has agreed to settle the Court Claim and signed the documents. It was proposed by Cllr Fish, seconded by Cllr Day and **RESOLVED** that the Chairman sign the Parish Council's copy with an independent witness. The agreed settlement payment would be sent within the specified timeframe.

Meeting Closed 10:13pm

Hilary Doyle
10/12/24

