

Notice of Meeting

Full Council



Notice Date: 4th December 2024

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 10 December 2024** commencing at **8:00pm**. This meeting will be held in the meeting room at the Parish Office, Benetfeld Road, Binfield, RG42 4EW. The public and press are most welcome to attend.

Yours sincerely

Ceri Rance

Ceri Rance

Clerk to Binfield Parish Council

Binfield Parish Council, Parish Office, Benetfeld Road, Binfield, RG42 4EW
Tel No: 01344 454602

Email: office@binfieldparishcouncil.gov.uk
_Website: www.binfieldparishcouncil.gov.uk

Agenda

Meeting of Binfield Parish Council



The meeting will be held at Binfield Parish Council Office at 8pm on Tuesday 10 December 2024

No.	Item	Page
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 12 November 2024	
5	Committee Minutes To Approve & Adopt the minutes from the following Committees:	
5.1	Planning Committee – held on 26 November 2024	
6	Recommendations from Committees/Working Groups	
6.1	None.	
7	Accounts 2024-25	
7.1	<u>Payment Approval List</u> – to agree the payments due (draft list attached, updated version will be tabled at the meeting)	
7.2	<u>Projected Spend</u> – to receive the report to date for 24-25 (report attached)	
7.3	<u>CIL Update and Tracker</u> – to receive a report of the notifications received (verbal update)	
7.4	<u>Fund Transfers and Additional Payments</u> – to advise of movements of funds and payments made since the last council meeting	
7.5	<u>2025-26 Budget</u> – to consider the draft budget for 25-26 (<i>document attached</i>)	
8	Reports for Decision	
8.1	<u>Binfield Memorial Hall Trustee Appointment</u> – following a meeting of the Memorial Hall trustees, the Parish Council has been asked to consider appointing a Memorial Hall trustee.	
8.2	<u>Access Audit</u> – to receive an update on the status of the audit and approve the proposal and quotation.	
8.3	<u>Allotment Review</u> – The committee are asked to consider a report regarding the allotment rent review for 2005 and to approve the amendments to the Allotment Rules following	
8.4	<u>Wicks Green Pathway – Further Improvements</u> – To consider a recommendation from the contractor who carried the recent pathway improvements at Wicks Green and Silver Jubilee.	
8.5	<u>Repair Play Tunnel Equipment on Foxley Fields</u> – to approve the replacement of the wooden posts around the play tunnel.	

8.6 Repairs to the Parish Building Roof – to receive an update regarding the condition of the parish building roof and consider next steps.

9 **Reports for Information**

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

9.2 Amenity Update Report – to receive the update report relating to Amenity matters.

10. **Future Agenda Items**

11. **PART II – Standing Order 3D**

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

11.1 Foxes' Den Lease & Management Agreement – to approve the final draft of the lease and management agreement and to consider the rent.

11.2 Binfield Community Centre – to receive an information report detailing the current situation regarding bookings and other associated matters.

11.3 Staffing Review – to consider a proposal from the LCC to undertake a full staffing review.

11.4 Blue Mountain Allotment Site – to receive an update regarding the procurement process for the development of the new allotment site and to approve the quotation for a site investigation and weed spray.



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



**Minutes of a Meeting of the
PLANNING & TRANSPORTATION COMMITTEE**
held in the Parish Office, Benetfeld Road on
Tuesday 27 November 2024 at 8:00pm

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

30 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Kiran Meka and Andy Fish.

31 DECLARATIONS OF INTERESTS

None.

32 PUBLIC PARTICIPATION

None.

33 REPORTS FOR DECISION

33.1 LISTS

33.1.1 24/00163/TRTPO - Binfield House Hall Garden Bracknell Berkshire RG42 5BL

TPO 1280 - Application to prune 2 trees.

Binfield Parish Council supports the sustainable management of trees.

Pruning should be no more than the amount applied for, the tree was there before the dwelling.

33.1.2 24/00175/TRCA - Binfield House Hall Garden Bracknell Berkshire RG42 5BL

Conservation Area - Application to prune 1 and fell 1 tree.

Binfield Parish Council supports the sustainable management of trees.

Pruning should be no more than the amount applied for, the tree was there before the dwelling.

33.1.3 24/00642/FUL - 52 Farley Copse Binfield Bracknell Berkshire RG42 1PF

Proposed front and rear first floor extensions, conversion of existing garage into habitable accommodation plus fenestration alterations.

Considered No objection

33.1.4 24/00658/FUL- 40 Chapman Drive Binfield Bracknell Berkshire RG42 4GD

Proposed installation of air source heat pump.

Considered No objection

33.1.5 24/00663/FUL - 2 Rosedale Binfield Bracknell RG42 5LT

Proposed single storey rear extension, construction of front and rear dormer to extend loft space and associated internal alterations.

Considered No objection

33.1.6 24/00176/TRTPO - Well House Lodge London Road Binfield Bracknell Berkshire RG42 4AB

TPO 568 - Application to prune 1 tree.

Recommend Refusal

The tree is vital to the character of the street. No right to light from street light as it is there to light the street, not the garden.

33.1.7 24/00182/TRTPO - 11 Parkham Mead Binfield Bracknell Berkshire RG42 4FP

TPO 1123 - Application to prune 2 trees.

Binfield Parish Council supports the sustainable management of trees.

- 33.1.8 24/00711/PAH - Hillview 5A Cheney Close Binfield Bracknell RG42 4HF
Proposed single storey rear extension following the demolition of an existing conservatory.
Considered No objection

34 **CLERKS REPORT**

The report was **NOTED**.

34.1 Delegated Decisions

24/00605/FUL - 4 Emmets Nest Binfield Bracknell Berkshire RG42 4HH - Withdrawn
24/00078/TRTPO - 3 Crews Lea Binfield Bracknell Berkshire RG42 5BH – Approved
23/00861/OUT - Land Off Terrace Road North Binfield Bracknell Berkshire – Withdrawn
22/00667/FUL - Millstream Cottage Bottle Lane Warfield Bracknell Berkshire – Withdrawn
23/00838/FUL - Land At Former Blue Mountain Clubhouse Wood Lane Binfield– Approval (RA)
24/00535/LB - Binfield House Hall Garden Bracknell Berkshire – Approved
24/00602/LDC - Primrose Fields Ryehurst Lane Binfield Bracknell Berkshire – Approved (OBS)
21/00730/FUL - 60 Fletcher Gardens Binfield Bracknell Berkshire RG42 1FJ – Withdrawn
24/00502/A - Octagon House John Nike Way Binfield Berkshire – Grant with Extra Conditions (CNO)

35 **FUTURE AGENDA ITEMS**

None.

Meeting closed 20.34

Binfield Parish Council

Expenditure transactions - approval list

Start of year 01/04/24

No	Payment Reference	Gross	Heading	Invoice date	Details	Payment Reference Total
7661	DD-256480	£110.82	205	30/11/24	Shorts Group Limited - BCC Waste Collection	£110.82
7639	DD-BCCITDec	£66.00	204/4	10/12/24	Andrews & Arnold Ltd - Broadband monthly	£66.00
7609	DD-BGasElect Dec	£918.09	54/1	15/11/24	British Gas - Electric standing charge and usage	£918.09
7652	DD-BGsadGas Dec	£0.00	54/1	05/12/24	British Gas - Gas and standard charge	£0.00
7658	DD-Lloyds ChDec	£7.00	58	20/12/24	Lloyds Bank - Bank charges	£7.00
7653	DD-MobDec	£19.40	54/3	10/12/24	EE - Mobile phone - Parish Warden	£19.40
7664	DD-OffWat/dec	£57.83	54/1	02/12/24	Castle Water Limited - 2298717 - Office 1/11-30/11	£57.83
7651	DD-P12223	£151.08	54/5/1	01/12/24	Positive Computing Limited - monthly IT support, mailbox, storage and antivirus	£151.08
7655	DD-RatesOffDec	£653.00	54/2	01/12/24	Bracknell Forest Borough Council - Rates - Parish Office	£653.00
7654	DD-RatesStore Dec	£65.00	54/2	01/12/24	Bracknell Forest Borough Council - Rates - First Floor store	£65.00
7608	DD-RRWatNov	£304.04	21/6/1	02/12/24	Castle Water Limited - 2437290 - RR Allotment Water 1/11-30/11	£304.04
7656	OB Windows	£43.00	54/7	01/12/24	Owen & Turner - Window cleaning	
7666	OB Windows	£120.00	204/1	18/10/24	Owen & Turner - Windows BCC	
7667	OB Windows	£70.00	204/1	05/12/24	Owen & Turner - Windows BCC	£233.00
7660	OB-00MA001-0003	£336.00	54/5/1	21/11/24	Parish Online - Mapping Software	£336.00
7669	OB-1502412	£648.00	54/4	04/05/24	Binfield Electrical Limited - 5 yr condition report	£648.00
7659	OB-1701	£720.00	61/2	03/12/24	Boorman Group Ltd - To supply x2 Traffic management operatives & Van for road closure & escort vehicle for remembrance parade. To supply 1 x Traffic Management Drawing	£720.00

Signature

Signature

Date

Binfield Parish Council

Expenditure transactions - approval list

Start of year 01/04/24

No	Payment Reference	Gross	Heading	Invoice date	Details	Payment Reference Total
7588	OB-257864	£484.44	24	06/11/24	Kompan - PO945 Replacement surfaround board for play equipment in Wicks Green	£484.44
7580	OB3446/7/9/60	£17,256.00	95/1	17/10/24	Tall Oaks - PO936 Relay limestone path around Wicks Green	
7634	OB3446/7/9/60	£1,764.00	24	03/12/24	Tall Oaks - PO946 Reinststate path in Silver Jubilee Field Agreed by Councillors via emails on 20 and 21 Nov	
7636	OB3446/7/9/60	£5,676.00	95/1	03/12/24	Tall Oaks - PO948 Extra drainage works for Wicks Green	
7637	OB3446/7/9/60	£900.00	24	03/12/24	Tall Oaks - PO949 Winter works on FF, YR, SJF play area and tennis court boundary	£25,596.00
7614	OB-36660.009	£600.00	90	19/11/24	Wellers Hedleys - MOU work on BCC lease - uninvoiced in 23-24	£600.00
7635	OB-37506BPC	£50.91		03/12/24	FedEx ExpressUK Ltd - Disbursements and VAT	£50.91
1		£11.75	24		Disbursement	
2		£39.16	24		VAT	
7657	OB-476422	£140.88	54/6/2	29/11/24	Clarity Copiers (High Wycombe) Ltd - Copies	£140.88
7665	OB-863284	£659.00		29/11/24	Ashfords LLP - Contractual Termination Advice	£659.00
1		£540.00	90		For our professional and legal services between 5 - 14 November 2024 with regard to this matter as per the attached Schedule of Services.	
2		£119.00	90		HMCTS - Court Fee	
7638	OB-BCCcleanNov	£150.00	204/1	16/12/24	Rhian Rance - Cleaning BCC	£150.00
7575	OB-BTC6632	£816.00	21/5	17/10/24	Berkshire Tree Care - PO929 Reduce canopy of Indian Bean Tree on Silver Jubilee Field	£816.00

Signature

Signature

Date

Binfield Parish Council

Expenditure transactions - approval list

Start of year 01/04/24

No	Payment Reference	Gross	Heading	Invoice date	Details	Payment Reference Total
7616	OB-CCDec	£2,232.41		19/11/24	Barclaycard - Assorted goods	£2,232.41
1		£17.19	56/1		Cleaning materials for BR	
2		£28.47	54/14		Biscuits for Artweek	
3		£5.00	56/1		Handwash for BR	
4		£18.45	54/13		Foxes' Den cost for interview refreshments	
5		£16.64	54/5/1		Adobe Pro	
6		£449.00	54/5/3		PL Laptop - HP 15s-fq5510sa 15.6" Laptop - Intel® Core™ 256 GB SSD,	
7		£21.03	24		BEITESI Trampoline spring (87, 100, 120,130,135, 140,165,178mm) spring replacement spring, trampoline accessories, tramp triangle B08938VDTQ	
8		£10.59	54/5/3		1aTTack.de 3 meter - Cat6 Lan Ethernet Cable Patch Ne Cat 6 1000 Mbit/s RJ45 Plug Internet for TV Computer switch Gamin green - 1 piece	
9		£642.00	204/3		D3 Custom Totem A4 Poster Display wth 8 x A4 Poster plus Logo	
11		£74.60	54/24		Lanyards	
13		£17.04	54/5/3		TP-Link 5 Port Gigabit Network Switch, Ethernet Switch £ 1 to 4, Hasslefree Silent Operation, Energy-Saving, Metal Case, Desktop or Wall Mount (LS105G)	
14		£784.52	54/24		Jackets and tops branded with logo	
15		£119.98	54/5/2		Cloud next domain hosting	
16		£27.90	54/13		Sainsburys	
7641	OB-CleaningNo v	£80.00	54/7	01/12/24	Niamh Stainsby - Cleaning	£80.00
7615	OB-INV-881	£245.06	54/4	18/11/24	Camberley Fire and Security - Extinguisher replacement BR	£245.06
7648	OB-PAYE&NID ec	£2,813.66	52	25/12/24	H M Revenue and Customs - PAYE & NI	£2,813.66
7649	OB-PenDec	£4,071.99	52	25/12/24	Berkshire Pension Fund - Pension payment	£4,071.99
7646	OB-SalAFDec	£440.90	52	25/12/24	Ms A Fellowes - Salary	£440.90

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
7645	OB- SalAHDec	£1,243.36		25/12/24	Ms A Hill - Salary	£1,243.36
1		£223.08	206		BCC extra hours	
2		£1,020.28	52		Salary	
7643	OB- SalASDec	£1,718.13	52	25/12/24	Mrs A Sculley - Salary	£1,718.13
7642	OB- SalCRDec	£3,049.72		25/12/24	Mrs C Rance - Salary	£3,049.72
1		£287.28	206		Extra BCC hours x 12	
2		£2,762.44	52		Salary	
7647	OB- SalPHDec	£1,669.87		25/12/24	Mrs P Hira - Salary	£1,669.87
1		£104.48	206		BCC hours x 12.5	
2		£1,565.39	52		Salary	
7650	OB- SalPLDec	£1,448.84	206	25/12/24	Mr P Lunn - Salary	£1,448.84
7644	OB- SalTSDDec	£1,022.41		25/12/24	Mrs T Southgate - Salary	£1,022.41
1		£54.08	206		BCC hours x 4	
2		£968.33	52		Salary	
7668	OB- Subs16800	£30.00	54/11	09/12/24	War Memorials Trust - Subs	£30.00
7613	OB- TasksDec	£10.02	95/7	14/11/24	Mr M Thomas - Balance due, tn 7583 - Hooks for Parish Office Building BR and replacment manhole cover and labour	£10.02
Total		£52,862.86				

Signature

Date

Signature

	2022-23 Budget with projections	Budget	Revisions (detail in comments)	Total Revised Budget	Paid in 23- April 24	May	June	July	August	September	October	November	December	January	February	March	Full Year	Variance on revised budget	% of budget spent
	EXPENDITURE - £	2023-24			Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Projected	Projected	Projected	Projected			to Sept
21	Amenity Approved Payments																		
21/1	Open Spaces Contract	26,000.00		26,000.00			1,200.00	3,530.00	3,175.00	3,600.00	6,470.00	1,200.00	5,050.00				24,225.00	1,775.00	69%
21/2	Additional Tasks	1,000.00		1,000.00													-	1,000.00	0%
21/3	Litter Bin Emptying Contract	2,237.20		2,237.20	-	-	-	-	-	-	-	-	-	-		2,170.36	2,170.36	66.84	0%
21/4	Playgrounds Inspection	534.60		534.60	-	-		420.00	-	-	-	10.00	-	-	-	-	430.00	104.60	79%
21/5	Tree Work	12,000.00		12,000.00	-	-		1,120.00	330.00	495.00			5,576.47	680.00			8,201.47	3,798.53	16%
21/6	Allotments Costs								-								-	0.00	
21/6/1	Allotments - Red Rose	2,200.00		2,200.00			64.59	152.59	64.59	545.00	305.00	5.00	2,420.00	304.04			3,860.81	-1,660.81	51%
21/6/2	Allotments - Pockets Copse	1,000.00		1,000.00	-			30.00	39.00		40.00						109.00	891.00	11%
21/6/3	Allotments - Blue Mountain	1,000.00		1,000.00	-			-	-	-	-	-	-	-	-	-	-	1,000.00	0%
21/8	Contributions to BFC - Landscaping	1,000.00		1,000.00	-			-	-	-	-	295.65	-				295.65	704.35	0%
21/9	Contributions to PCC - Cemetery Grass	2,211.00		2,211.00	-			-	-		2,211.00	-	-	-	-	-	2,211.00	0.00	100%
21/10	Contributions to BFC - Salt Bins	2,438.69		2,438.69	-			-	-	-	-	-	-	-	-	2,438.69	2,438.69	0.00	0%
21/11	Contributions to BFC - Footpaths Officer	2,952.40		2,952.40	-			-	-	-	-		2371.00	-	-	-	2,371.00	581.40	0%
21/13	Defibrillator -maintenance / replacement	200.00		200.00	-				5.00	-		-	-	-		-	5.00	195.00	3%
24	Amenities Maint. And Improvements	6,000.00		6,000.00			1042.33	527.00	100.00	202.99	196.56	352.08	20.00	2652.98	650.00		5,743.94	256.06	34%
	TOTAL AMENITY	60,773.89		60,773.89	0.00	2,306.92	5,779.59	3,708.59	4,847.99	9,222.56	1,567.08	13,362.12	6,008.02	650.00	0.00	4,609.05	52,061.92	8,711.97	43%
																	-	0.00	
52	Staff Costs	161,195.89		161,195.89	12,350.92	14,404.24	13,116.25	14,284.91	15,004.52	14,999.92	14,787.71	14,881.58	15,361.12	15,000.00	15,000.00	15,000.00	174,191.17	-12,995.28	52%
53	Training/Fees	2,500.00		2,500.00	-	210.00	750.00	142.70	90.00	336.00	757.70	400.00		92.70		92.70	2,871.80	-371.80	61%
54	Approved General Payments																-	0.00	
54/1	Utilities - Gas, Electricity, Water	13,893.00		13,893.00	1,047.60	1,046.82		1,083.22	1,120.56	1,071.03	843.28	966.08	822.91	1,390.48	1,296.05	1,131.82	11,819.85	2,073.15	39%
54/2	Parish Office Rates	7,164.08		7,164.08	721.10	718.00	718.00	718.00	718.00	718.00	718.00	718.00	718.00	718.00	-	-	7,183.10	-19.02	60%
54/3	Telephone/Broadband	1,980.00		1,980.00	16.17	131.58	16.17	16.17	141.14	16.17	16.17	406.65	16.17	16.17	406.65	16.17	1,215.38	764.62	17%
54/4	Equipment Servicing (alarm; boiler; electrics; fire ext, partition)	1,748.81		1,748.81	-	-	-		210.00	212.92		267.00	204.22		605.00	202.00	1,701.14	47.67	24%
54/5	Computer Maint Contract and IT costs																-		
54/5/1	Regular Expenditure - IT support, Edge, adobe	6,169.06		6,169.06	125.90	2,037.49	2,243.74	142.54	212.54	142.54	142.54	142.54	422.54	142.54	142.54	142.54	6,039.99	129.07	80%
54/5/2	Website	331.00		331.00	-	-		110.00	1,499.00			99.99	99.88	-99.88		100.00	1,808.99	-1,477.99	486%
54/5/3	Hardware Replacement	125.00	1,000.00	1,125.00	-	-			94.55	377.72			397.20				869.47	255.53	42%
54/6	Photocopier Rental Contract																-	0.00	
54/6/1	Lease payments	691.16		691.16	171.15			171.15	-		171.15			171.15			684.60	6.56	50%
54/6/2	Copies and supplies	843.50		843.50		27.09	52.99	20.52	30.11	34.48	27.57	38.17	117.40	33.00	33.00	33.00	447.33	396.17	20%
54/7	Parish Office Cleaning (offices; windows; recycling)	1,559.00		1,559.00	43.00	103.00	143.00	123.00	143.00	103.00	63.00	143.00	123.00	143.00	143.00	143.00	1,416.00	143.00	42%
54/8	Insurance	5,764.88		5,764.88	-	-	-		-	5534.92			-	-	-		5,534.92	229.96	96%
54/9	Audit	2,156.00		2,156.00	-	-	-	-	-		-	260.00	-	-	-	1980.00	2,240.00	-84.00	0%
54/10	SLCC/BALC Membership	2,274.28		2,274.28	348.00	1,786.20		-	-	-	-	-	-	-	-		2,134.20	140.08	94%
54/11	Subscriptions	386.00		386.00			150.00	35.00	-		25.00			56.00	30.00		296.00	90.00	48%
54/12	Communications/Beacon/Calendar	600.00	440.00	1,040.00	440.00	-	352.00	-	-	-	-	55.00		-	25.00		872.00	168.00	76%
54/13	Hospitality	80.00		80.00	-	-	-	-	-	-	-	-	38.62	15.80			54.42	25.58	0%
54/14	Artsweek	3,300.00		3,300.00	-	-	-		-	-	-	99.14	23.72	2,877.63			3,000.49	299.51	0%
54/16	Annual Village Event - PBTP	1,100.00	2,000.00	3,100.00	-	-	2,300.00	800.00	-	-	-	-		-	-	-	3,100.00	0.00	100%
54/18	Neighbourhood Action Working Group	-		0.00	-	-	-		-	-	-	-	-	-	-		-	0.00	
54/19	10K event	1,100.00		1,100.00			1,100.00		-	-	-	-	-	-	-	-	1,100.00	0.00	100%
54/20	Binfield Environment Group	500.00	243.60	743.60	-	-	278.37	-	-	-	162.28		198.97		20.00		659.62	83.98	37%
54/21	Summer Fun Day	5,000.00	1,000.00	6,000.00		1,472.50			2,932.50	80.00	100.00	100.00		154.00			4,839.00	1,161.00	75%
54/22	DPO and ICO	100.00		100.00					35.00					25.00			60.00	40.00	35%
54/23	Brown Waste Sacks	600.00		600.00							650.00						650.00	-50.00	0%
54/24	D Day/Annual Event	5,000.00	-1,000.00	4,000.00		349.00	1,528.65	113.69	150.00				715.94				2,857.28	1,142.72	54%
54/25	Premises/Music Licence	70.00		70.00			627.60		70.00								697.60	-627.60	997%
54/26	Silver Club	300.00		300.00								84.48					84.48	215.52	0%
55	Community Hall Grants	-		0.00	-	-	-	-	-	-							-	0.00	
56	General (Office) Approved								-				-				-		
56/1	Approved General	2,000.00		2,000.00	-	46.46	21.80	7.45	254.98	68.66		206.90	18.49	38.18	286.58	423.12	1,372.62	627.38	20%
56/2	General Office	600.00		600.00	-	-					20.00						20.00	580.00	0%
57	Contingencies	1,100.00		1,100.00	-	-	-	-	537.60								537.60	562.40	49%
58	Lloyds Bank Service Charges	92.40		92.40	7.00	7.00	7.00	7.00	7.00	7.00	7.00	8.50	8.50	8.50	8.50	8.50	91.50	0.90	45%
61	Grant payments																-	0.00	
61/1	Christmas Decorations	4,000.00	2,682.27	6,682.27	-	-	-	-	-	2,358.20	-	3439.49		465.00			6,262.69	419.58	35%
61/2	Remembrance	1,200.00		1,200.00	-	-	-	-		-		841.61	600.00			35.00	1,476.61	-276.61	0%
62	Grants - general	12,500.00		12,500.00	-	-		3,500.00					9,000.00				12,500.00	0.00	28%
63	Unity Bank Service Charges	80.30		80.30	-	-	18.00	6.85	-		4.50	-	18.00	-		18.00	65.35	14.95	31%
90	Legal fees	1,220.00		1,220.00		2,950.00	1,950.00	2,726.00	462.00		500.00		1,069.00				9,657.00	-8,437.00	663%
																	-	0.00	
																	-	0.00	

[illegible]

Legal costs	5,000.00		5,000.00
CIL (see budget heading 80)	1,721,712.74		1,666,613.55
Binfield Community Centre	100,000.00		93,781.66
Total	2,041,692.21	-	1,969,907.94

Budget Heading	2024-25 Budget with projections	Budget	Revised budget	Received in 2023-4	April	May	June	July	August	September	October	November	December	January	February	March	Full Year	Income against revised budget	Variance to budget
	INCOME - £	2024-25	2023-24	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Projected	Projected	Projected	Projected	Projected			
1	Precept	291,360.25	291,360.25	-	145,680.13	-	-	-	-	145,680.12	-	-	-	-	-	-	291,360.25		0.00
2	Interest Business Reserve	-	-	-	-	-	621.81	-	-	518.81	-	-	1920.92	-	-	1900.00	4,961.54		
4	Rental Income	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
4/1	Allotment rent	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
4/1/1	Red Rose	2,500.00	2,500.00	-	16.29	52.60	-	-	8.88	-	-	-	-	-	-	-	77.77		2,422.23
4/1/2	Pocket Copse	720.00	720.00	-	-	-	51.64	-	12.37	-	-	6.66	-	563.75	0.50	-	634.92		85.08
4/1/3	Blue Mountain	2,188.00	2,188.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
4/2	Tennis lease	3,200.00	3,214.00	3,214.00	-	-	-	-	-	-	-	-	-	-	-	-	3,214.00		0.00
4/3	Community Café	6,130.00	6,130.00	-	572.50	572.50	572.50	572.50	572.50	572.50	572.50	572.50	572.50	572.50	572.50	572.50	6,870.00		-740.00
4/4	Office hire	3,000.00	3,000.00	-	126.68	241.68	48.34	81.66	549.91	873.27	16.66	378.34	108.34	621.66	261.67	350.00	2,395.07		604.93
4/5	Cross charging	-	-	-	-	852.15	734.48	836.69	695.85	965.87	792.31	595.24	727.40	700.00	628.16	750.00	8,278.15		-8,278.15
5	Other	-	-	-	-	90.00	-	97.50	32.50	330.00	130.00	-	-	-	-	-	680.00		
6	VAT refund	-	-	-	22,584.40	-	-	15,184.38	-	-	6,932.93	-	-	-	16,080.96	-	60,782.67		
7	Interest Treasury Deposit	-	-	-	-	-	4,820.14	-	-	-	-	-	4,632.66	-	-	-	9,452.80		
9	CIL - Barclays	-	-	-	-	-	-	-	-	-	£79,630.61	-	-	-	-	-	79,630.61		
10	Solar Panel income	1,000.00	1,000.00	-	-	-	-	-	227.62	-	-	435.58	-	-	-	-	663.20		336.80
11	Other - Business reserve	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
12	Interest - Nat West	-	-	-	167.43	157.49	142.42	168.04	168.04	158.25	153.16	151.31	146.44	166.83	146.80	140.00	1,866.21		
13	Interest - Lloyds	-	-	-	1,284.32	1,187.58	1074.84	1269.41	1156.53	1375.77	1413.04	1375.00	1375.00	1375.00	1375.00	1375.00	15,636.49		
14	CIL - Lloyds	-	-	-	187,600.14	-	-	-	-	-	-	-	-	-	-	-	187,600.14		
15	Interest - PSDF	-	-	-	3,846.20	3,726.51	3,864.26	3,748.73	3,873.78	3,662.07	3,646.42	3,700.00	3,700.00	3,700.00	3,700.00	3,700.00	44,867.97		-44,867.97
16	Lloyds Business account	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
17	Interest - Unity Bank	-	-	-	-	-	711.83	-	-	724.59	-	-	709.83	-	-	700.00	2,846.25		
110	Blue Mountain	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
110/1	Room Hire	-	-	-	-	-	83.32	1,968.61	2,170.26	3,311.67	7,543.50	-	-	-	-	-	15,077.36	15,077.36	-15,077.36
110/2	Cross charging	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00



Binfield Parish Council Meeting

Date: Tuesday 10 December 2024

Agenda Item/Title: 7.4 Fund Transfers/Additional Payments

Purpose of Report: Information

1. Purpose of report

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

2. Fund Transfers since the Last Council Meeting

- 2.1 21 November - Barclays Reserve Account to Barclays Current Account - £9,000.00 for the grant payments
25 November - Barclays Reserve Account to Barclays Current Account - £3,000.00 for more payments
Xx December - Barclays Reserve Account to Barclays Current Account - £xx,000.00 for the December payments

3. Additional Payments since the Last Council Meeting

The following payments were made:

3.1 Deposit Refunds

- 15 November - Party – Natalia Vil £100.00
This payment was authorised by Cllr Collett
25 November - Party – Perez £69.00 including charge for kitchen
This payment was authorised by Cllr Collett

3.2 Allotment Refunds

- 20 November - Debbie Rees plot £18B £26.32 overpayment
This payment was authorised by Cllr Feazey

3.3 Settlement Payment

- 15 November - Pro Landscapes – As agreed
This payment was authorised by Cllr Collett

3.4 Grant Payments

- 25 November 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

These payments were authorised by Cllr Collett



Binfield Parish Council Meeting

Date: Tuesday 10 December 2024

Agenda Item/Title: 7.4 Fund Transfers/Additional Payments

Purpose of Report: Information

3.5 Salary and Pension Payments

Phil Lunn started with the council on 18 November 2024 so worked 2 weeks in November. Therefore there were two extra payments to make:

Phil Lunn net pay	£682.80
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Berkshire Pension Scheme	£194.77
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These payments were authorised by Cllr Collett

3.6 Roof Works

VisionScaffolding	£480.00
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This payment was authorised by Cllr Feazey



Binfield Parish Council Meeting

Date: Tuesday 10 December 2024

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

Purpose of Report: Decision

1. Purpose of report

The Council are asked to appoint a trustee for the Binfield Memorial Hall.

2. Decision

Binfield Parish Council are asked to consider the appointment of a Memorial Hall Trustee.

3. Background

Following a meeting of the Binfield Memorial Hall Trustees, the Parish Council has been asked to consider appointing a trustee.

The Binfield Memorial Hall Constitution states that the Committee of Management shall consist of 11 members, made up of four co-optative members, three representative members (Binfield Parish Council, The Parochial Church Council of Binfield and The Committee of the Binfield Branch of the National Federation of Women's Institutes).

This item was originally brought to the October 2024 meeting at which, the following minute was recorded.

63.2 Binfield Memorial Hall Trustee Appointment

*The Binfield Memorial Hall constitution includes requirement for a Trustee from the Binfield Parish Council. Currently the Council does not have a Trustee on their committee. It was proposed by Cllr Doyle, seconded by Cllr Ellis and **RESOLVED** that the Council does appoint a Trustee. It was **AGREED** that this appointment would be considered at the November meeting of the Council.*

4. Legal Implications

Personal liability

Trustees can be held personally liable for any financial losses caused by their actions or omissions, such as spending money outside the charity's scope, failing to comply with statutory requirements, or breaching their trust.

Conflicts of interest

Trustees can face conflicts of loyalty, such as when a charity of which they are a trustee is considering working with an organisation where they have a membership or other involvement.

Governance risks

These can include a lack of relevant policies, failure to implement policies, or policies that are not reviewed.



Binfield Parish Council Meeting

Date: Tuesday 10 December 2024

Agenda Item/Title: – 8.2 Access Audit Update

Purpose of Report: Decision

1. **Purpose of report**

To receive an update regarding the Access Audit arrangements and to approve the quotation from Access Able to carry out the audit.

2. **Decision**

To approve the quotation and proposal from Access Able to carry out the audit on the Parish building and carpark, open spaces and Blue Mountain Allotment design.

3. **Background**

The below minute was recorded at the Council meeting held in July 2024.

41.2 Access Audit

An access audit conducted by an external supplier was considered. It was agreed that a clear brief would be needed stating how the results should be presented in order to receive the most useful information. Cllr Day would contact an experienced colleague who can advise about the process. Advice can also be sought from Bracknell Forest Borough officers and other Clerks who have undertaken similar work. A brief access consultation should be placed on the website asking residents what three measures they would find helpful. This should also be put in the Beacon and social media to seek wider responses. The working group would meet in September to consider the information gathered.

Following this, the below minute was recorded at the Council meeting held in September 2024.

52.1 Access Audit

*Councillors considered the Clerk's report, and it was proposed by Cllr Doyle seconded by Cllr Ellis and **RESOLVED** that:*

- Both the AccessAble Consultancy and another be approached to write a specification for the audit and to quote to carry it out*
- The audit includes the Benetfeld Road building and car park, all Open Spaces and Play Areas and the Blue Mountain Allotments*



Title	Binfield Parish Council Access Audit Specification
Document Author	Ceri Rance (Clerk to Binfield Parish Council)
Date	26th November 2024



Binfield Parish Council Access Audit Specification

Access Audit Specification for Parish Building & Carpark, Open Spaces and New Allotment Site

1. Introduction

Binfield Parish Council is committed to ensuring that its buildings, car parks, open spaces and allotments are accessible to all members of the community, including, but not limited to, those with disabilities, the elderly, and families with young children. This specification outlines the requirements for an access audit to evaluate the accessibility of Parish Building & Carpark, Wicks Green, Silver Jubilee, York Road Play Area, Foxley Field, and Blue Mountain Allotment Site design.

2. Objectives

The primary objectives of the access audit are:

- To identify barriers to access and inclusivity across all sites.
- To provide recommendations for improvements to enhance accessibility.
- To ensure compliance with relevant legislation, including the Equality Act 2010.
- To support Binfield Parish Council in delivering accessible and inclusive facilities.

3. Scope of Audit

The audit needs to cover the following locations and facilities:

3.1 Parish Building (Contains a meeting rooms and a community café)

- Entrances and exits, including thresholds and door widths.
- Internal circulation, including corridors, stairways, and lifts.
- Accessibility of meeting rooms, toilets (including accessible toilets), and communal areas.
- Signage and wayfinding systems.
- Availability and accessibility of assistive technology or aids.

3.2 Parish Building Carpark

- Designated accessible parking bays: number, dimensions, and location relative to the building.
- Surface quality and gradients.
- Signage and lighting.
- Pathways connecting the carpark to the parish building and open spaces.

3.3 Wicks Green (Contains 1 play area)

- Entrances.
- Pathways and access routes.
- Seating and picnic areas.
- Signage and wayfinding.
- General usability for individuals with mobility impairments.
- Play equipment suitability for children of varying abilities.



Binfield Parish Council Access Audit Specification

3.4 Silver Jubilee (Contains 1 play area)

- Entrances.
- Pathways and access routes.
- Seating and picnic areas.
- Signage and wayfinding.
- General usability for individuals with mobility impairments.
- Play equipment suitability for children of varying abilities.

3.5 York Road Open Space and Play Area

- Entry points and fencing.
- Play equipment suitability for children of varying abilities.
- Seating and supervision areas.
- Surface materials and their condition.

3.6 Foxley Field (Contains 2 play areas)

- Pedestrian access points & pathways.
- Open field usability for community events and sports.
- Seating and shelter provisions.
- Environmental features impacting accessibility.

3.7 Knox Green

- Pedestrian access points & pathways.
- Open field usability for use by community groups.
- Seating and shelter provisions.
- Environmental features impacting accessibility.

3.8 Blue Mountain Allotment Site

This is the 3rd allotment site the Parish Council will be managing. As it is currently in the design stage, it would be beneficial to have the plans assessed for the following.

- Entrance gates and pathways within the allotment.
- Access to water points and tool storage.
- Raised beds or alternative arrangements for those with physical disabilities.
- Information boards and notices.

4. Methodology

The access audit will include the following steps:

- **Site Visits:** Comprehensive inspections of each site by an experienced accessibility consultant.
- **Stakeholder Engagement:** Consultation with users, including those with disabilities, to understand their experiences and needs.
- **Compliance Check:** Review of each site's alignment with relevant standards and guidelines (e.g., BS 8300-2:2018, Building Regulations Part M).



Binfield Parish Council Access Audit Specification

- **Photographic Evidence:** Capture images of identified barriers and areas for improvement.
- **Reporting:** Preparation of a detailed report with findings, prioritized recommendations, and estimated costs.

5. Deliverables

The appointed auditor will provide:

- A summary report highlighting key issues and priorities.
- Individual site assessments with detailed findings and photographic documentation.
- A prioritized action plan with short-, medium-, and long-term recommendations.
- Guidance on funding opportunities or grants for implementing improvements.

6. Key Considerations

- **Legal Compliance:** Ensure adherence to the Equality Act 2010.
- **Inclusivity:** Recommendations should cater to a broad range of users, including individuals with physical, sensory, and cognitive impairments.
- **Sustainability:** Proposals should consider the environmental impact of any modifications.

7. Timeline

The Parish Council would like the audit completed by the end of February 2025 if possible.

8. Contact Information

For further information or to arrange site visits, please contact:

Ceri Rance, Binfield Parish Council, Benetfield Road, Binfield, Berkshire, RG42 4EW

parishclerk@binfieldparishcouncil.gov.uk

01344 454602 or 07958 331702



Binfield Parish Council Meeting

Date: Tuesday 10 December 2024

Agenda Item/Title: 8.3 – Allotment Review

Purpose of Report: Decision

1 Purpose

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

2 Decision

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

3 Background

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

4 Red Rose Renewals

4.1 Current income and expenditure

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

4.2 Rental charges

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

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



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Purpose of Report: Decision

5 Pocket Copse Renewals

5.1 Current income and expenditure

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

Proposed increases for rental costs

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

6 Legal & Financial Implications

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

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

7 Financial Considerations

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

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

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



Binfield Parish Council Meeting

Date: Tuesday 10 December 2024

Agenda Item/Title: 8.4 – Wicks Green Pathway

Purpose of Report: Decision

1 Purpose

To inform members of the additional works which have been recommended to be carried out following the reinstatement of the Wicks Green Path.

2 Decision

- Does the Committee approve the recommendation to carry out the additional works on Wicks Green path.
- If yes, the committee are asked to make a recommendation to full Council regarding the how the work should be funded.

3 Background

It was agreed at the October Council Meeting (dated: 08.10.24 Min: 63.3) to carry out works to reinstate the path around Wicks Green open space which were not fit for purpose for accessibility. It was agreed to approve the quote for £14,380 to be taken from the Open Spaces Reserves with a further resolution to increase the value by £5,000 to allow for drainage works, if required.

The additional drainage work came to £4,730, which included raising a section of the path by approximately 60mm.

The contractors had received an extra delivery of materials and asked whether the Parish Council would be willing for them to continue reinstating the path along Silver Jubilee Field as well. They would only charge for the labour and machinery cost as the materials would already be on site. The cost to reinstate the last section of the footpath was £1,470. An email was circulated to all Councillors on 20 November, to ask for agreement on this and the budget would be taken out from Line 24 Amenities Maintenance and Improvements, which had an underspend of £3,559.

The works were completed on 26 November. The Parish Clerk and Amenity Officer checked the works and noticed areas where there was standing water along the path and especially at the entrance to the field from the Wicks Green car park.





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Agenda Item/Title: 8.4 – Wicks Green Pathway

Purpose of Report: Decision

4 Quote

I would recommend raising this area in the same method as we did adjacent to the zip line, by introducing new timber path edging, subbase to build up an introduce new levels then top dress, finally retaining the timber boards with additional soil. (I would recommend doing this to any low or waterlogged areas, may be something to monitor over the next few months.) What would also help this area, is making a shingle bed around the base of the tree from the footpath leading up to the car park, this will help contain water allowing the water to puddle within the stone bed and drain away slowly, but keeping the area accessible and safe to pass. For this method we would cover the area with a terram membrane then introduce a square cut 14 mm stone, which will lay flat so safe to walk but it will still create an area that can retain water, similar to a soak away but without the excavations.

Section 1 - by the car park entrance.

- *Raising this section of footpath. Approximately 15 meters.
£1870.00 + VAT*
- *Adding drainage stone within the lowest section closest to the tree, to help support the footpath.
£830.00 + VAT*

Section 2 - from the Timber Bridge down to where we started raising the footpath towards the zip line.

- *Raising this section of footpath. Approximately 25 meters.
£2370.00 + VAT*

Both prices include all labour, machinery and materials.

5 Financial Implications

The project was funded out of the Open Spaces Reserves. The total cost of the above works comes to £5,070. This total cost can be funded from Open Spaces Reserves, which currently stands at £25,681. Alternatively, the cost could come from CIL or be split between either of these budgets AND the Amenities overall underspend

In summary the options are as follows.

- a) To be funded purely out of Open Spaces Reserves
- b) To be funded purely out of CIL
- c) To be funded by Open Spaces Reserves/CIL and Amenities underspend



Binfield Parish Council Meeting

Date: Tuesday 10 December 2024

Agenda Item/Title: 8.5 Repair Play Tunnel Equipment on Foxley Fields

Purpose of Report: Decision

1 Purpose

Members to receive a report regarding the replacement of the rotten timber posts on the play tunnel on Foxley Fields.

2 Decision

Members to approve the quote for £650 to be taken from the Amenities Maintenance and Improvements budget line, which currently has an underspend of £3,559.

3 Background

Over the past few years, some of the timber posts on the play tunnel in Foxley Fields have been replaced by the handy workers. The last play inspection which took place in April 2024 and one of the findings was that the timber posts had a few splits/shakes or air cracks which may affect the stability or allow water ingress which will accelerate the rotting process.

This piece of play equipment is about 14 years old and is very popular with the children. The plastic tunnel is still in good condition, so it is recommended that the timber posts are all replaced to extend the longevity of this play piece.

3.1 Quote

To supply all labour, materials and tools to remove existing posts on play tunnel at Foxley Fields and replace with new posts. Total amount £650 + VAT.



4 Financial Implications

The repair costs can be budgeted from Line 24 – Amenities Maintenance and Improvements which will have an underspend of £900.

5 Legislation/Legal

Parish councils have a duty of care towards employees, contractors and the public who use the play facilities they own or manage. Play provision is governed by the Health and Safety at Work Act 1974 and the Occupiers Liability Acts of 1957 and 1984.



Binfield Parish Council Meeting

Date: Tuesday 10 December 2024

Agenda Item/Title: – 9.1 Clerks Report

Purpose of Report: Information

1. **Purpose of report**

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

2. **Correspondence received**

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

2.1 The below email has been received asking the Council's permission to use Foxley Fields for the 2025 Binfield 10K event.

Hi Ceri,

Hope all well with you and the team at the Parish Office! Well, its that time of year again - we have had our first 2025 10k meeting and are all keen and willing to organise our 8th event!

Obviously, we know we cannot do this without the support of the Parish so I would be very grateful if you would seek support from the Council at the next meeting of Amenity and/or Council. We are looking to hold the event on the third Sunday of May, the 18th. The route will remain the same as it has in previous years but we are aiming to open up the event to 1000 runners, a 10% increase on last year. We monitor drop out rates closely and this is, on average 16%. This would mean welcoming 840 runners, 73 up from the 2024 event where we saw 767 runners. We reach out to the entire community with the event, bringing in businesses (as sponsors), Binfield CE Primary School, the Cricket Club, the Brownies, Guides, Cubs, Scouts, Football Club, The Newbold Community, the All Saints Church teams to help put the event on. In return, we have raised almost £80k, 50% of which is redistributed back to the groups that help us put the event on. We also get great support from residents with many coming out to support the event - running it, walking it, being marshals or supporting as a spectator.

In previous years you have kindly provided:-

- Use of Foxley Fields for both the start and finish*
- Use of the parish office building as "Event HQ" including the Foxley Room for storage, the Council room for bag drop and allowed the team to use the kitchen and office for refreshments and safe storage of personal items.*
- Supported the event with use of photocopier/printer access*
- Enable temp notice boards (estate agent signage) to go up at Foxely Fields, Wicks Green and Knox Green*
- receive paper entries (there are usually one or two per year)*
- Support the event with social media posts to let residents know details of timings, road closures etc*
- And in previous years you have kindly made a financial contribution which we put towards the cost of the road closures as this is our biggest single expense. In thanks for this we brand the medal lanyard with "Binfield Parish Council" and one of these is handed out to every participant.*

I hope the parish council continue to see supporting this event as a way to support a great range of organisations in Binfield.

I'd be happy to come and talk to any of the Councillors or provide any further information. We hope to go live on 1 January 2025 so it would be great to get confirmation of support following Amenity Committee in early December,

Many thanks

Ally Wickham

And the Binfield 10k Committee.



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Agenda Item/Title: – 9.1 Clerks Report

Purpose of Report: Information

3. Matters Arising

To receive an update regarding any matters arising from previous Council meetings.

3.1 Website Transition

The officers have completed website training. The website should be live by the end of November.

3.3 WI Tree on Foxley Fields

The Liquid Amber Tree was planted on Foxley Fields on 22nd October.

3.4 Roof Repairs

The roof repairs are scheduled for completion on Tuesday 12th November 2024.

3.5 Patio on Foxley Fields

The Clerk has been in contact with Lee Clark from property at BFBC. Lee is reviewing the lease BPC have with BFBC for Foxley Fields and will be back in contact with the Clerk on Monday 18th November.

4. Binfield Christmas Tree Light Switch On

The switch on event took place on Thursday 28th November 2024 on Foxley Fields. The parish office team did a great job organising the event which was supported by the Foxes Den Cafe who provided complimentary mince pies and mulled wine.

We would like to thank the Binfield Community Choir and Michael Hawkins for leading the carols and helping to create such a wonderful festive atmosphere.

The following message has been received from Ally Wickham on behalf of the Foodbank.

Hi Alisa,

Thank you SO much for pushing the Foodbank donations at last week's Switch On!

I've been to Tesco's today and done a large shop - pic attached! I got 3 of a range of things - practical loo roll, surface cleaner, cornflakes, beans, soup, ketchup etc!! And also festive... so choccie biccies, mince pies, custard, cranberry sauce and the like! I don't know if Foodbank will distribute it like that but safe to say 3 families will probably have a bet Christmas thanks to the collective effort of Binfield!

After club card discount i spent £95.17 so just over the total raised of £89.65

Thanks again for plugging it, made a big difference!

Dropping off to Foodbank tonight

Cheers

Ally





Binfield Parish Council Meeting

Date: Tuesday 10 December 2024

Agenda Item/Title: 9.2 Amenity Update Report

Purpose of Report: Information

1. Purpose

To update members on any amenity related issues since the last meeting, for information only. Members would have received the Parish Warden and Open Spaces Maintenance log for reference.

2. Play Equipment Repairs and Safety

- 2.1 A spring on the trampoline on Foxley Fields has been missing and although it does not affect the use of the equipment, a replacement spring was ordered. At a cost of £68.69. Handy worker MT will be fitting the spring. The labour cost will be funded from line 24 Amenities repair and Maintenance.

3. Allotment Updates

The following sections focuses on any allotment issues on Red Rose and Pocket Copse

3.1 Waiting List

Allotment Site	Waiting List end of November 2024
Red Rose	19
Pocket Copse	42
Blue Mountain	53

NB: Numbers relate to residents choosing respective site as their first choice.

3.2 Inspections

4 Tree Updates

- 4.1 The Liquid Amber tree, which was purchased on behalf of the WI, within the approved budget of £600, was planted on 22 October. Many passersby commented on the new addition and it is hoped this tree will provide a lovely visual amenity to the open space over the coming years.



- 4.2 Some damage was reported to the Whitebeam tree on Foxley Fields, situated alongside Benetfeld Road. (28/10) This was one of the trees which were donated by the WI in 2023. Unfortunately, the CCTV range does not reach this part of the open space, so the cause of the damage is unknown. The Parish Warden had



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Purpose of Report: Information

removed the broken section, and it was hoped that the tree would still survive as there was a shoot coming up. However, this has also been snapped off.



4.3 Tree work recommendations following survey

The recommended tree works following the tree survey which took place in July 2024, were completed on 22 October. As a reminder to members, these were:

SITE	ID	SPECIES	CONDITION	BRANCHES	ROOTS	STEM	RECOMMENDATION	PRIORITY	CATEGORY	TPO
Foxley Fields	13	Myrobalan Plum	Fair	No visual defects	Uprooting	No visual defects	Fell	3 months	2	N
Foxley Fields	33	Common Hawthorn	Fair	No visual defects	No visual defects	Ivy covered	Sever ivy only	6 months	3	N
Foxley Fields	34	Common Oak	Good	Old pruning wounds	Fungus or decay	Fungus or decay, old pruning wounds, ivy covered	Sever ivy only. A detailed inspection of this tree is recommended	6 months	3	N
Foxley Fields	44	Common Hawthorn	Poor	Major deadwood	No visual defects	Weak fork	Fell and replant in space	3 months	2	N
Foxley Fields	47	Common Ash	Fair	Damage / wounding, old pruning wounds	No visual defects	Fungus or decay, bark wounds, cavities	An ageing tree with eco value. A full risk assessment is recommended			
Foxley Fields	50	Common Oak	Good	No visual defects	No visual defects	Ivy covered	Sever ivy	6 months	3	N
Foxley Fields	57	English Elm	Dead				Fell to ground level	3 months	2	N
Foxley Fields	70	Prunus Avium	Poor	Minor deadwood	No visual defects	No visual defects	Fell and replant in space	3 Months	2	N
York Road	1	Goat Willow	Fair	Low hanging branches, minor deadwood, Apical die back	No visual defects	Ivy covered, old pruning wounds	Cut back growth. Crown reduce by 25%	3 months	2	N

The above works were carried out at the approved cost of £1,595 taken from Tree Budget line 21/5.

5. **Amenity related correspondence**

5.1 Resident comment on grass cut on Foxley Fields

An email was received on 01 October:



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Purpose of Report: Information

There are some small trees near our boundary with Foxley Fields where the grass doesn't get cut under the canopy, and where one tree nearest the road had died and was removed last year, the area also doesn't get cut.

The result is increasingly scruffy and overgrown with what looks like woody shoots.

Please could these areas be included when the grounds men come round on their regular work?

An email was sent to the contractor to request cutting more into the boundary and trim around the trees on their next grass cut visit. This was completed.

5.2 Lamp posts in Foxley Fields Open Space not working

Two residents have informed the office that four lamp posts along the path within Foxley Fields are no longer working. They are particularly concerned as they use the path after evening events held in the Foxes Den building and as the nights are drawing in, they find it unsafe to use the path.

The office has contacted BFBC (Ringway) to see whether it could be repaired but they said that as they are an old design, getting replacement fittings would be difficult. They suggested in changing the lamp posts to having LED lighting instead.

5.3 Thanks to resident for clearing Knox Green Corner in readiness for Remembrance Sunday

On 8 November 2024, the Amenity Officer and the Parish Warden tidied up the borders on Knox Green Corner in preparation of the Remembrance Parade passing by on Remembrance Sunday. However, there were still many leaves on the ground and without a leaf blower, they could not be all removed. A local resident offered their help in clearing the area from leaves, which they completed on 9 November.



6 Binfield Environment Group

6.1 The Amenity Officer has joined the committee to help liaise between the group and the Parish Council.

The chair has been doing a bit of research on Binfield's bats for the Eco Church team. The Berks and South Bucks Bat Group have provided them with a lot of information. In the last 10 years, 9 different species of bats have been recorded within 1km of St Mark's church. The bats that have been recorded closest to the church are common and soprano pipistrelle, noctule and brown long-eared bat.

In the last 10 years, 8 different species of bats have been recorded within 1km of All Saints church. A survey was conducted in May / June 2018 which recorded 7 species within the immediate vicinity of the church. In total, 10 different species are recorded on the two lists. This is more than half of the bat species that are recorded in the UK.



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Purpose of Report: Information

BEG's autumn and winter work parties started with the annual guerrilla event on Saturday 19th October. They planted more than 1000 spring bulbs and people took tree seeds away to grow at home/nursery.

The November work party was clearance work in Farley Copse. They removed holly, bramble and laurel from the central section of the copse. Under the guidance of the ranger, Oscar, a bonfire was lit to remove the green waste. The clearance work allows for less competition for the existing trees and gives more chance for other plants to return to the woodland. By removing the holly, the hazel becomes accessible and can be coppiced which will promote vigorous new growth. While working, they found a lovely sweet chestnut tree and a few young yews.

There was also some work done within the ponds on site. Volunteers helped to clear duckweed and fallen vegetation. They found efts (larval newts), water-lice (they look like woodlice), and several fearsome looking dragonfly nymphs. This group also discovered that the pond plants they had put in last year had grown better than they thought despite the duckweed.

The next work party will be at Wicks Green on Saturday 21 December. All are welcome to join in.

7 Non play assets

7.1 Damage to Mosses Bench on FF



The Parish Warden noticed some vandalism on a memorial bench on Foxley Fields. It seems like someone had taken a saw to the bench as they were clean cuts. The bench has been cordoned off and will ask the handy worker to replace the cut off slats.

The handy worker replaced the damaged slats of the bench at a cost of £20 (third pic).



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Purpose of Report: Information

7.2 Request for removal of bin in Oakmede Place



As the last meeting (01.10.24) members were informed of an ongoing litter issue in Oakmede Place. Another email was received on 21 October with the below photo and a consideration to have the bin removed indefinitely. Sorbon Estates will inform us of their decision. are requested to give their views on whether they would be happy to have the bin removed which will reduce the cost of the BPC litter bin contract with the Borough.

An email was received on 5 December:

Hi Purveen

I hope you are well.

We would like the wall waste bin removed, see attached, it is still attracting others place rubbish on the ground, our maintenance operative removed to bags left on the ground! We are happy to remove it and make good the wall, redecorate and clean the slabs below or alternatively you can arrange this as it is your bin.

Let me know what you would like to do.

Councillors to approve the recommendation to give Sorbon Estates the go ahead for them to remove the bin at Oakmede Estate. The RFO will look at how it will affect the litter bin contract with BFBC.

7.3 Lamp posts along path on Foxley Fields

A couple of residents had informed the office that the lamp posts which run along the path in Foxley Fields were not working. They were concerned about the safety when working in this area, especially as the nights are getting darker. The office has been monitoring this as they have coming on and off sporadically since the original correspondence. The Parish Clerk will contact the contractor to take a closer look at the wiring within the head of the lamp post.

8 **Litter Update**

8.1 D of E volunteers for litter picking



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Purpose of Report: Information

Three more D of E volunteers have signed up to the Sponsor a Scheme to fulfil the volunteering section for their bronze award. The areas assigned to them are Binfield Road, off Forest Road, and Wood Lane, which includes the area around the Binfield Health and Community Hub.

8.2 Regular litter picker updates

Regular updates received from the volunteer who covers Oakmede Place, Wicks Green, Terrace Road North to Church Lane.

Numerous fly tips have occurred within the recycling point in Oakmede Place. The Parish Warden has emailed BFBC to inform them.



In the layby at the back gate to Binfield House, there has been regular fly tipping - garden waste/landscaping type waste and bags of children's toys. Have contacted Beechcroft House as it is on their land. All removed on 18 November

9 **Resignation from Handy Worker John Jacobs**

John Jacobs handed in his notice with immediate effect (30 October):

Good Afternoon Purveen

I need to make you aware I intend to cease any further task undertakings with immediate effect.

It is a nine mile round trip for me to tackle the marvellous variety of odd jobs that crop up but I rarely ever cover my costs and don't try to make a profit so I am calling it a day.

I was shocked yesterday when I saw the state of Knox Green area but I can't simply pop by to look at the grass weekly you need someone local.

I want to wish all the team the very best for the upcoming festive season and one day when I win the lottery I will buy a nice pad in Binfield.

All the best

John

On behalf of the Councillors, the office staff have replied to John sending our thanks for all the tasks he has undertaken around the Parish. A voucher will be given to him with a card of thanks.

10 **Risks Walks**



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Purpose of Report: Information

The risk walks around parish owned land last took place in November 2023. These will now be done early next year, with a full report presented to the Amenity Committee in March 2025, unless some immediate risks are found in which case they will be taken to full Council beforehand.