



## Minutes of a Meeting of the PARISH COUNCIL

held on

Tuesday 21 January 2025 at 8:00pm

**PRESENT:** Cllrs: Steve Collett, Paul Day, Cllrs Katie Dover, Hilary Doyle (Chair), Dave Ellis, Mark Feazey, Katherine Giles, Ian Leake (Deputy Chair), and Amanda McLean

Also Present: Ceri Rance, Clerk; Amanda Sculley, Deputy Clerk; Purveen Hira, Amenity Officer; Phil Lunn, Binfield Community Centre Manager

### 88 **APOLOGIES FOR ABSENCE**

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

### 89 **DECLARATIONS OF INTEREST**

Cllr Doyle declared an interest in the items regarding the Allotment Review.

### 90 **PUBLIC PARTICIPATION**

None

### 91 **MINUTES OF THE PARISH COUNCIL MEETING HELD ON 10 DECEMBER 2024**

It was proposed by Cllr Doyle, seconded by Cllr Day and **RESOLVED** that the Minutes of the Parish Council meeting held on 10 December 2024 be approved and signed as a correct record.

### 92 **COMMITTEE MINUTES**

92.1 Planning and Transport Committee held on 17 December 2024 - It was proposed by Cllr Collett seconded by Cllr Dover and **RESOLVED** that the minutes of the Planning and Transport Committee held on 17 December 2024 should be approved and signed as a correct record.

### 93 **RECOMMENDATIONS FROM COMMITTEES/WORKING GROUPS**

#### 93.1 Blue Mountain Allotment Working Group

The report was considered, and it was agreed to ask for further information from the tenderers and bring the item back to an Extraordinary Council meeting in order that the project is not delayed.

### 94 **ACCOUNTS 2024-25**

#### 94.1 Payment Approvals

It was proposed by Cllr Doyle, seconded by Cllr Dover and **RESOLVED** to accept and approve the payment approval list totalling £41,244.52. This includes a late addition for a deposit refund. The payments will be authorised by Cllr Collett. Changes to the Asset Register: Make a note to reflect the value of the repairs to the Play Tunnel on Foxley Fields.

#### 94.2 Projected Spend

Councillors reviewed the spreadsheet.

#### 94.2.1 Projected Spend and Project Progress

Councillors considered the report and noted the budget changes as follows:

#### Budget 90 – Legal Fees

The budget has been overspent to date. The Council has received a Letter Before Action which the Clerk has passed onto our legal representation. As this is going to incur legal fees, after consideration, it was agreed to make no adjustment and go further overspent.

Budget 52 – Staff Costs

This budget has been overspent. Phil Lunn started with the Council on 18 November 2024. Three other staff had their hours increased for the nine months from 1 July 2024 until 31 March 2025. The budget for 2025-26 has taken into account the new staffing levels.

Budget 53 – Training/Fees

£2,750 was agreed at December Council (minute 87.3) to conduct a Staffing Review.

Budget 54/4 – Equipment Servicing

This has been overspent due to the 5 year Electrical Condition Report at £540.00. This will not recur in 2025/6.

Project Progress

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

Completed Projects

CIL - Pocket Copse Biodiversity – orchard and beehives  
 CIL - Improvements to play areas on Foxley Fields – new seesaw and wooden bridge  
 CIL - Replacement of surfacing on toddler play area on Foxley Fields  
 Parish Office Facilities Reserve - Solar Panels  
 Parish Office Facilities Reserve - Installation of CCTV  
 Open Spaces Reserve - WG path repairs and extra drainage

Parish Office Roof

In April 2024 £650 was agreed (minute 168.1) to source scaffolding to allow investigations. In June 2024 £2,750 was agreed (minute 28.1) for work on the roof. The work required was considered urgent so work was carried out on the flashing around the fanlights. Further work will be required but more advice and quotes will be sought before more work is carried out. So far £550 has been spent on scaffolding and £3,950 on the replacement flashing, all of which has been reported to Council. This is an overspend of £1,100 on the allocated funds but this was a requirement due to the urgency of the work required and authorised by the Clerk.

Patio Extension

£8,320 was allocated from the Open Spaces Maintenance Reserve to extend the patio behind the Parish Office on Benetfeld Road. Quotes have been sought and agreed. The work requires agreement from Bracknell Forest Council (BFC) as stated in our lease, and this is still awaited. The Clerk has spoken with a representative from Property who assured her that he would respond within two weeks. The first correspondence sent by the Clerk was in mid-October. Several emails and phone calls chasing a response have been unsuccessful to date. The Clerk recommended contacting our local borough councillors to assist with the enquiry.

Lamp Posts on Foxley Fields

The Clerk has received a quote for the work which includes 4 replacement lamps and all labour and equipment. The cost is £2,784.60. The work will be completed on Friday 24th January.

Blue Mountain Allotments

This project has been on Contract Finder and the tenders have been scored by the working group. The shortlist will be presented to Council at this (January 2025) meeting.

Binfield Parish Council Website

The new website has been launched. The developers are in the final stages of transferring code for the booking system and newsletter subscription.

Staffing Review

£2,750 was agreed at December Council (minute 87.3) from the Training Budget to undertake a staffing review. Staff have been interviewed and a report will be received in due course.

Storage Shed on Foxley Fields

£1500 allocated from budget 24 Amenities Maintenance and Improvements (Council min 74.4). This is linked to the patio extension work as the base work will be undertaken at the same time to save money. Therefore, awaiting the response from BFC.

94.3 CIL Update and Tracker

No change.

94.4 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**.

94.4.1 Fund Transfers

17 December - Barclays Current Account to Barclays Reserve Account - £68,000.00 for investment  
 24 December - Barclays Reserve Account to Barclays Current Account - £20,000.00 to pay bills authorised by Cllr Collett.  
 24 December – Treasury Deposit to Barclays Reserve Account - £300,000.00 – return of 6 month investment  
 15 January 2025 - Barclays Reserve Account to Barclays Current Account - £32,000.00 to pay bills

94.4.2 Deposit Refunds

15 Jan 2025 – £80.00 Deposit Refund to Halls – Authorised by Cllr Feazey

94.5 Quarterly Bank Reconciliations

These were reviewed and noted.

94.6 Internal Controllers Report – 3Q

The third quarter report was not available. It was expected that it will be available for the next meeting.

94.7 3Q Payments over £500

The report was reviewed and noted and would be uploaded to our website.

94.8 Binfield Tennis Association (BTA) Rent Renewal

The rent for 2025-26 was calculated in line with the lease and a notice sent to and agreed by the BTA at £3,330.00.

94.9 2025-26 Budget

The budget was reviewed. It was proposed by Cllr Doyle, seconded by Cllr Ellis and **RESOLVED** to set the precept at £303,916.70. This represents an increase of 2.28% on last year with a charge of £62.13 for each Band D household.

95 **REPORTS FOR DECISION**95.1 Binfield Memorial Hall Working Group Representative Appointment

The Binfield Memorial Hall representative was agreed as Cllr Leake. Cllr Doyle agreed to be a reserve member.

95.2 Annual Parish Meeting

The format and venue for the meeting to be held on Thursday 20 March 2025 was discussed. It was proposed by Cllr Doyle, seconded by Cllr Dover and **RESOLVED** that the meeting would be held at the Foxes' Den, Benetfeld Road, and the format would include the following:

A meet-and-greet half hour with refreshments would be available from 7.00pm for residents to discuss issues with Councillors

Meeting start – 7.30pm

Minutes from last year available

Booklets of reports for Amenity, Planning and Finance available (Cllrs Doyle and Collett and the Clerks)

Strategy Update – Cllr Doyle

Biodiversity Update – Mike Coker

Grant Recipients to be invited to attend

Parish People's Awards

### 95.3 Allotment Review

As Cllr Doyle had declared an interest in this item, as an allotment holder, Cllr Leake took the Chair. The report was considered and the proposed rents reviewed. It was proposed by Cllr Leake, seconded by Cllr Ellis and **RESOLVED** that the rents be set for 1 January – 31 December 2025 as follows:

#### Red Rose Allotments

Full Plot	£57.50
Half Plot	£32.00
Part Plots (1/3 or 1/4)	£25.00
Half + Part Plot	£56.00

#### Pocket Copse Allotments

Plot	£32.00
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Following a consultation with allotment holders, the amendments to the rules for 2025 were considered and it was proposed by Cllr Leake, seconded by Cllr Ellis and **RESOLVED** that the changes were adopted.

### 95.4 Parish Building Roof

The serious condition of the parish office roof was considered and the current progress on the repairs reviewed. After discussion it was agreed that the fundamental flaws are either the responsibility of the architects or contractors. It was agreed that before further progress can be made the drawings should be reviewed. It was further agreed that the insurance company be contacted to find out if such an occurrence is covered under the policy.

## 96 **REPORTS FOR INFORMATION**

### 96.1 Clerk's Report

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

#### 96.1.1 Air Pollution

The issue raised by a resident should be referred to Bracknell Forest Council.

#### 96.1.2 Community Payback

It was agreed that working with the Probation Service would be a benefit to the parish. Binfield Parish Council had satisfactorily worked with them in the past.

### 96.2 Community Emergency Plans (CEP)

Bracknell Forest Council has encouraged Parish and Town Councils to adopt Community Emergency Plans. Cllr Dover has offered to work with the Clerk and both will be attending a meeting organised by the borough on 20th January at which they will provide more information on how to move forward with a CEP. Following this meeting, a report will be presented at the February Council meeting.

## 97 **FUTURE AGENDA ITEMS**

None.

98 **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.

98.1 Foxes' Den Lease & Management Agreement and Rent Review

The final draft of the lease had been received. It was proposed by Cllr Doyle, seconded by Cllr McLean and **RESOLVED** that the lease be signed.

The final draft of the management agreement had been received. It was agreed that certain wording required clarification, and that legal advice would be sought. It was further agreed that the two documents would be signed and dated at the same time when both are agreed.

It was further agreed that the rent be held at the same level for another month until the end of February 2025.

98.2 Binfield Community Centre (BCC)

The report was considered and actions agreed. It was proposed by Cllr Doyle, seconded by Cllr Collett and **RESOLVED** that up to £500 be agreed from the BCC set up funds to provide a laser printer.

Meeting Closed 10.09pm

*Hamp Doyle*  
*11/02/2021*

