

Notice of Meeting Full Council



Notice Date: 5th February 2025

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 11th February** 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

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Agenda

Meeting of Binfield Parish Council



The meeting will be held at Binfield Parish Council Office at 8pm on Tuesday 11th February 2025

No. Item

- 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 21 January 2024
- 5 **Committee Minutes**
To Approve & Adopt the minutes from the following Committees:
 - 5.1 Planning Committee – held on 28 January 2024
- 6 **Recommendations from Committees/Working Groups**
 - 6.1 Risk Review Policy/Strategy – to receive a report on the policy review procedure.
- 7 **Accounts 2024-25**
 - 7.1 Payment Approval List – to agree the payments due (draft list attached, updated version will be tabled at the meeting)
 - 7.2 Projected Spend – to receive the report to date for 24-25 (report attached)
 - 7.2.1 Projected Spend and Project Progress – to receive the report on projected spend and progress of current projects (report attached)
 - 7.3 CIL Update and Tracker – to receive a report of the notifications received (verbal update)
 - 7.4 Fund Transfers and Additional Payments – to advise of movements of funds and payments made since the last council meeting
 - 7.5 Internal Controller Report – to receive the report covering the third quarter 2024-25
 - 7.6 Investment Strategy – to consider the strategy document (attached)

No. Item

8 Reports for Decision

- 8.1 Binfield Tennis Association Working Group – the Council are asked to appoint members to the BTA Liaison Group.
- 8.2 White Beam Tree – Councillors are asked to consider replacing the broken tree on Foxley Fields.
- 8.3 Chain of Office – to review and decide on a chain of office design along with a replacement badge which has the new logo.
- 8.4 Replacing the Lights on Foxley Fields – Councillors are asked to grant retrospective approval for the replacement of the lights on the Foxley Fields open space. This was an urgent spend that the Clerk used delegated authority to carry out. *BPC Financial Regulations section 5.17*
- 8.5 Access Audit Update – to receive and approve a quote for an external company to carry out an access audit on the parish councils open spaces, carpark, buildings and allotments.

9 Reports for Information

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

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 and sign 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.



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



**Minutes of a Meeting of the
PLANNING & TRANSPORTATION COMMITTEE**
held in the Parish Office, Benetfeld Road on
Tuesday 28 January 2024 at 8:00pm

PRESENT: Cllrs: Paul Day, Katie Dover, Hilary Doyle, Andy Fish, Mark Feazey and
Kiran Meka
Also Present: Ceri Rance, Clerk

42 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Steve Collett.

43 DECLARATIONS OF INTERESTS

None.

44 PUBLIC PARTICIPATION

None.

45 REPORTS FOR DECISION

46.1 LISTS

46.1.1 24/00751/FUL - East View Terrace Road North Binfield Bracknell RG42 5JG

Proposed single storey rear extension following the demolition of an existing conservatory.

Decision already made.

46.1.2 24/00191/TRTPO - 11 Blomfield Dale Binfield Bracknell Berkshire RG42 1FY

TPO 187A - Application to prune 1 tree.

Binfield Parish Council Supports the Sustainable Management of Trees – This is an excessive thinning/pruning of the tree.

46.1.3 24/00201/TRTPO - Wykery Copse Peacock Lane Bracknell Berkshire.

TPO 105 - Application to prune 1 tree.

Binfield Parish Council Supports the Sustainable Management of Trees – It doesn't appear to be a danger to the house or surrounding amenities.

46.1.4 24/00781/FUL - 1 Fairview Cottages Beehive Road Binfield Bracknell RG12 8TS

Proposed two storey rear extension with internal alterations.

Consider No Objection

46.1.5 24/00784/FUL - Mosscroft Murrell Hill Lane Binfield Bracknell RG42 4BY

Proposed two storey side extension and ground floor bay window to front extension.

Consider No Objection

46.1.6 25/00008/OBS - Land Adjacent To St Annes Drive London Road Binfield Bracknell Berkshire

Application to vary condition 2 of planning consent 203544 (approved under APP/X0360/W/22/3297645) for the proposed erection of 54 units (including 19 affordable homes) with associated access road from St Anne s Drive, landscaping and open space. Condition 2 refers to the approved details and the variation is to amend the drawings to include the addition of single storey rear extensions to approved plots 2, 3, 4,, 7, 50, 51 and 52.

NO COMMENT

47 CLERKS REPORT

The report was **NOTED.**

47.1 Delegated Decisions

24/00272/A - Beech House London Road Binfield RG42 4AB - Grant with Extra Conditions (RR)
 24/00642/FUL - 52 Farley Copse Binfield Bracknell Berkshire RG42 1PF – Approved (CNO)
 24/00658/FUL - 40 Chapman Drive Binfield Bracknell Berkshire RG42 4GD – Approved (CNO)
 24/00663/FUL - 2 Rosedale Binfield Bracknell RG42 5LT – Approved (CNO)
 24/00711/PAH - Hillview 5A Cheney Close Binfield RG42 4HF - Prior Approval HH Not Required (CNO)
 24/00156/TRTPO - 43 Tippits Mead Binfield Bracknell Berkshire RG42 1FH – Approved
 24/00645/FUL - 33 Statham Court Binfield Bracknell RG42 1FS – Approved (CNO)
 23/00395/FUL - Land Adjacent To No. 43 Mare Lane Beenham Heath Shurlock Row RG10 0QH – Refused (RR)
 24/00305/FUL - Jack O'Newbury Terrace Road North Binfield Bracknell Berkshire – Refused (RR)
 24/00575/FUL - Dutch Barn Billingbear Farm Billingbear Lane Binfield Bracknell – Approved (Obs)
 24/00751/FUL - East View Terrace Road North Binfield Bracknell RG42 5JG – Approved

48 **FUTURE AGENDA ITEMS**

None.

Meeting closed 20.29

Binfield Parish Council

Expenditure transactions - approval list

Start of year 01/04/24

No	Payment Reference	Gross	Heading	Invoice date	Details	Payment Reference Total
7734	DD	£0.00	54/1	16/02/25	British Gas - Gas and standard charge	£0.00
7722	DD-BCCBBFeb	£66.00	204/4	10/02/25	Andrews & Arnold Ltd - Broadband monthly	£66.00
7723	DD-BGasGasFeb	£368.98	54/1	05/02/25	British Gas - Electric standard and usage	£368.98
7746	DD-BTFeb	£468.68	54/3	01/02/25	Bt -telephone - Phones and Broadband BR	£468.68
7735	DD-EEMobFeb	£19.40	54/3	02/02/25	EE - Mobile phone - Parish Warden	£19.40
7733	DD-Feb	£151.08	54/5/1	23/02/25	Positive Computing Limited - monthly IT support, mailbox, storage and antivirus	£151.08
7738	DD-LloydscharFeb	£8.50	58	20/02/25	Lloyds Bank - Bank charges	£8.50
7739	DD-WasteFeb	£121.12	205	31/01/25	Shorts Group Limited - Waste Removal Binfield Community Centre	£121.12
7748	OB-0358	£3,341.52	95/1	06/02/25	Lodge-I-Cal - FF Lamp replacements	£3,341.52
7744	OB-400270-7683855	£2,563.19	21/3	30/01/25	Bracknell Forest Borough Council - Litter bin emptying for 2024/25 EB	£2,563.19
7737	OB-479012	£59.09	54/6/2	31/01/25	Clarity Copiers (High Wycombe) Ltd - Copies	£59.09
7747	OB-868277	£2,592.00	90	31/01/25	Ashfords LLP - Dispute resolution	£2,592.00
7720	OB-BCCCcleanJan	£135.00	204/1	16/02/25	Rhian Rance - Cleaning BCC	£135.00
7705	OB-BPCTasks	£20.00	56/1	13/01/25	Mr M Thomas - PO953 Meter readings - January 2025	
7740	OB-BPCTasks	£20.00	24	30/01/25	Mr M Thomas - PO961 Repair FF basket swing (labour charge only)	
7743	OB-BPCTasks	£10.00	56/1	23/01/25	Mr M Thomas - Remount automatic door panel	£50.00
7724	OB-BRCleanJan	£80.00	54/7	31/01/25	Niamh Stainsby - Cleaning	£80.00

Signature

Date

Signature

Binfield Parish Council

Expenditure transactions - approval list

Start of year 01/04/24

No	Payment Reference	Gross	Heading	Invoice date	Details	Payment Reference Total
7742	OB-CCFeb	£624.10		25/01/25	Barclaycard -	£624.10
1		£12.00	56/1		Late payment fee	
2		£16.64	54/5/1		Adobe Pro	
3		£420.00	95/7		Postura Plus Chairs - Parrot Green 430mm	
4		£45.68	56/1		Scott Multifold Hand Towels 1804 - Z Fold Paper Towels Packs x 250 White Paper Hand Towels (4,000 Total)	
6		£18.01	204/3		Unigloves Black Pearl Nitrile Examination Gloves - Multip	
7		£19.38	56/1		Andrex Family Soft Toilet Tissue 45 Toilet Rolls	
8		£6.99	204/3		OSPAKA Blue Roll 6 Pack Embossed Centrefeed Blue R Ply Recycled Paper Multi-Purpose Use Hand Towels Commercial and Household Big Roll Pack of Strong Absorbent Paper Towel Rolls (6 Rolls)	
9		£15.95	204/3		Coffees and teas for BCC	
10		£13.45	56/1		Kompan spares return	
11		£36.00	56/1		Storage trunks from Wickes Xmas lights	
12		£20.00	56/1		Finance Charge	
7730	OB-PAYE&NIFeb	£2,542.01	52	25/02/25	H M Revenue and Customs - PAYE & NI	£2,542.01
7732	OB-PenFeb	£3,850.38	52	25/02/25	Berkshire Pension Fund - Pension payment	£3,850.38
7728	OB-SalAFeb	£440.90	52	25/02/25	Ms A Fellowes - Salary	£440.90
7727	OB-SalAHFeb	£1,092.38	52	25/02/25	Ms A Hill - Salary	£1,092.38
7721	OB-SalASFeb	£1,718.33	52	25/02/25	Mrs A Sculley - Salary	£1,718.33
7725	OB-SalCRFeb	£2,857.71	52	25/02/25	Mrs C Rance - Salary	£2,857.71
7729	OB-SalPHFeb	£1,599.30	52	25/02/25	Mrs P Hira - Salary	£1,599.30
7731	OB-SalPLFeb	£1,448.84	52	25/02/25	Mr P Lunn - Salary	£1,448.84
7726	OB-SalTSFeb	£985.84	52	25/02/25	Mrs T Southgate - Salary	£985.84
7736	OB-WindowsFeb	£43.00	54/7	01/02/25	Owen & Turner - Window cleaning	£43.00

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
Total		£27,227.35				

Signature	_____	Signature	_____
Date	_____		



Binfield Parish Council Meeting

Date: Tuesday 11 February 2025

Agenda Item/Title: 7.2.1 Projected Spend and Project Progress

Purpose of Report: Information

1. Purpose of report

To advise regarding spending against budgets

2. Budgets to Note

None

3. Project Progress

Below is an overview of the Council's current projects, with a note of the budget, spending so far, work completed and projected end date.

3.1 Completed Projects

Lamp Posts on Foxley Fields – completed 5 February 2025

3.2 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.

3.3 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 recommends contacting our local borough councillors to assist with the enquiry.

3.4 Blue Mountain Allotments

This project has been on Contract Finder and the tenders have been scored by the working group. The Contractor was agreed at the Extraordinary Council Meeting on 4 February 2025.

3.5 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.

3.6 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 there are still Councillors to be interviewed. A report will be received in due course.

3.7 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 response from BFC.



Binfield Parish Council Meeting

Date: Tuesday 11 February 2025

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**

None

3. **Additional Payments since the Last Council Meeting**

Ms Wilson – booking refund £72.00

Ms Wong – room refund £36.00

Binfield Parish Council

Policy Statement on Annual Investment Strategy



1 **Introduction**

- 1.1 Binfield Parish Council acknowledges the importance of prudently investing the temporarily surplus funds held on behalf of the community.
- 1.2 This Strategy complies with the revised requirements set out by the Secretary of State under section 15(1)(a) of the Local Government Act 2003.
- 1.3 The council knows that the investments during the previous, current and next financial years will exceed £100,000 and therefore the strategy complies with the guidance.

2 **Investment Objectives**

- 2.1 In accordance with Section 15(1) of the 2003 Act, the Council will have regard (a) to such guidance as the Secretary of State may issue, and (b) to such other guidance as the Secretary of State may by regulations specify.
- 2.2 The Council's investment priorities are the security of reserves and its liquidity of its investments. The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.
- 2.3 All investments will be made in sterling.
- 2.4 The Guidance maintains that borrowing of monies purely to invest or to lend and make a return is unlawful, and this Council will not engage in such activity.

3 **Investment Categories**

All the Council's investments are categorised as treasury management investments.

3.1 **Specified Investments** (see appendix 1)

Specified Investments are those offering high security and high liquidity, made in sterling and maturing within 1 year. Such short term investments made with the UK Government or a local authority, or town, parish council will automatically be Specified Investments. For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, the Council will use deposits with banks, building societies, public sector fund managers, local authorities or other public authorities.

3.2 **Non-Specified Investments**

A non-specified investment is any financial investment that is not a loan and does not meet the criteria to be treated as a specified investment. These have a greater potential risk – examples include investment in the money market, stocks and shares.

3.3 **Loans**

The Council does not foresee taking out any loans for the current period but if an opportunity requiring a loan was presented, borrowing may be considered. The Council does not foresee making any loans but may consider loaning to Bracknell Forest Council in order to invest in Money Market Funds.

3.4 **Non-Financial Investments** (see appendix 1)

Binfield Parish Council

Policy Statement on Annual Investment Strategy



Non-financial investments are non-financial assets that the organisation holds primarily or partially to generate a profit. The Council has limited non-financial investments.

4 **Security, Liquidity and Yield of Investments**

- 4.1 The Council's investment priorities are the security and then the liquidity of its investments. The Council will aim to achieve the optimum yield on its investments commensurate with proper levels of security and liquidity.
- 4.2 The Clerk/Responsible Finance Officer in consultation with the Council will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity.

5 **Long Term Investments**

Long term investments shall be defined as greater than 12 months. The Council will use the same criteria for assessing long term investment as identified above for specified investments. The Council does not currently hold any long term investments.

6 **Indicators for Investment**

Indicators are used to understand investment decisions covering the next investment year for investments other than treasury management investments or those over 1 year. The Council holds none of these.

7 **Investment Approval**

The Council will consider and make investments, in accordance with the Annual Investment Strategy, Financial Regulations and Community Infrastructure Levy Expenditure Policy. These investments will be recorded at the appropriate full council meeting.

8 **Investment Income**

Income from all investments will be considered as general income.

9 **Investment Reports**

Twice yearly the Responsible Finance Officer will prepare a report on investment activity for the full Council.

10 **Review and Amendment of Regulations**

The Strategy will be reviewed annually. The Council does not employ in-house or externally any financial advisors but will rely on information which is publicly available. The Council reserves the right to make variations to the Strategy at any time, subject to the approval of the full Council. Any variations will be made available to the public.

11 **Risk Assessment**

The risks associated with investments will be kept to a minimum by using high quality organisations including the United Kingdom Government, a local authority in England or Wales or a parish council or community council. Currently the Council will invest spare monies in banks and other appropriate financial organisations as agreed by the Council. To satisfy this strategy each bank must hold a UK banking licence. Consideration will also be given to other factors such as tier one capital ratios and credit ratings issued by major Credit Rating Agencies.



12 **Capacity Skills and Culture**

Decisions will be made by the Council at the recommendation of the Clerk/Responsible Financial Officer following research of publicly available material. No investments will be made other than with high quality organisations as listed above. Should other investment vehicles be considered professional advice should be sought from an appropriate provider. The Internal Auditor would also consider the Council's Governance overview in his/her activities.

13 **Freedom of Information**

In accordance with the Freedom of Information Act 2000, this Document will be posted on the Parish website and a hard copy will be available from the Parish office.

Appendix 1

Current Balances

Account	Balance at 31 January 2025	Interest Rates Gross %
Barclays current account	£21,794.95	0.00
Barclays reserve account	£368,673.12	1.35
Lloyds business account	£161,632.52	0.00
Lloyds 32 day notice account	£670,229.43	2.30
Nat West current account	£1,100.00	0.00
Nat West bonus saver account	£129,252.16	1.25
Public Sector Deposit Fund	£999,646.03	4.7158*
Treasury Deposit - 6 month deal	£0.00	0.00
Unity Bank current account	£772.85	0.00
Unity Bank Instant Access account	£105,964.71	2.60
Total	£2,459,065.77	

*daily rate as at 28 Jan 2025



Binfield Parish Council Meeting

Date: Tuesday 11 February 2025

Agenda Item/Title: – 8.1 Binfield Tennis Association Liaison Group

Purpose of Report: Decision

1. **Purpose of report**

To consider appointing Councillors to the Binfield Tennis Association Liaison Group.

2. **Decision**

The Council is asked to appoint Councillors to liaise with the BTA at the quarterly meetings.

3. **Background Information**

3.1 Meeting held on 3rd September 2024

The meeting was held at BPC offices. The notes have been circulated to the Council to remind members of the items discussed.

3.2 Meeting Dates for 2025

To maintain an effective relationship between BPC and BTA, the Parish Council have scheduled a quarterly meeting with BTA. The meeting dates are as follows.

- 18th February
- 1st April
- 15th July
- 25th November



Binfield Parish Council Meeting

Date: Tuesday 11 February 2025

Agenda Item/Title: – 8.2 White Beam Tree

Purpose of Report: Decision

1. **Purpose of report**

To consider replacing the broken tree on Foxley Fields with a new White beam Tree

2. **Decision**

Would Council like to replace the tree on Foxley Fields?

- If yes, does the Council approve the cost of £700 for our open spaces contractor to supply and install the tree. It is further recommended that the cost come from budget line 21/5 Tree Work.

3. **Background Information**

A tree on the front of Foxley Fields was damaged recently and has been removed as it was beyond saving. The tree was put in a part of the WI project in 2023.

4. **Financial Information**

The current balance of budget line 21/5 Tree Work is £2,258.53.





Binfield Parish Council Meeting

Date: Tuesday 11 February 2025

Agenda Item/Title: 8.3 Chain of Office

Purpose of Report: Decision

1. Purpose

To consider purchasing a chain of office and new BPC pendant/badge.

2. Decision

- Purchase a chain of office
- Purchase a new pendant/badge
- If yes, which option?

3. Information

Binfield Parish Council has a badge of office which is worn by the Chair when they are representing the Council in an official capacity. At the present time, the badge is worn with a ribbon rather than a chain.

If Councillors decide to purchase a chain, a velvet collar should also be purchased so that the chain can be worn comfortably and correctly.

There are options regarding the metal used and the length of chain. Some chains are hallmarked sterling silver, finished in polished hard gold plate (3 – 5 microns thick). Some are brass and they can also be provided in gold or platinum.

Short chains of 5 or 7 links can be purchased and there is the ability to buy links over the years to increase the length as budget allows.

A single chain has been used for the quotes although double chains are available. Larger links that can take engraving (Chair's names for example) can be supplied, although smaller links are used for these quotes.

As our logo has changed and does therefore not match our badge of office, a quote for the production of a new badge of office has been requested from each supplier.

Prices Have Been Checked. Crest Regalia and Vaughtons have held their prices. Fattorinii and Toye Kenning & Spencer have amended their prices.



Binfield Parish Council Meeting

Date: Tuesday 11 February 2025

Agenda Item/Title: 8.3 Chain of Office

Purpose of Report: Decision

CRL CREST REGALIA LIMITED – Sam Scholey

“Chairman” style 19 in copper/zinc alloy and brass

£566.67

Presented in a soft lined leather effect wallet 32” X 6”

Box

£100.00

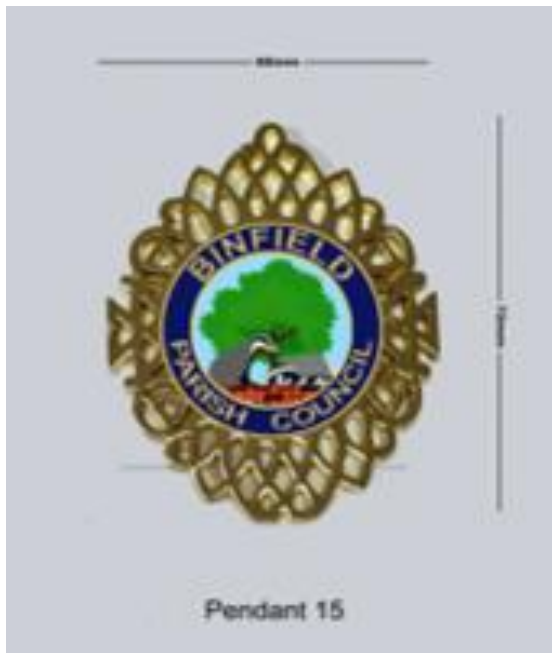
Leather wallet

New Pendant inc die cost

£130.00

Not suitable for Velvet collar

8 weeks delivery





Binfield Parish Council Meeting

Date: Tuesday 11 February 2025

Agenda Item/Title: 8.3 Chain of Office

Purpose of Report: Decision

VAUGHTONS - Rob Armour

Gilt metal (copper/zinc) or	£2,398.86
sterling silver (or others if required)	£5,544.00

Velvet collar stitched to chain – blue, black, burgundy or green	£363.00
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Carrying case	£606.38
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Chain – C71 43x26mm	£2,886.68
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Pendant – No7 78x78mm	£1,298.64
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Manufactured in Birmingham

10-12 weeks delivery

Info requested reminder 18/9



C71 CHAIN OF OFFICE
Features 21 links + No.7a
central link with shoulder
pins 6 links up

No.7 Backplate
78mm x 78mm
49mm Ø Centre
DIE No : S005

VAUGHTONS
ENGLAND 1819

Artwork Approval

Signed..... Date.....

This design is copyright and property of Vaughtons and can only be used by Vaughtons for and on behalf of the client.
Virtuous named colours do not match pantone references. Our artwork is a visual interpretation and a guide to the look of the finished product.

QUOTE

Design by : Dave Harper
Revised : 19.09.24



Binfield Parish Council Meeting

Date: Tuesday 11 February 2025

Agenda Item/Title: 8.3 Chain of Office

Purpose of Report: Decision

FATTORINI - Kerry Moore

Sterling silver gilt (or others if required)

Five link chain

£980.00-£4,000.00

Seven link chain

£1,353.00-£4,500.00

Full chain either 36 or 40"

£3,500-£6,000

Velvet collar

£283.60

Case with key and handle

£347.12

Pendant B240829-21 68x106mm

£1716.967

Chain 275C 36" with velvet backing and presentation case

£4,499.62

Q0084994 - CHAIRMAN'S PENDANT & CHAIN OF OFFICE

Hallmarked Sterling silver gilt and enamelled pendant & chain of office on black velvet backing. Pendant, bespoke shape, size 68mm x 106mm with top loop.

Vitreous enamelled 6 colours.

Complete with 36 inch chain of office consisting of link 275-C size 39mm x 23mm

and centre link (W420) size 36mm x 23mm machine cut for enamel as CHAIR,

complete with bottom hook, joining rings and retaining chain.

Fitted to a black velvet backing.

Packed in a presentation case.

D.N. B240920-21 MOD 1

£6,498.73 increased to
£6826.85 excl carriage & VAT

Delivery

6-8 weeks





Binfield Parish Council Meeting

Date: Tuesday 11 February 2025

Agenda Item/Title: 8.3 Chain of Office

Purpose of Report: Decision

TOYE KENNING & SPENCER - Rhonda Boyce

1 off H M Silver gilt Pendant with Binfield Parish Council crest onto a backplate with a title, if required, supplied in a presentation case

With a Hand painted centre @ £850.00

With a Transfer centre @ £623.75

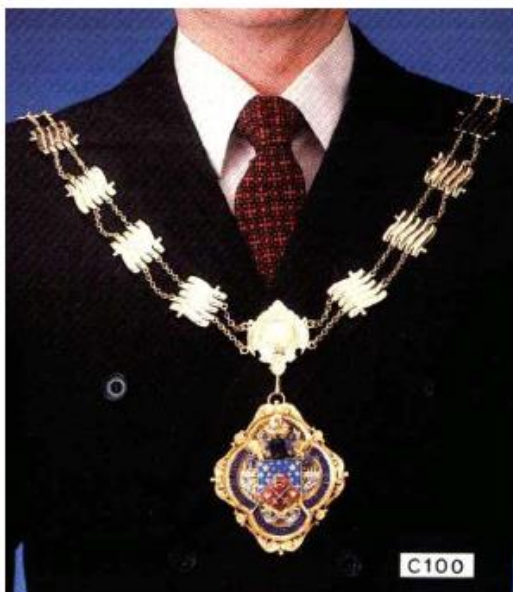
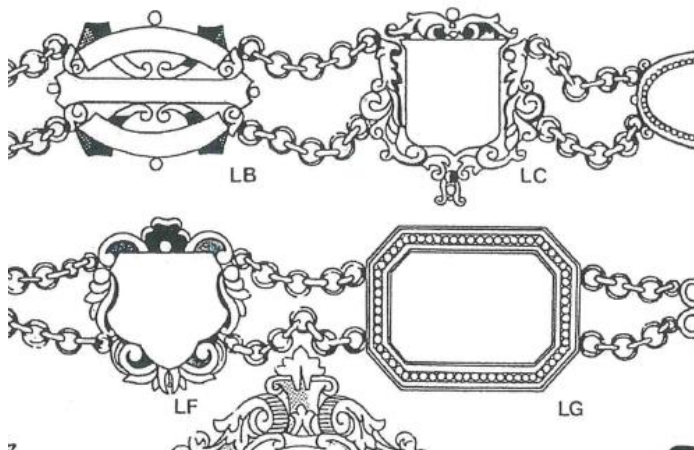
Sterling silver, gilt finish Chain, made up of LB or LG links =21 links: overall length 36 inches @ £2,085.00 for either.

Delivery - Approx. 12 working weeks

A design would be drawn up for your approval after receipt of an order.

This quotation is valid for thirty days

£2,935.00 excl carriage and VAT





Binfield Parish Council Meeting

Date: Tuesday 11 February 2025

Agenda Item/Title: – 8.4 Replacing the Lights on Foxley Fields

Purpose of Report: Decision

1. **Purpose of report**

To grant retrospective approval for the light replacements on Foxley Fields.

2. **Decision**

The Council is asked to grant retrospective approval for the expenditure of £2,784.60 to be taken Parish Facilities Reserve following the Clerks action under delegated authority.

3. **Background Information**

The office was made aware by a resident that the lights on Foxley Fields were not working before Christmas. Following this, the Clerk reached out to an electrical contractor to get quotes for their replacement. The lights were replaced in January 2025.

4. **Delegated Authority**

Foxley Fields is a highly used open space, especially for those who live on or around Benetfeld Road. As the space is managed by BPC it was essential that the lights were replaced as soon as possible as a matter of public safety.

The Council's Financial Regulations state the following.

Section 5.17

In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £10,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.



Binfield Parish Council Meeting

Date: Tuesday 11 February 2025

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 Resident email received into the office 2/2/25

Hello I am writing to you today asking if there is any chance of a pump track/ mountain bike jumps. I am asking today and me and my friends are wondering if there is any chance of you being able to contact and building or anyone to build. I understand that there might not be an area to build or do it but if there is please can you . Not only would this good for me and my fiends but good for the community as it would influence people to get on their bikes and do something instead of just riding around . It would get kids excited for something to do and it would be good for them as it is good to exercise. But that's not only the people who can use it . Adults can even use it. Anyone can. If you have any news of it please message me about your thoughts or interests about it . Thank you for listening

Second email from another student

I am writing to you in hopes that you could build a pump track or mountain bike jumps in Binfield. Me and my friends are wondering if you would be able to contact a building company or gather a group of builders so that it is safe and appropriate for all ages and abilities whilst still having some fun features for higher level riders. This would not only be good for my friends and I, but it would also encourage other kids to get outside and exercise. If you have any further information on this matter please contact me about your thoughts. Thank you for your time

Office Response 5/2/25 – sent to both

Thank you for your email and suggestion of a pump track/mountain bike jumps. We will put into the clerks report for the council meeting next week so they are aware of your suggestions and it will also be added to the March Amenity meeting for discussion. You are more than welcome to attend the meeting on the 4th March, Council room, Parish Office, Benetfeld Road, RG42 4EW at 8pm. At the beginning of the meeting we have 15 minutes for the public to speak. If you would like to, you can come along and explain why you think it would benefit the parish and the wider community.

2.1 Further email received regarding mountain bike jumps

Hello I am writing to you today asking why you took down our jumps in the popes meadow forest. I understand you taking down our jumps in the middle of the field and I apologise for that but I don't understand why you took down the one in the forest. If you ask why we have made jumps it is because me and my friends like mountain biking and where we are living we aren't near any jumps expect from swinkey which is quite far to cycle. I guess what I'm asking is can you please build or ask someone to build mountain bike jumps for the community. You may think this is only for us but this could be used bike children even adults. For example it could get children out doing exercise. Thank you for reading my message and please contact me as soon as you can because I would like to hear what you say



Binfield Parish Council Meeting

Date: Tuesday 11 February 2025

Agenda Item/Title: – 9.1 Clerks Report

Purpose of Report: Information

Response from the office

Hi Leo,

Thank you for your email into the office. We do not manage the park at Popes Meadow this is managed by Bracknell Forest Council and the Rangers. You will need to get in touch with them and see what has happened.

Many thanks

Alisa

3. Matters Arising

3.1