



**Minutes of a Meeting of the  
PARISH COUNCIL**  
held on  
Tuesday 11 March 2025 at 8:00pm

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

**Also Present:** Ceri Rance, Clerk; Amanda Sculley, Deputy Clerk  
4 members of the public

**116 APOLOGIES FOR ABSENCE**

An apology for absence was received from Cllr Dave Ellis.

**117 DECLARATIONS OF INTEREST**

None

[20.01 - It was proposed by Cllr Doyle seconded by Cllr Leake and **RESOLVED** that the meeting be adjourned for Public Participation.]

**118 PUBLIC PARTICIPATION**

[20.12 – 2 members of the public left the meeting]

[20.13 - It was proposed by Cllr Doyle seconded by Cllr Feazey and **RESOLVED** that the meeting be reconvened.]

**119 MINUTES OF THE PARISH COUNCIL MEETING HELD ON 11 FEBRUARY 2025.**

It was proposed by Cllr Doyle, seconded by Cllr Giles and **RESOLVED** that the Minutes of the Parish Council meeting held on 11 February 2025 be approved and signed as a correct record.

**120 COMMITTEE MINUTES**

**120.1 Planning and Transport Committee held on 25 February 2025**

It was proposed by Cllr Collett seconded by Cllr Leake and **RESOLVED** that the minutes of the Planning and Transport Committee held on 25 February 2025 should be approved and signed as a correct record.

**120.2 Amenity Committee held on 4 March 2025**

It was proposed by Cllr Doyle, seconded by Cllr McLean and **RESOLVED** that the minutes of the Amenity Committee held on 4 March 2025 should be approved and signed as a correct record.

**121 RECOMMENDATIONS FROM COMMITTEES/WORKING GROUPS**

**121.1 Binfield Tennis Association Liaison Group**

Following a report from the liaison group, it was proposed by Cllr Doyle seconded by Cllr Leake and **RESOLVED** to adopt the Terms of Reference for the group.

**121.2 Amenity Committee**

**121.2.1 Blue Mountain Allotments**

Councillors reviewed the report and ~~Hit~~ it was proposed by Cllr Leake seconded by Cllr Fish and **RESOLVED** that the rent be set for the rest of the 2025 year at 50p per square metre.

## 122 ACCOUNTS 2024-25

### 122.1 Payment Approvals

It was proposed by Cllr Doyle, seconded by Cllr Feazey and **RESOLVED** to accept and approve the payment approval list totalling £50,322.62. The payments would be authorised by Cllr Collett. Changes to the Asset Register: None

### 122.2 Projected Spend

Councillors reviewed the spreadsheet which was NOTED.

#### 122.2.1 Projected Spend and Project Progress

Councillors considered the report and noted the following:

##### 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.

##### Completed Projects

None.

##### 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. Update awaited from Cllr Leake.

##### 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) and this has been received.

##### 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.

##### Binfield Parish Council Website

The booking system is working, and the newsletter subscription is due shortly.

##### 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 has been received and will be considered by the Staffing Committee.

##### 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. Work has started and should take in the region of two months.

Following the start of the excavation onsite, the contractor found that perforated drainage pipes have been installed across the main area of the allotments. Due to the land gradient, the water was not able to disperse and has resulted in the soil being saturated with some areas experiencing significant water pooling. To rectify the issue, the contractor recommended digging a trench along the western boundary of the site. This will allow the water to drain into the larger trench along the southern boundary. To avoid delays in the project,

the Clerk informed councillors of the situation following the P&T Committee meeting. It was proposed by Cllr Doyle seconded by Cllr Day and **RESOLVED** that approval be given for the ditch work at a cost of £1926.38 with funds coming from the CIL reserve.

122.3 CIL Update and Tracker

No change.

122.4 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**.

122.4.1 Fund Transfers

£40,000 move from the Barclays reserve account to the Barclays current account to make the payments.

122.4.2 Deposit Refunds

None.

122.5 Internal Controllers Report

Councillors reviewed and **NOTED** the report. All the tasks have been completed except for the year end reconciliations and final figures.

122.6 Asset Register

Councillors reviewed the asset register. A number of anomalies were found with regard to the Forest Road Bus Shelter and the names on the tablets. It was proposed by Cllr Doyle seconded by Cllr Day and **RESOLVED** to **NOTE** the assets with the amendments.

123 **REPORTS FOR DECISION**

123.1 Request from Binfield Tennis Association (BTA) for Permanent Floodlights

Councillors reviewed the report. After discussion It was proposed by Cllr Doyle seconded by Cllr Day and **RESOLVED** to agree that the BTA can apply for planning permission, but the BTA should be advised that this did not ensure the Council's support should they pursue the project. The Clerk was requested to consider the lease and how any installation of floodlights would be covered in the case that the lease terminate and not be renewed.

[8.44pm – The two representatives of the BTA left the meeting]

123.2 Access Audit Update

Quotations were considered regarding the proposed Access Audit. After discussion it was agreed to give the work to Accessible at a cost of £1,800.00 with funds from the CIL reserve.

123.3 Foxes Den Café Requests

Councillors reviewed the report. After discussion it was proposed by Cllr Doyle seconded by Cllr Leake and **RESOLVED** as follows:

The proposed lock on the door for the toilet for the disabled is refused but a lock using a Radar Key can be installed.

The window in the serving area, mostly used in the summer months, is broken and requires replacement. R & M Windows and Conservatories' quote of £718.33 was accepted with funds being taken from the Parish Office Facilities reserve.

123.4 Risk Register Approval

The Risk Register, edited to include the Binfield Community Centre, was considered. It was proposed by Cllr Doyle seconded by Cllr Day and **RESOLVED** to adopt the document with the understanding that further work is required to split the risk register into two for each of the two buildings.

123.5 Policies Approval

Councillors considered the Policies and It was proposed by Cllr Doyle seconded by Cllr Day and **RESOLVED** to adopt the following policies as presented:

- Absence Policy
- Developer Engagement Policy
- Dignity at Work Disciplinary Policy
- Equality Policy
- Grievance Policy
- Health and Safety Policy
- Key Holder Policy
- Lone Working Policy
- Risk Register Policy
- Smokefree Policy
- Training Statement of Intent
- Unauthorised Traveller Encampment Policy
- Use of Open Spaces Policy and Procedure
- Volunteer Policy

124 **REPORTS FOR INFORMATION**124.1 Clerk's Report

The report was reviewed and **NOTED**.

125 **FUTURE AGENDA ITEMS**

None.

126 **PART II – STANDING ORDER 3D**

That in view of the confidential nature of the business about to be transacted, it was proposed by Cllr Doyle seconded by Cllr McLean and **RESOLVED** that it is advisable in the public interest that the public and press be temporarily excluded, and they are instructed to withdraw.

127 **URGENCY COMMITTEE HELD ON 20 FEBRUARY 2025**

It was proposed by Cllr Doyle seconded by Cllr Fish and **RESOLVED** that the minutes of the Urgency Committee held on 25 February 2025 should be approved and adopted with the following amendments:  
*[20.27 hrs – Cllr Collett left the meeting and took no part in the decision making]*

128 **BINFIELD COMMUNITY CENTRE (BCC)**

The report was considered, and it was proposed by Cllr Doyle seconded by Cllr Day and **RESOLVED** that the following actions are agreed.

- To purchase a printer at the cost of £800.00 from BCC reserve with a 3-year agreement for copies, service and supplies with Clarity Copiers at £78.00 per quarter. Ongoing costs to be added to the regular BCC costs.
- To hire Circle Cleaning to regularly clean the centre for 2025-26, as required following the bookings.
- To agree holiday cover by Parish Office staff for Phil Lunn during March. The ongoing cover will be addressed at the forthcoming Staffing Committee Meeting.

129 **SETTING THE RENT FOR FOXES' DEN CAFÉ**

The rent for the new lease was discussed. It was proposed by Cllr Doyle seconded by Cllr Meka and **RESOLVED** that a commercial rent review be purchased from Simmons and Sons at a cost of £1,000 and taking two weeks to complete, funds coming from the Parish Office Facilities reserve.



130 **BINFIELD 10K**

Councillors considered the Binfield 10K website and noted their reference to this council. The Clerk was requested to contact them and request removal of our details and to further request that appropriate contact address and telephone number be added to their website for the convenience of residents. Furthermore, the Clerk should request that incorrect details are updated on the Companies House website.

**Meeting Closed 9.51 pm**

*A. Langley C*  
*8/04/25*