

# Notice of Meeting Full Council

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Notice Date: 2<sup>nd</sup> April 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 8<sup>th</sup> April** 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

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# Agenda

## Meeting of Binfield Parish Council



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The meeting will be held at Binfield Parish Council Office at 8pm on Tuesday 8<sup>th</sup> April 2025

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### 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 11 March 2025

#### 5 Committee Minutes

To Approve & Adopt the minutes from the following Committees:

##### 5.1 Planning Committee – held on 25 March 2025

##### 5.2 Staffing Committee – held on 18 March & 01 April 2025

##### 5.3 Amenity Committee – held on 01 April 2025

#### 6 Recommendations from Committees/Working Groups

##### 6.1 Staffing Committee – to receive recommendations regarding the staff structure and staff pay review

#### 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 (*updated version will be tabled at the meeting*)

##### 7.2.1 Projected Spend and Project Progress – to receive the report on projected spend and progress of current projects (report attached)

##### 7.3 Budget Review and Review of Reserves Position at Year End – to consider position at year end.

##### 7.4 CIL Update and Tracker – to receive a report of the notifications received (*verbal update*)

##### 7.5 CIL Annual Statement – to receive the report covering the year end position.

##### 7.6 Fund Transfers and Additional Payments – to advise of movements of funds and payments made since the last council meeting

##### 7.7 Bank Statements and Reconciliations – to review and sign the documents at year end.

##### 7.8 4Q Payments Over £500 – to receive the report.

## No. Item

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### 7.9 Accounts 2025-26

- 7.9.1 Payment Approval List – to agree the payments due (*draft list attached, updated version will be tabled at the meeting*)

### 8 Reports for Decision

- 8.1 Community Resilience and Cohesion Partnership – Councillors are asked to review the letter from Cllr Helen Purnell regarding BPC involvement in the partnership. Further information is being sought as to what the expectation is for Parish & Town Council involvement.
- 8.2 Access Audit – the Access Audit report, prepared by AccessAble, has been circulated to the Council ahead of the meeting. Members are asked to consider the recommendations contained in the report and consider a strategy for undertaking any improvements.
- 8.3 Golfplex Access over BPC Land – the Golfplex are accessing the new padel tennis court over part of the recently acquired Blue Mountain land. The Clerk has spoken with the Council's solicitors and Councillors are asked to consider the options as presented.
- 8.4 Gazebo for Binfield British Legion – to consider a request from the Binfield branch of the British Legion who would like to purchase a branded gazebo for the upcoming events for VE and VJ Day this year.
- 8.5 Binfield Tennis Association – to consider a request from the BTA to repaint the courts.
- 8.6 Councillors & Staff - to receive a verbal report from a Councillor regarding opportunities for parish staff and councillors to continue to build effective working relationships.

### 9 Reports for Information

- 9.1 Clerk's Report – summary of correspondence received and updates on any other items.
- 9.2 Section 137 Spending Update – to provide Councillors with the latest expenditure limit for 2025-26

### 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 Binfield Community Centre – to receive an information report detailing the current situation regarding bookings and other associated matters.
- 11.2 Setting the Rent for Foxes Den Café – the Council are asked to consider the report and set the rent for the next 2 years.



**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 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 contract 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**





**Minutes of a Meeting of the  
PLANNING & TRANSPORTATION COMMITTEE**  
held in the Parish Office, Benetfeld Road on  
Tuesday 25 March 2024 at 8:00pm

**PRESENT:** Cllrs: Steve Collett, Paul Day, Hilary Doyle and Andy Fish.  
**Also Present:** Ceri Rance, Clerk

**54 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs Katie Dover, Kiran Meka and Ian Leake.

**55 DECLARATIONS OF INTERESTS**

None.

**56 PUBLIC PARTICIPATION**

None.

**57 REPORTS FOR DECISION**

**57.1 Lists**

**57.1.1 25/00074/FUL- Peacock Farm Public House Peacock Lane Bracknell Berkshire RG12 8SS**

Proposal for the installation of four rapid electric vehicle charging stations and ancillary equipment within The Peacock Farm car park.

**Recommend Approval.**

**57.1.2 25/00077/FUL - 55 Benetfeld Road Binfield Bracknell RG42 4EW**

Proposed porch extension to front elevation.

**Consider No Objection**

**57.1.3 25/00109/PAH - 2 Firgrove Cottages St Marks Road Binfield Bracknell Berkshire RG42 4BE**

Application for prior approval for a single storey rear extension.

**Decision Already Made**

**57.1.4 25/00081/FUL - The Swallows Emmets Nest Binfield Bracknell RG42 4HB RG42 4HH**

Proposed single storey side extension and front porch extension and change of external materials to areas of part render and timber cladding to Jalna. Proposed single storey rear extension and front porch extension and change of external materials to areas of part render and timber cladding to The Swallows.

**Consider No Objection**

**57.1.5 25/00084/FUL - 4 Buchanan Way Binfield Bracknell Berkshire RG42 4FE**

Proposed single storey rear extension with mono-pitched roof and 4 x rooflight windows.

**Considered No Objection**

**57.1.6 25/00071/FUL- 2 Calcot Close Binfield Bracknell Berkshire RG42 4JU**

Part garage conversion to habitable accommodation.

**Considered No Objection**

**57.1.7 25/00143/OBS - Land At Phase 2A Of The South Wokingham SDL London Road Wokingham Berkshire**

Application for the approval of reserved matters pursuant to condition 1 of outline planning permission ref. 191068 for the erection of 215 dwellings with layout, scale, appearance, and landscaping to be considered.

**No Comment**

- 57.1.8 25/00146/OBS - Land At Phase 2A and 2B Of The South Wokingham SDL Easthampstead Road  
Application for submission of details to comply with the following conditions of planning consent 240892 dated 05/02/2025. Condition 3 relates to levels, condition 9 to a Construction Environmental Management Plan (CEMP) and condition 14 to highways construction details.  
**No Comment**

- 57.1.9 24/00305/FUL – Jack O’Newbury Terrace Road North Binfield  
Reorganisation of parking arrangements to include additional land to the side of the public house and hard and soft landscaping to the front of the building from that approved by application ref 22/00607/FUL.  
**No Additional Comments**

- 58 **CLERKS REPORT**  
The report was **NOTED**.

- 59.1 Delegated Decisions  
24/00175/TRCA - Binfield House Hall Garden Bracknell Berkshire RG42 5BL – No TPO  
24/00462/FUL - Tropikhanna Golden Orb Wood Binfield Bracknell RG42 4BW – Approval (CNO)  
24/00593/FUL - Novello House Ryehurst Lane Binfield Bracknell RG42 5QZ – Withdrawn (CNO)  
25/00011/TR5 - Parkham Mead Binfield Bracknell Berkshire RG42 4FP – Approval  
24/00163/TRTPO - Binfield House Hall Garden Bracknell Berkshire RG42 5BL – Approval  
24/00191/TRTPO - 11 Blomfield Dale Binfield Bracknell Berkshire RG42 1FY – Withdrawn (OBS)

- 60 **FUTURE AGENDA ITEMS**  
None.

**Meeting closed 20.53**



## **Minutes of a Meeting of the STAFFING COMMITTEE**

held in the Binfield Community Centre, Wood Lane on  
Tuesday 18 March 2025 at 8:00pm

**PRESENT:** Cllrs: Steve Collett, Paul Day, Dave Ellis, Katherine Giles, Ian Leake and Amanda McLean (Chair)

Also Present: Ceri Rance, Clerk

### **13 APOLOGIES FOR ABSENCE**

None.

### **14 DECLARATIONS OF INTERESTS**

None.

### **15 REPORTS FOR DECISION**

#### **15.1 Staffing Review**

Members considered the Staffing Review Report prepared by the Local Council Consultancy. Following discussions, the Clerk was asked to circulate further information to assist with any recommendations to the Council relating to the staffing structure. The information will be circulated via email, prior to another meeting of the Staffing Committee which has been scheduled for the 1<sup>st</sup> April.

*[21.20 – the Clerk left the meeting]*

#### **15.2 Pay Review**

Members were asked to consider if the staff should receive a pay rise for the financial year 2025/26. Following discussions, a recommendation will be discussed at the next meeting of the Staffing Committee.

*[21.36 - the Clerk returned to the meeting]*

#### **15.3 Binfield Community Centre**

A verbal update was provided regarding the BCC Manager position and a way forward was agreed.

### **16 FUTURE AGENDA ITEMS**

**Meeting closed 9.49pm**



## **Minutes of a Meeting of the STAFFING COMMITTEE**

held in the Parish Office, Benetfeld Road on  
Tuesday 1<sup>st</sup> April 2025 at 7:00pm

**PRESENT:** Cllrs: Steve Collett, Paul Day, Dave Ellis, Katherine Giles,  
Amanda McLean (Chair)

Also Present: Ceri Rance, Clerk

### **17 APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Leake.

### **18 DECLARATIONS OF INTERESTS**

None.

### **19 REPORTS FOR DECISION**

#### **19.1 Binfield Community Centre Staffing Requirements**

The Clerk provided a verbal update which focused on the staffing requirements for day-to-day operation including closing the building. It was agreed that the Clerk work with the Chair of Staffing to prepare recommendations for hiring which will be presented to the Council at the April meeting.

#### **19.2 Staffing Review**

The committee agreed that the proposed new staffing structure be presented to the full Council at the April meeting. The Clerk would work with the Chair of Staffing to prepare the report.

*[19:44 – the Clerk left the meeting]*

#### **19.2 Pay Review**

Following discussions, a recommendation will be prepared by the Clerk and Chair of Staffing for the April Council meeting.

*[19:49 - the Clerk returned to the meeting]*

### **20 FUTURE AGENDA ITEMS**

**Meeting closed 7.54pm**



## Minutes of a Meeting of the AMENITY COMMITTEE

held in the Parish Office, Benetfeld Road on  
Tuesday 1 April at 8:00pm

**PRESENT:** Cllrs: Paul Day, Hilary Doyle, Dave Ellis, Katherine Giles.  
**Also Present:** Ceri Rance, Clerk, Purveen Hira, Amenity Officer

### 30 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Dover, Fish, Leake, McLean and Meka.

### 31 DECLARATIONS OF INTERESTS

None.

### 32 PUBLIC PARTICIPATION

None.

### 33 REPORTS FOR DECISION

#### 33.1 Open Spaces Schedule

At the last Amenity Committee Meeting (date: 4 March 2025 Min: 27.1) members agreed that at least three fixed price quotes should be obtained from contractors regarding grounds maintenance work around the Binfield Parish Council's open spaces. The Amenity Officer sent the specifications for the works to nine local companies requesting unit costs for grass cuts, shrub and hedge maintenance and play area moss treatment and leaf clearance. Only one company responded. It was proposed by Cllr Doyle and seconded by Cllr Giles and **RESOLVED** to engage Countrywide Grounds Maintenance to undertake some of the grounds maintenance tasks throughout the 2025 growing season.

#### 33.2 Issues with Flooding on Residents' Boundary with York Road Open Space

A resident contacted the office in April 2023 regarding an issue of water flowing into their garden from the York Road open space following heavy rainfall. The resident believes that the French drain, which was installed along the southern boundary, has failed resulting in large quantities of water entering their garden and making it boggy. A site visit was conducted but was inconclusive. Further contact from the resident was received in February 2025 following heavy rainfall, raising the same concerns.

The contractor who fitted the drain visited the site and commented that the effectiveness of the drain would be controlled by the water table, especially during constant or abnormal rainfall.

The Amenity Officer was asked to investigate the effectiveness of the ditch line running through Red Rose Allotments and monitor the situation.

#### 33.3 Blue Mountain Allotment Waiting List

Whilst the works are being carried out on the new allotment site, all those who were on the Blue Mountain waiting list were contacted to check if they were still interested in a plot. Some have been on the list since 2018. Twenty residents were no longer interested and as of 24 March, there were 37 residents remaining on the list. They have been contacted with the plot sizes and prices (as agreed at March Council dated: 11.03.25 Min: 121.2.1). It was proposed by Cllr Doyle and seconded by Cllr Ellis and **RESOLVED** that once all plots on Blue Mountain had been allocated to the waiting list, the office should contact residents on the Pocket Copse Allotment waiting list to see if they would like a plot at the BM site.

33.3 Damage to the Recreational Shelter on Foxley Fields

On 14 March 2025, the recreational shelter was covered in graffiti. This took the Amenity Officer and Parish Warden several hours to clean off.

On 25 March 2025, the Parish Warden noticed that a couple of the panels had 'shattered' following a group of senior school children climbing on top of the shelter. The shelter has been cordoned off with barrier tape, so it is currently out of action. It was proposed by Cllr Doyle and seconded by Cllr Ellis and **RESOLVED** to remove the plastic panels and the centre bar as soon as possible. It was further agreed that an alternative shelter design be researched and suggestions brought to the next Amenity Committee meeting.

34 **REPORTS FOR INFORMATION**

34.1 Update Report

This was **NOTED** and the following comments were made.

34.1.1 Plot 8B Clearance

The Clerk provided a verbal update to the committee. Several unsuccessful attempts were made to contact the resident to arrange for the repayment of the plot clearance. The committee agreed that it would not be cost effective to pursue the matter any further.

35 **FUTURE AGENDA ITEMS**

None.

**Meeting closed 8.54 pm**



## **Binfield Parish Council Meeting**

**Date:** Tuesday 8 April 2025

**Agenda Item/Title:** 7.2.1 Projected Spend and Project Progress

**Purpose of Report:** Information & Decision

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### **1. Purpose of report**

To advise regarding spending against budgets and any additional expenditure on projects.

### **2. Budgets to Note**

This is the final spreadsheet for review for 2024-25. It includes all spending for the year but will be finalised at the close of the accounts for the year.

### **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**

None.

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

#### **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. The work started on 27 March and should be completed by 7 April.

#### **3.4 Storage Shed on Foxley Fields**

£1,500.00 was allocated from budget 24 Amenities Maintenance and Improvements (Council min 74.4). This is linked to the patio extension work which started on 27 March and the base and shed should be completed by 7 April.

#### **3.5 Binfield Parish Council Website**

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

#### **3.6 Staffing Review**

£2,750 was agreed at December Council (minute 87.3) from the Training Budget to undertake a staffing review. An invoice for £1,750.00 has been received for this work from the LCC arm of the SLCC. The Staffing Committee has reviewed the report and a recommendation is being considered at this meeting.

#### **3.7 Blue Mountain Allotments**

The trench works have been completed at a cost of £1,926.38 and have been found to be very effective. The work to create the allotment plots, roadway, fencing and gates started on 17 March and is scheduled to be completed during May. £16,759.10 has been paid to date out of the agreed budget of £67,036.42 towards this work.

#### **3.8 Window Replacement Kitchen Servery**

The kitchen window adjoining the servery is broken. R & M Windows and Conservatories' quote of £718.33 was accepted. The replacement window has been ordered and a deposit of £215.50 paid out of the Parish Office Facilities reserve. The manufacture of the window is now occurring and could take 4-6 weeks. The delivery and fitting of the window will follow.



## **Binfield Parish Council Meeting**

**Date:** Tuesday 9 April 2025

**Agenda Item/Title:** – 7.3 Budget Review and Review of Reserves Position at Year End

**Purpose of Report:** Information & Decision

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1. **Purpose of report**

To propose budget revisions following receipt of further information since the precept was set.

2. **Budget 204/2 Photocopier**

It was agreed at March Council, minute 128, 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. It is proposed to increase the copies budget from zero to £180.00, £15 per month.

3. **Reserves at Year End**

The reserves at year end can be reviewed on the sheet attached. The Income and Expenditure account is also attached together with the Balance Sheet and Statement of Accounts sheet. There is no proposal to make any adjustments but there is the ability to make changes if required before Council signs the accounts at the May council meeting.

4. **Recommendation**

To adopt the amendments to the budget as proposed.



# Reserve Status

	01/04/24	31/03/25
General Fund	£160,818.14	£224,822.59
RESERVES		
Open Spaces Maintenance	£53,111.85	£31,217.25
Play & Recreation	£42,967.98	£41,387.98
Elections	£21,956.63	£21,956.63
Parish Office Facilities	£44,416.99	£29,529.75
Binfield Neighbourhood Plan	£5,353.04	£5,353.04
Village Projects	£26,443.81	£26,443.81
Community Infrastructure Levy	£1,721,712.74	£1,905,612.82
Tennis Courts resurfacing	£15,729.17	£22,273.17
Climate Change Responses	£5,000.00	£5,000.00
Legal Costs	£5,000.00	£5,000.00
Binfield Community Centre	£100,000.00	£92,615.47
	£2,202,510.35	£2,411,212.51
<u>Liability</u>		
Allotment Deposits	£0.00	£171.00
	£0.00	£171.00
	£2,202,510.35	£2,411,383.51

# Consolidated Balance Sheet

Unaudited

31/03/24

£

31/03/25

£

## Long Term assets

0.00	LONG TERM Investment Accounts	0.00
0.00	TOTAL LONG TERM ASSETS	0.00

## Current assets

0.00	Investments	0.00
0.00	Loans Made	0.00
0.00		0.00
22,584.40	VAT Recoverable	9,971.59
1,329.07	Debtors	1,351.42
440.00	Payment in Advance	1,290.00
2,193,842.39	Cash in Hand & at Bank	2,414,998.00
2,218,195.86	TOTAL CURRENT ASSETS	2,427,611.01
2,218,195.86	TOTAL ASSETS	2,427,611.01

## Current liabilities

0.00	Loans Received	0.00
0.00	Temporary Borrowing	0.00
0.00	VAT Payable	0.00
12,471.51	Creditors	10,415.91
3,214.00	Receipts in Advance	5,811.59
0.00	Liability Reserves e.g. deposits	171.00
15,685.51	TOTAL CURRENT LIABILITIES	16,398.50
2,202,510.35	TOTAL ASSETS LESS CURRENT LIABILITIES	2,411,212.51
0.00	Deferred Liabilities	0.00
0.00	Deferred Credits	0.00
0.00		0.00
2,202,510.35	NET ASSETS	2,411,212.51

## Represented by

160,818.14	General Fund	224,822.59
	RESERVES	
53,111.85	Open Spaces Maintenance	31,217.25
42,967.98	Play & Recreation	41,387.98
21,956.63	Elections	21,956.63
44,416.99	Parish Office Facilities	29,529.75
5,353.04	Binfield Neighbourhood Plan	5,353.04
26,443.81	Village Projects	26,443.81
1,721,712.74	Community Infrastructure Levy	1,905,612.82
15,729.17	Tennis Courts resurfacing	22,273.17
5,000.00	Climate Change Responses	5,000.00
5,000.00	Legal Costs	5,000.00
100,000.00	Binfield Community Centre	92,615.47
0.00	Allotment Deposits	171.00
0.00	LONG TERM Investment Bank Accounts	0.00
0.00	Investments	0.00

# Consolidated Balance Sheet

Unaudited

31/03/24		31/03/25
£		£
0.00	Investments	0.00
0.00	Liability Reserves e.g. deposits	-171.00
2,202,510.35		2,411,212.51
2,041,692.21	Reserves total excluding general fund and liabilities	2,186,389.92
0.00	Reserves total of liabilities e.g. deposits	171.00
160,818.14	General fund total	224,822.59
2,202,510.35		2,411,383.51
	Notes:	
0.00	Long Term Borrowing	0.00

Signed \_\_\_\_\_

Chairman

Date \_\_\_\_\_

AUDIT OPINION

\_\_\_\_\_  
Responsible Financial Officer

# Income and Expenditure Account

Unaudited

31/03/24 £		31/03/25 £
	<b>INCOME</b>	
278,687.76	Annual Precept	291,360.25
76,667.51	Bank Interest	77,539.64
477,577.17	Community Infrastructure Levy	267,230.75
0.00	Grant	0.00
25,005.37	Rental	65,111.42
904.81	Solar Panel income	583.94
106,957.92	Sundries	972.50
0.00	Website Income	0.00
<u>965,800.54</u>	<b>INCOME TOTAL</b>	<u>702,798.50</u>
	<b>EXPENDITURE</b>	
43,673.08	Amenity	56,315.92
542,087.45	Capital Projects	82,930.67
0.00	Footpaths	0.00
96,239.73	General Administration	163,091.67
14,108.00	S. 137 Payments	3,500.00
144,691.44	Staff Costs	187,549.48
2,973.00	Sundries	537.60
	Capital reduction long term borrowing	0.00
<u>843,772.70</u>	<b>EXPENDITURE TOTAL</b>	<u>493,925.34</u>
131,710.91	Balance as at 01/04/24	160,818.14
<u>965,800.54</u>	Add Total Income	<u>702,798.50</u>
1,097,511.45		863,616.64
<u>843,772.70</u>	Deduct Total Expenditure	<u>493,925.34</u>
0.00	Stock Adjustment	0.00
-92,920.61	Transfer to/ from reserves	-144,868.71
<u>160,818.14</u>	Balance as at 31/03/25	<u>224,822.59</u>

Signed \_\_\_\_\_

Chair

\_\_\_\_\_  
Clerk / Responsible Financial Officer

## Section 2 - Statement of accounts - English version

### Binfield Parish Council

	Annual return last year	Year ending 31 March 2025 £	Variance
1. Balances brought forward	2,080,482.51	2,202,510.35	
2. (+) Annual precept	278,687.76	291,360.25	4.55%
3. (+) Total other receipts	687,112.78	411,438.25	-40.12%
4. (-) Staff costs	144,691.44	187,549.48	29.62%
5. (-) Loan interest / capital repayments	0.00	0.00	0.00%
6. (-) Total other payments	699,081.26	306,375.86	-56.17%
7. (=) Balances carried forward	2,202,510.35	2,411,383.51	
8. Total cash and investments	2,193,842.39	2,414,998.00	
9. Total fixed assets and long term assets	1,098,038.62	1,141,772.64	3.98%
10. Total borrowings	0.00	0.00	

Signed \_\_\_\_\_

Chair

\_\_\_\_\_  
Clerk / Responsible Financial Officer

**Binfield Parish Council**  
**Community Infrastructure Levy (CIL)**

Reporting year 1 April 2024 to 31 March 2025

**CIL Income**

A - Total CIL income carried over from previous years	£1,723,189.82
B - Total CIL income received	£267,230.75
C - Total CIL spent	£84,807.75
D - Total CIL repaid following a repayment notice	£0.00
<b>E - Total CIL retained at year end (A+B-C-D)</b>	<b>£1,905,612.82</b>

**CIL expenditure**

Item/purpose		Amount spent
Community Centre kit	Various	1506.25
Legal work	Ashfords	£2,461.00
Resurfacing Play Area		£48,237.00
Replacement Bridge on Play Area		£5,598.53
Pocket Copse Orchard		£109.49
Roof Repair Scaffolding		£550.00
New Allotment Site work		£2,590.00
Raise height of Play Area Path		£5,070.00
New Allotment Drainage		£1,926.38
New Allotment Creation		£16,759.10
<b>Total spent</b>		<b>£84,807.75</b>

Signed:

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Parish Clerk

Verified:

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Chairman



## **Binfield Parish Council Meeting**

**Date:** Tuesday 8 April 2025

**Agenda Item/Title:** 7.6 Fund Transfers/Additional Payments

**Purpose of Report:** Information

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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**

13 March 25 - £100k transfer from Lloyds Bank to Barclays Reserve Account

13 March 25 - £300k new 6m Treasury deposit invested

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

5 March 25 - £40,000 to pay bills from Barclays Reserve to Current Account

13 March 25 - £215.50 to pay RNd M Windows

19 March 25 – £64.00 – Jocelyn Merry – Deposit return

26 March 25 - £56.00 - Lauren Rowles – Deposit return

26 March 25 - £48.00 - Rachel Gammon – Deposit return

Binfield Parish Council  
Payments over £500 paid in the Fourth Quarter 2024-25

Date	Payee	Amount £ * inc VAT	Purpose	Merchant Category	Department
January					
01/01/2025	Bracknell Forest Council	653.00	Office rates	Office	Council
08/01/2025	British Gas	856.87	* Electricity supplies	Utilities	Council
23/01/2025	Botanica Nurseries	558.00	* Christmas Tree for Farley Wood Centre	Council	Council
	Barclaycard	589.15	Assorted goods	Council	Council
	Style Doors	636.00	* Partition Service	Council	Council
	Winkfield Parish Council	2,579.96	Artsweek	Council	Council
	Beldom SA	4,920.00	* Roofing Repairs	Council	Council
	Tall Oaks	11,580.00	* Tree work, allotment work and repair work	Amenity	Amenity
February					
03/02/2025	British Gas	690.43	* Electricity supplies	Utilities	Council
	Barclaycard	624.10	Assorted goods	Council	Council
13/02/2025	Bracknell Forest Council	2,563.19	* Litter bin emptying contract	Amenity	Council
	Lodge-i-Cal	3,341.52	* Replacement lights on FF	Amenity	Council
	Ashfords	4,186.20	* Legal work	Council	Council
March					
06/03/2025	British Gas	810.44	* Electricity supplies	Utilities	Council
13/03/2025	Ellevat Entertainments	600.00	* VE day Services	Council	Council
	Tall Oaks	1,710.00	* Tree work, allotment work and repair work	Amenity	Amenity
	Bracknell Forest Council	4,709.89	* Litter bin emptying contract	Amenity	Council
	Ceremonial Events	790.00	VE day Services	Council	Council
	Ashfords	590.40	* Legal work	Council	Council
	Ashford Contractors	22,422.58	* Allotment Creation	Amenity	Council
	Barclaycard	788.23	Assorted goods	Council	Council





## **Binfield Parish Council Meeting**

**Date:** Tuesday 8 April 2025

**Agenda Item/Title:** 8.1 Community Resilience & Cohesion Partnership

**Purpose of Report:** Decision

---

### **1. Purpose**

To consider a letter received from Cllr Helen Purnell relating to the Community Resilience & Cohesion Partnership and if BPC wish to be involved.

### **2. Decision**

- How would the Council like to respond to the invitation.

### **3. Information**

- 3.1 The Council has received a formal invitation to collaborate with Bracknell Forest Borough Council. The following text has been taken from the letter.

*The key purpose of the Communities Strategy is to strengthen community resilience and cohesion to develop strong, connected and healthy communities through shared ownership, building community empowerment, and recognising and developing a sense of identity and belonging for everyone across the community. By working together, we will not only enhance the quality of life for residents but also create a more supportive and sustainable environment in which everyone can thrive.*

*The strategy will cover several critical areas:*

- *Community identities and belonging: Recognising and fostering community cohesion and a sense of identity and belonging for all community members, building on strengths and local pride.*
- *Relationships and ways of working together: Collaborating with communities to leverage the skills and experiences of everyone involved.*
- *Prevention and early intervention: Building community resilience and empowerment to ensure more robust support within communities.*
- *Pathways and actions: Establishing clear actions that we can all participate in and drive to create the right environment for strong and cohesive communities.*

- 3.2 The Parish Council Clerks have sent an email to the borough requesting further clarification regarding what the expectation is around the amount of involvement of Parish and Town Councils.

### **4. Financial Information**

None at this time.

### **5. Legislation**

Not applicable.



## **Binfield Parish Council Meeting**

**Date:** Tuesday 8 April 2025

**Agenda Item/Title:** 8.2 Access Audit Update

**Purpose of Report:** Decision

---

### **1. Purpose**

To consider how to proceed following the conclusion of the Access Audit.

### **2. Decision**

- Council is asked to approve the recommendation to organise a meeting of the working group to summarise the actions from the report and prioritise the list of projects.

### **3. Information**

AccessAble carried out an access audit on several areas of Binfield Parish. The objectives for the audit are as follows:

- 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.

### **4. Financial Information**

Financial decisions will be specific to each project. It is anticipated that the majority of the improvement projects can be funded from CIL

### **5. Legislation**

The Community Infrastructure Levy Regulations 2010

#### **Application of CIL by local councils**

**59C.** A local council must use CIL receipts passed to it in accordance with regulation 59A or 59B to support the development of the local council's area, or any part of that area, by funding—

- (a) the provision, improvement, replacement, operation or maintenance of infrastructure; or
- (b) anything else that is concerned with addressing the demands that development places on an area.



## Binfield Parish Council Meeting

**Date:** Tuesday 8 April 2025

**Agenda Item/Title:** 8.3 Golfplex Access Over BPC Land

**Purpose of Report:** Decision

---

### 1. Purpose

To consider how to proceed following an email received from the owner of the Golfplex regarding access to the Padel Tennis Courts over BPC land.

### 2. Decision

How would the Council like to proceed?

Option 1 – Ashfords can draft with the Deed of Easement with legal costs being paid by Goldplex or,

Option 2 – Golfplex legal team to draft the document which can reviewed by Ashfords.

### 3. Information

The Blue Mountain Allotment land was transferred to Binfield Parish Council earlier this year.

The Clerk received a call from the owner of Golfplex. They have been using the track that runs along the eastern boundary of the allotment to access the new Padel Tennis Courts. Following that call, the below email was received.

*Hi Ceri,*

*Hope all's well.*

*Just a follow up from our conversation regarding Golfplex being able to use the track that runs across the eastern bank of the Allotments.*

*I know you were trying to get some feedback from your lawyers on how to deal with the arrangement and in the meantime, I have spoken to our solicitors. (Just trying to be helpful!) They suggest to formalise the arrangement we enter into a 'Deed of Easement' which our solicitor can prepare for your solicitors and you to review, or vice versa if you prefer. We would undertake to pay your legal fees with this regard.*

*I am thinking the Deed would allow us use for pedestrians and vehicles. We would be responsible for maintenance, drainage and surfacing of the track and maintenance of the area between the track and our boundary. If you are happy with this approach, please let me know and I will instruct our solicitors. In the meantime, happy to meet on site to discuss etc if you prefer?*

*Best regards*

*Chris*

#### Response from Ashfords

*Hi Ceri,*

*Thanks for the below – it is odd that they didn't raise this when they were entering into the transfer (as they had to be a party to grant you the right of way over the car park).*

*They do not have an existing rights of way over the land that has been transferred to Binfield so I do agree that this needs to be regularised. A deed of easement to grant a right of way over it is the solution here – you'll need to consider how you want to deal with maintenance of that track (do they contribute towards the cost of it or are they responsible for maintenance?) and whether you want any consideration for the grant of the easement. We'll also need a plan showing the location of the track.*

*No charge for the above, but if you would like us to deal with the easement then I'd anticipate fees of £1,250 plus VAT plus disbursements.*



## **Binfield Parish Council Meeting**

**Date:** Tuesday 8 April 2025

**Agenda Item/Title:** 8.3 Golfplex Access Over BPC Land

**Purpose of Report:** Decision

---

*Kind Regards*

*Bryoney*

4. **Considerations**

Do the Parish Council want Ashfords to undertake the Deed of Easement with a formal agreement from Golfplex that they will pay the Council's legal fees or,

The Council can instruct the Clerk to communicate to Golfplex that they can undertake the Deed of Easement. This will incur some costs as our legal representatives will need to review any documents prior to signing.

5. **Financial Information**

Any costs incurred relating to this matter can be funded from CIL.

6. **Legislation**

Not applicable.



## Binfield Parish Council Meeting

**Date:** Tuesday 8 April 2025

**Agenda Item/Title:** 8.5 Request from BTA to Repaint the Courts

**Purpose of Report:** Decision

---

### 1. Purpose

To consider a request from the Binfield Branch of the British Legion to assist with the purchase of a branded gazebo.

### 2. Decision

Do the Council approve the sum of £1,325.36 to fund the purchase of a gazebo for the Binfield Branch of the British Legion. The funds can be taken from budget line 62 Grants General which has £18,000 for financial year 25/26.

### 3. Information

The Clerk and Amenity Admin Officer have met with the representatives from the Binfield Branch of the British Legion as they would like to purchase a branded gazebo to assist with fundraising for the Poppy Appeal.

This would normally be an opportunity for an organisation to apply for a parish grant. As this years round of grant applications don't open until the May and close at the end of June with grants being decided at the July meeting, it would be too late to apply for funds in time for VE day.

*Hi Ceri / Alisa*

*Thanks for supporting us in our bid to get a RBL branded gazebo for the Binfield Branch of the RBL. In the county of Berkshire there are currently 2 such gazebos for the whole of the county. There is one for Berkshire West and one for Berkshire East. And as you can imagine whenever there are major events, such as VE Day commemorations, many Poppy Appeal Organisers "bid" for the use of these gazebo's. Sometimes we are successful, and we get the use of one and sometimes we are not and in those situations, we have in the past used our own personal plain blue, none branded gazebo, which does not have the same standout presence.*

*If we were lucky to have our own RBL gazebo it would make life so much easier to support our activities.*

*In the past we have used a gazebo to collect during the Binfield Scarecrow Hunt outside either the Memorial Hall or the Binfield Club. Between 2021 and 2023 we raised £2,885 during the Scarecrow Hunt as it took place in the week leading up to the launch of the Poppy Appeal and Poppies were uppermost in many people's minds. We also used a borrowed gazebo and collected at the 80<sup>th</sup> Anniversary commemorations for D-Day last year, where we managed to raise over £527 in just 3 hours, which is a magnificent achievement. As a further piece of background information, the Binfield and Bracknell Poppy Appeal, which is our area, raised over £86,000 in November 2024.*

*If we were successful with our application this year it would enable us to have our own gazebo at the 80<sup>th</sup> Anniversary of VE Day event at Farley Wood on 4<sup>th</sup> May 2025, at the VE Day 80<sup>th</sup> Beacon Lighting event on Foxley Fields on 8<sup>th</sup> May 2025 and at the VJ Day event in August 2025. It would also make it easier for us to take part in future events.*

*I hope this helps. If you need any more information, please feel free to get in touch.*

*Best wishes*

*John Anderson*

*Royal British Legion  
Poppy Appeal Organiser  
Binfield & Bracknell*



## **Binfield Parish Council Meeting**

**Date:** Tuesday 8 April 2025

**Agenda Item/Title:** 8.5 Request from BTA to Repaint the Courts

**Purpose of Report:** Decision

---

### **4. Financial Information**

The cost of a gazebo from an approved supplier is £1775.00 plus VAT. Alternatives quotes have been sought with the cheapest being £1,325.36 for a 3m x 3m gazebo with official RBL branding.



## Binfield Parish Council Meeting

**Date:** Tuesday 8 April 2025

**Agenda Item/Title:** 8.5 Request from BTA to Repaint the Courts

**Purpose of Report:** Decision

---

### 1. Purpose

To consider a request from the Binfield Tennis Association to repaint the courts.

### 2. Decision

- Council is asked to approve the request from the BTA to repaint the courts.
- Does Council have a colour preference.

### 3. Information

#### 3.1 The Clerk has received the following email from the Binfield Tennis Association.

*Hi Ceri, I hope all is well.*

*As I think we may have mentioned, we are looking to repaint the courts this year (summertime) to maximise the life of the courts. At the same time, the courts will be cleaned and moss treated. We are funding this.*

*Before we venture too far, I want to ensure we have the council's support to carry out the work and, particularly, if we decide to change the colour. We are looking at two options as below.*

*Are we ok to go ahead with either option?*

*Many thanks, Richard.*







## Binfield Parish Council Meeting

**Date:** Tuesday 8 April 2025

**Agenda Item/Title:** 8.5 Request from BTA to Repaint the Courts

**Purpose of Report:** Decision



### 4. Lease Information

#### THE FIFTH SCHEDULE (MAINTENANCE & REPAIR RESPONSIBILITIES)

- (1) The Lessor and the Association are jointly responsible for maintaining a safe, good quality environment for playing tennis.
- (2) Table 1 below sets out individual maintenance & repair responsibilities in detail.

Table 1. Maintenance and Repair Responsibilities

Item	Approximate Frequency	The Lessor	The Association
Court resurfacing including painting and new nets and posts	Every 12-14 years	X	
Fences and gate maintenance & repair	As required	X	
Pruning of surrounding or overhanging trees and bushes on parish land	As evidenced by the parish biennial tree survey	X	
Court repainting and lines	Every 5 years		X
Court cleaning – removal of leaves and debris	Every 2-8 weeks (seasonal)		X
Moss treatment	Once - twice a year		X
Pressure washing	Only when essential		X
Nets and posts repair.	As required		X
Fixtures (e.g. benches, storage, noticeboards)	As required		X
Locks	As required		X





## **Binfield Parish Council Meeting**

**Date:** Tuesday 8 April 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 Email from BFBC Regarding Public Consultation**

##### ***Public consultation on proposed corporate parenting strategy***

*Residents can have their say on the borough's proposed corporate parenting strategy until 5 May.*

*Under The Children and Social Work Act, every councillor and council officer has a responsibility to act for every child and young person cared for by the local authority, known as corporate parenting.*

*The council's cabinet supported carrying out a [public consultation](#) on the new strategy at its meeting on Tuesday.*

*The strategy outlines the ten pledges representing a thorough commitment to the well-being and future outcomes for children looked after by the local authority and care leavers. The promises make sure young people are supported with care and respect, their voices are heard, and their individual needs are met where possible.*

*The strategy focuses on clear communication, reducing bullying, promoting safety, supporting education, and training and fostering mental and physical well-being. Importantly they emphasise the empowerment of young people to thrive as their authentic selves with a safe, secure home and the resources needed to succeed. These commitments are essential to providing the care, opportunity and support necessary for them to reach their full potential.*

*Residents, schools, local health practitioners and children and young people in local authority care will be invited to provide feedback on the strategy and action plan to 5 May 2025.*

*Cllr Roy Bailey, cabinet member for children and young people, said: "Corporate parenting ensures the local authority acts for every looked after child in its care. This duty stretches to those leaving care and the support the council provides these young people until the age of 25. We have a legal and moral duty to ensure these children and young people get the very best support and care and we take this responsibility very seriously. We need a corporate parenting strategy in place because ensure the needs of each child and young person is met. The public consultation on our new strategy will enable young people, children and carers to have their voices heard so that the strategy provides what is truly needed."*

*Once the consultation is complete, and the responses analysed, the proposed strategy will be finalised and presented to the cabinet for approval in June 2025.*

*The public consultation can be found at: [Bracknell Forest Council - Corporate Parenting Survey 2025-28](#)*

#### **2.2 Email from BFBC Regarding Transitional Hotel**

*Bracknell Forest will soon welcome a number of Afghan families who've fled their homeland, as part of a national resettlement scheme to provide safe and secure futures for people who have helped our military and government overseas.*



## **Binfield Parish Council Meeting**

**Date:** Tuesday 8 April 2025

**Agenda Item/Title:** – 9.1 Clerks Report

**Purpose of Report:** Information

---

*Bracknell Forest Council has been made aware that initially around 300 people will be temporarily housed in the borough from this spring as part of a UK Government resettlement scheme.\**

*The new families will be part of the national [Afghan Resettlement Programme](#) (ARP), which was announced by the [Defence Secretary in December 2024](#). The ARP offers relocation and resettlement to Afghan citizens, and their immediate family, who:*

- *worked for or with the UK Government to support the UK mission in Afghanistan*
- *are considered vulnerable or in danger from the Taliban*
- *assisted UK efforts in Afghanistan*

*Many of the families will have escaped a turbulent and traumatic life in their home country and will be looking to resettle in the UK permanently – either locally or elsewhere.*

*They have been granted indefinite leave to remain in the UK and are not illegal immigrants, asylum seekers or refugees.*

*Whilst the Afghan families may wish to settle in the Bracknell Forest area, it is not a certainty. The Ministry for Housing, Communities and Local Government (MHCLG) support the Afghans through a scheme called Find Your Own, where Afghans will work with caseworkers to find an affordable and suitable property anywhere within England, Scotland, Wales or Northern Ireland - subject to availability.*

*Council tax and council funding will not directly pay for the scheme. There is a standalone government funding tariff to support all new resettled Afghan arrivals to integrate into the UK and become self-sufficient. Councils can claim a single tariff per arrival on the ARP – this will help us provide care, support and create essential services like extra school places.*

*The council and its partners, including health, will be supporting our new residents with wrap around care so they can settle quickly, feel welcome and can start contributing to our community and economy. We are working with NHS Frimley and are developing an offer to support new patients in the area based on previous experience and, when appropriate, we will include local health partners, including local GPs and dental surgeries.*

*Our new families will not all arrive at once, instead they will initially arrive over the spring in three groups and can stay up to nine months in their transitional accommodation. Transitional accommodation is not, and has never been, intended to be a settled housing solution and is provided as a safe interim solution while Afghan households are supported to find their own settled homes.*

*The new families will initially live in transitional accommodation contracted by the Ministry of Defence (MOD). The council and its partners will not confirm or deny where this is, or where the families will eventually find their settled accommodation. We must respect their right to privacy and data protection, as we would any other resident, and ensure they have a safe and secure start to their life in the UK.*

*We would kindly ask other residents not to pass on information speculating on where our new families are living in transitional or in settled accommodation in the future.*

*Cllr Mary Temperton, leader of Bracknell Forest Council, said:*

*“We are working very closely with central government and the MOD to make sure that our new families arrive safely and have all the necessary support they need to thrive in their new lives in the UK.*

*“We have a long history of being kind, supportive and caring to people who have experienced trauma and turbulence in their lives, meaning they can no longer stay safely in their home country. I ask all our residents to show our new families the kindness that we are so proud of and welcome them with dignity and respect.*

*“While this national resettlement scheme is being led by the MOD, we need to play our part and offer a safe and secure home to our new Afghan residents, who have all helped our military or government in some way.*



## **Binfield Parish Council Meeting**

**Date:** Tuesday 8 April 2025

**Agenda Item/Title:** – 9.1 Clerks Report

**Purpose of Report:** Information

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*I'm sure that with our usual courtesy and respect we will be able to help our new residents settle into life in the UK."*

### **More information**

#### **Resettlement scheme**

*Alongside British personnel, many Afghans also worked with commitment and courage to support the UK mission in Afghanistan. This includes members of Afghan specialist units who fought valiantly alongside UK personnel, with some giving their lives and others suffering life-changing injuries.*

*Resettlement schemes are distinct from asylum, as those eligible for assistance under these schemes include people who played a key role supporting Britain's mission in Afghanistan, often at great personal risk.*

#### **Location and accommodation**

*We are unable to disclose where our new residents will be living for health and wellbeing reasons and to safeguard our new residents' confidentiality. This will not affect anyone on the housing list. Please note, this is transitional accommodation under an official government resettlement scheme, it is not asylum accommodation.*

#### **Timescales**

*We are expecting our new residents from late spring. The residents will be able to stay in their transitional accommodation for up to a maximum of nine months. This is intended to provide time for families to acclimatise to life in the UK, fostering a culture of independent living, without dependency or incurring excessive costs. After that, the expectation is that they find alternative and more permanent accommodation. We expect that a number of these people will remain in Bracknell Forest in the longer term, but others may move to be closer to friends and family outside the borough.*

*\*We are initially expecting 300 new people in spring 2025 as part of a rolling programme of support – additional residents are expected after that, but we do not have details of when or how many.*

#### **Residents**

*We are expecting our new residents to be families with a number of children and young people in each family group. Some families may also include other dependents and older relatives like grandparents. The resettlement programme aims to help Afghan citizens who worked for or with the UK Government in Afghanistan in exposed or meaningful roles and may include an offer of relocation to the UK for those deemed eligible by the MOD and who are deemed suitable for relocation by the Home Office. They have been granted indefinite leave to remain in the UK and are not illegal immigrants, asylum seekers or refugees.*

#### **Transparency**

*The council is leading the local response including wrap-around care alongside its partners like the NHS. However, it is a UK Government scheme. As such, we have not been at liberty to disclose information more widely. Owing to some misinformation now circulating, we are now sharing plans so that residents have a clearer understanding of what is happening. We will share what we can, when we can, but we ask residents to kindly take on board that this is a fast-moving project involving vulnerable people, so the information we share will reflect that.*



## **Binfield Parish Council Meeting**

**Date:** Tuesday 8 April 2025

**Agenda Item/Title:** 9.2 Section 137 Spending Limit

**Purpose of Report:** Information

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1. **Purpose**

To receive the Section 137 spending limit for the next financial year.

2. **Information**

Section 137 spending refers to the discretionary power granted to local councils in England by the Local Government Act 1972, allowing them to spend a limited amount of money on activities and projects that benefit the community but don't fall under any other specific statutory power.

The Ministry of Housing, Communities and Local Government has advised that the appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 for parish and town councils in England for the year 2025-26 is £11.10.

This is the amount as a result from increasing the amount of £10.81 for 2024-2025 by the percentage increase in the retail price index between September 2023 and September 2024, in accordance with Schedule 12B to the 1972 Act.

The total number of electors in Binfield Parish as of the 5<sup>th</sup> March 2025 was 8,481. This equates to a total spending limit under Section 137 for financial year 25/26 of £94,139.10.