



Colnbrook with Poyle Parish Council

Email: clerk@colnbrookwithpoyle-pc.gov.uk

Chair of the Council
Naveed Rana - **07824 773015**

Ref: NR/CPPC/FPM1020

To: Cllrs. Babuta, Bedi, Bennett, Escott, John, Kahlon, Oakley, Rana, Richardson, Small, Smith and Viridi

Dear Councillor,

You are hereby given notice of, and summoned to attend, a meeting of the Full Parish Council to be held **VIRTUALLY VIA ZOOM** on **Tuesday 6th October 2020 commencing at 7.30 pm**, when it is proposed to transact the business specified in the following Agenda.

Members of the public who wish to attend this Zoom meeting must email:

chairman@colnbrookwithpoyle-pc.gov.uk

with their name and email address to request the sign in details for this meeting no later than 24 hours prior to the meeting.

Yours sincerely,

Naveen Rana

Chair

Colnbrook with Poyle Parish Council

Agenda

1. Welcome

2. Receive and Approve Apologies for Absence

3. Declaration of Interests

4. Public Session: Limited to 15 minutes.

5. Minutes: -

- a. To approve as a correct record the minutes of the Annual Statutory meeting held on Tuesday 1st September 2020.
- b. To approve as a correct record the minutes of the Parish Council meeting held on Tuesday 1st September 2020

Matters Arising from the above minutes

- 6. Planning:** - To consider any new planning applications relating to the Parish of Colnbrook with Poyle. –
- P/10211/004 – Crossdock, 60 Lakeside Industrial Estate, Lakeside Road, Colnbrook** – Installation of a new mezzanine floor, a security hut, cycle store & security barrier
- P/13384/006 – 22 Mill Street, Colnbrook** – Construction of a proposed vehicular crossing
- P/19068/000 – 16 Tweed Road, Slough** – Lawful development certificate for a proposed rear building – TO BE NOTED
- P/19075/000 – Toad Hall, 1 Park Street, Colnbrook** – Construction of a single storey timber annexe for ancillary use to the main dwelling
- P/19082/000 – 35 The Hawthorns, Colnbrook** – Construction of a single storey side extension following demolition of existing conservatory
- Y/19013/000 – 17 Moreland Avenue, Colnbrook** – The erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 6m, with a max height of 3.25m and an eaves height of 3m
- Y/09841/001 – 11 Elbow Meadow, Colnbrook** - The erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 6m, with a max height of 2.85m and an eaves height of 2.85m
- 7. To consider and approve the current Risk Assessment and appoint 2 members to review this document**
- 8. Confirmation of duly elected Chairs and Vice Chairs of the Council and Committees and the newly constituted management committee.**
- 9. Finance & Policy Committee**
- Update from Chair of Finance
 - Chair’s allowance and outstanding invoice (With Cllr Rana – ex officio member of finance committee)
 - To ratify payment sheet 6 in the sum of £1,263.16
 - To note and approve payment sheet 7
- 10. Services Committee**
- Update from Chair of Services
 - To recommend for approval of the quotation for the Christmas Lighting Scheme for 2020
 - Office Equipment
 - Update from Museum Sub-Committee and Conservation Area Sub-Committee, if applicable
- 11. PS Ryan from TVP has been invited to speak in relation to security and CCTV consultation in Westfield**
- 12. Motion received from Cllrs Kahlon & Viridi**
- This Council resolves that CCTV cameras are costed and in place at Trent Road (primary) and Tweed Road (secondary) to deter and minimise the criminal and antisocial activities that is prevalent in the Westfield Estate and costing the Council in resource, time and money. The estate has been blighted by drug dealing, theft, vandalism, fly tipping and the like. Having a severely detrimental effect on the residents and their safety. The cameras will aid in the prevention and detection of crime and enhance community safety. Assigned in key positions to:
Prevent crime, antisocial behaviour and nuisance.
Provide evidence to relevant enforcement agencies.*

Preserve public order.
Provide reassurance.
Further economic well being.
Proposed: Kanwar Kahlon
Seconded: Jagjit Viridi

13. Motion received from Cllr Bennett and Escott in relation to CCTV (attached)

To be debated with the motion from Cllrs Kahlon and Viridi to reach consensus.

14. Motion received from Cllr Escott and Cllr Bennett in relation to transacting, contracting and ordering (attached)

15. Motion received from Cllr Rana and Cllr Escott in relation to Enforcement Officer (attached)

16. Motion received from Cllr Oakley and Cllr Bennett in relation litter picking and looking after our green spaces (attached)

17. Areas of Responsibilities

To receive an update, if applicable:-

- a. Colnbrook Village Hall Trust – Cllr Bedi
- b. Colnbrook Community Partnership – Cllr Oakley/Cllr Babuta
- c. Berkshire Association of Local Councils/ HALC – Cllr Escott/Cllr Richardson
- d. Local Focus Forum: - Cllr Bennett/Cllr Bedi/Cllr Richardson
- e. Parish Forum – To be checked if still exists
- f. SBC Audit & Corporate Governance Committee – Cllr Escott
- g. Local Access Forum – Cllr Richardson
- h. Colnbrook Residents Association – Cllr Babuta
- i. Neighbourhood Action Group – Cllr Richardson
- j. Flood Action Group – Cllr Bedi
- k. Westfield Residents Association – Cllr Kahlon/Cllr Bennett

A request has been received from Cllr Viridi to be added to the Westfield Residents Association.

18. Chairman's Questions and Correspondence

Motion: Parking Enforcement Officer

Our parking Enforcement officer has been in place since February, funded by Heathrow. SBC have been informed by Heathrow that they are withdrawing funding. We have been asked if we would be prepared to pay for three days per week to ensure we continue to have an active enforcement officer.

The output of the current enforcement officer is:

Month	Visits	PCNs
Feb	842	69
March	734	49
April	0	0
May	0	0
June	414	13
July	1962	43
August	1906	45
September	1435	18

The cost per annum of three varied days per week cover would be £17,094.48

It is proposed that the council fund the CEO for the remainder of the year, @ *circa* £8,547.24 using funds allocated to security (35k & 10k CCTV – less CCTV motion at £30K), and a proportion of our reserves (£5k) and review the precept in line with this additional cost for the year 2021/2022.

Proposed by Naveed Rana

Seconded by Andrea Escott

Motion in Relation to Security:

It is proposed that the council invests in two CCTV cameras, @ *circa* £14,000 each, initially for the Westfield Estate and to work in collaboration with Officers of Slough Borough Council to install the two cameras and agree 5 or 6 further sites around the Westfield estate to have connectivity installed by SBC (already agreed with SBC officers, pending council agreement), allowing SBC to move the CCTV cameras to hotspots identified in collaboration with TVP, optimising coverage of the estate and staying within, but maximising the effect of the security budget of the Council. In addition to a TVP consultation already in progress, the Parish Council will facilitate a wider consultation with members of the public in Westfield to ensure they welcome the addition of CCTV in their community which TVP will support (already agreed with TVP).

It is agreed to allocate £30k to the project for 2 x CCTV cameras and any sundry items (signage, leafleting for consultation, hall hire for consultation etc) that may be required. Any money not used for the project will be kept within the security budget to be reallocated for other projects.

Proposed by:

Councillor Kashan Bennett

Seconded by:

Councillor Andrea Escott

Motion in Relation to Litter Picking and maintaining Green Spaces:

It is proposed that the council participates in, and engages the public in regular litter picking in and general care of our green spaces, organised by the Vice-Chair of Services, Councillor Sean Oakley and supported by the wider council. The Council will make a small investment in litter picking equipment, light weight high visibility equipment and gloves for any volunteers, waste disposal and publicising the events. It is proposed that the funding will come from the repairs budget allocated under the Open Spaces Act 1906 ss 9 & 10 and will be an initial sum of £250.

Proposed by:

Councillor Sean Oakley

Seconded by:

Councillor Kashan Bennett

Motion to clarify which members can negotiate contracts on behalf of the council, as a temporary measure, in the absence of a Clerk.

We are encountering problems with members contracting and negotiating on behalf of the council, despite a reminder in the September meeting that members should not negotiate and contract on behalf of the council as per S.026 below.

Move to suspend Standing Order 17 for the duration of this motion authorised by S.O 35 detailed below:

S.O.35. SUSPENSION OF STANDING ORDERS

1) Any of these Standing Orders may be suspended with the consent of the Council for business at the meeting or part meeting at which the suspension is moved.

2) Except upon notice of motion, any motion to suspend Standing Orders shall not be moved without notice unless at least NINE of the Members are present. The motion shall be carried by at least SIX of those present

The Council is again reminded of S.O. 26 & 29:

S.O.26. AUTHORITY TO CONTRACT OR NEGOTIATE

1) No Member shall enter either orally or in writing into any Contract on the Council's behalf.

2) No Member of the Council shall negotiate personally on behalf of the Council for the purchase or sale of any land, property, plant, rights or commodity or for any lease or tenancy. All such negotiations shall be conducted by an Officer authorised by the Council except that: -

a) at the request of the responsible Officer the Chairperson of the Council or appropriate Committee or Sub-Committee may attend any personal interview in the course of negotiations;

b) in matters of special importance, the Council or Committee may instruct one or more of its Members, together with the Officers concerned, to conduct negotiations.

3) Within any authority delegated, a Committee or Sub-Committee may engage expert adviser to advise and negotiate on behalf of the Council.

And of S.O.29:

S.O.29. ISSUE OF ORDERS All orders on behalf of the Council and all orders in respect of anything done by the Council shall be issued by the Clerk.

Move that in view of the suspension of S.O.27, it is proposed that as an temporary annex to the Standing order 26 and 29 above, and to ensure clarity for how this council can conduct business that the short term, until a Clerk is recruited, that the Chair of the Parish, in collaboration with the Chair of Services and the Chair of Finance, as members, are the permitted to negotiate contracts on behalf of the Parish Council and, in evidenced consultation with our finance assistant, can place orders for the council in order that council business can progress when necessary.

All the usual financial controls and required democratic agreement will remain in place as per the Standing Orders:

S.0.27. COMPLIANCE WITH STANDING ORDERS ETC.

1) Every contract made by the Council, Committee, Sub-Committee, or Officer acting on their behalf shall comply with the E.C. Treaty and with any relevant directives of the E.C. for the time being in force in the United Kingdom and with these Standing Orders.

2) It shall be a condition of any Contract between the Council and any person who is not an Officer of the Council but who is required to supervise a Contract on their behalf that, in relation to such Contract, he/she shall comply with the requirements of the Standing Orders as if he/she were an Officer of the Council.

This annex to the Standing Orders will lapse without any further motions on 31st January 2021 or when a clerk is appointed and appropriately trained as RFO, whichever is sooner.

Proposed by Cllr Andrea Escott

Seconded by Cllr Kashan Bennet