



COLNBROOK WITH POYLE PARISH COUNCIL

Parish Council Meeting Minutes

Minutes of the meeting of the Parish Council held virtually by Zoom on Tuesday 1ST SEPTEMBER 2020 at 8.50pm

Members Present: Councillors (Cllr) Rana (In the Chair), Babuta, Bedi, Bennett, Escott, John, Kahlon, Oakley, Richardson, Small, Smith, Viridi

Officer Present: Mrs J Freeland – Finance Assistant

Members of the Public: 0

REF:		ACTION POINTS
PC/20/022	<p>Welcome The Chair welcomed those present. It was noted that this meeting would be recorded for minuting purposes.</p>	
PC/20/023	<p>Apologies for Absence None.</p>	
PC/20/024	<p>Declaration of Interest Cllr Smith declared an interest in planning as he is a member of the Borough Council Planning Committee and would take no part in the determination of planning.</p>	
PC/20/025	<p>Public Session: None present.</p>	
PC/20/026	<p>Minutes of the meeting held on 4th August 2020 Resolved – That the minutes of the meeting held on 4th August 2020 be agreed as a true record and will be signed by the Chair. Matters Arising None.</p>	
PC/20/027	<p>Consideration of New Planning Application relating to the Parish of Colnbrook with Poyle X/0061/003 – Grass Verge, Poyle road, – Members had Objections to this application in relation to need for it and possible health side effects. P/19022/000 – 22 Tall Trees, Colnbrook – Noted.</p>	

	<p>P/10697/012 – Galleymead House, Old Bath Road, Colnbrook – Members had no objections.</p> <p>P/09980/007 – Cargo 777, Augustine Close, Poyle – Members had no objections.</p>	
PC/20/028	<p>Update/Recommendations from Finance Committee</p> <p>To review financial and policy decision made during lockdown</p> <p>The Chair of Finance and Policy began by publicly thanking Mrs Freeland (taking minutes) as the council’s only officer through an extremely difficult time, for all of the work she had done in her usual role as finance assistance and all of the extra work to support the council in the absence of a Clerk. Her work was invaluable. This sentiment was echoed by the Councillors present.</p> <p>The Chair of Finance & Policy advised that it was necessary to go through all decisions made during lockdown and she had also had conversations with the Internal Auditor, followed up with email, to be forwarded to J.Freeland, and reminded the Councillors of some of the PC’s Standing Orders. As advised by the Internal Auditor, Cllr Escott will go through all of the policies/payments made during lockdown, discuss and minute the action.</p> <p>i) Cancellation of meetings -9 Approved Scheme of delegation – This was never formally put to the Council, however 6 Councillors, 1 not a definite answer, responded to this in their reply regarding cancellation of meetings. She expressed her concern that changing the Standing Orders this way does not satisfy Section 17 of the Standing Orders and Section 31 was perfectly legitimate to rely on during this period.</p> <p>ii) Payments made: Vouchers 100 – 104 – Agreed & minuted in March meeting Vouchers 1 – 5 – Agreed by Management Committee Vouchers 6 – 9 – Part Agreed</p> <ul style="list-style-type: none"> - Voucher 7-WindowFlowers-Hanging Baskets – Email stated no reply meant agreement but she advised that this should not be the case as no reply means abstention. This was paid with the agreement of 2 councillors and with the cost of £6,667.50 and the tendering standing order should have been applied. - Voucher 9-NHS Bunting - £1,188.00 (£990.00 Nett), no quote was received just the invoice, sent to Management Committee although not an urgent decision, should have been sent to Full Council. She advised that she had asked the 	<p>Cllr Escott</p> <p>J.Freeland</p>

	<p>Auditor what was the legal liability of the Council and was advised that there was no liability on the Council to pay the invoice, the member who ordered this was liable.</p> <p>Vouchers 10 – 16 - Agreed by Full Council. National Flag – Agreed and approved but not ordered until later. Colnbrook Cares Grant – Management Committee, approved but stopped as not enough information. Planning Applications – Approved</p> <p>The Chair of F&P called for questions, Cllr Kahlon said should see this as lessons learnt and the Chair commented that it would be noted for audit and will form part of the 2020/2021 audit.</p> <p>Cllr Kahlon commented that the Council were working without a dedicated Clerk and these issues may have been captured through them. She agreed and stated all Councillors have access to the Standing Orders and are able to make contact with other sources, our internal auditor or officers in our principle authority, SBC, and should be following these.</p> <p>Cllr Small thanked Cllr Escott for her input in these matters and it is important for Councillors are able to justify their spending.</p> <p>To approve payment list – Sheet 5 – 10th July – 28th August</p> <p>i) Voucher 24 -SBC Rent/Services – Agreed. Question to be asked in relation to a rebate on these costs. Voucher 26 -RDF Services – Agreed Voucher 27 – Play area Inspection – Agreed Voucher 28 -Matties Gardening Ltd – Agreed Voucher 29 – Mr R. Gill – Agreed Voucher 30 – Hampshire Flags – Agreed Voucher 25 - Christmas Decorators – Not Agreed No communication has been received in this regard and the Council were unaware of this work. The Chair of F&P called for a vote for the Parish Council to accept liability for the payment of £300.00 (Nett) to install NHS bunting. On being put to the vote, there were 0 votes for payment of this invoice. Cllr Richardson commented that the Council needs to know who ordered this. The Chair noted the Council would not take liability for the payment and she would get advice and bring this back to the Council. Cllr Babuta commented that he does not want to vote on this without the full information and feels that once all information has been received the Full Council can vote on. The Chair of F&P noted that it has been</p>	<p>J.Freeland</p> <p>Cllr Escott</p>
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	<p>with the land owner, may possibly be SBC/Heathrow, and that you cannot go onto someone else's land and chop their tree.</p> <p>It was advised that Cllr Escott/Cllr Oakley has the contact information for the land owner.</p> <p>ii) Propose a plaque be made to put by a tree in memory of VJ Day, he had spoken with SBC and may be able to get made. Potential sites to be looked at.</p> <p>iii) Donated trees need to be re-potted to prevent them dying.</p> <p>Cllr Bennett commented on the lack of information on the notice boards and this has been discussed and it was asked if the updating of notice boards be carried out by the Clerk. Cllr Escott updated members that an advert and job specification has been sent to the Chair and this is in the job specification.</p> <p>Cllr Bennett also commented that the re-filing of dog bin bags be the responsibility of the Clerk.</p>	Cllr Oakley
PC/20/030	<p>Chairman's Correspondence</p> <p>The previous Chair had received a thank you letter from the Colnbrook Village Hall Trust for the Parish Council release of funds towards the museum.</p> <p>Cllr Smith commented that the PC need to thank the CVHT for the container they donated to the Council, this was moved at the cost of a local business man.</p> <p>Cllr Escott commented that she has not seen a copy of the LOI and asked that a copy be sent to her.</p> <p>Cllr Smith advised that this was discussed and agreed in a Part II and sent to all.</p> <p>To be confirmed.</p>	J.Freeland
	<p>Committee members to note that the next meeting of the Full Parish will be 6th October 2020.</p>	

The meeting closed at 22.03pm.

Signed----- Chair Date:

Signed----- Clerk Date:

Signed----- Witness Date: