



COLNBROOK WITH POYLE PARISH COUNCIL

Parish Council Meeting Minutes

Minutes of the meeting of the Parish Council held virtually by Zoom on Tuesday 6th October 2020 at 7.30pm

Members Present: Councillors (Cllr) Rana (In the Chair), Bedi, Bennett, Escott, John, Kahlon, Oakley, Small, Smith, Viridi
Officer Present: Mrs J Freeland – Finance Assistant
Members of the Public: 4

REF:		ACTION POINTS
PC/20/031	<p>Welcome</p> <p>The Chair welcomed those present. It was noted that this meeting would be recorded for minuting purposes.</p> <p>Cllr Smith informed members of the passing of Mrs Gill Furzer, a Poyle resident, helper at St Thomas' Church, and long-serving support worker at Pippins School.</p>	
PC/20/032	<p>Apologies for Absence</p> <p>Cllrs Babuta and Richardson</p>	
PC/20/033	<p>Declaration of Interest</p> <p>Cllr Smith declared an interest in planning as he is a member of the Borough Council Planning Committee but it was noted that he did not believe that any of the applications would go to the planning committee.</p>	
PC/20/034	<p>Public Session:</p> <p>A resident (1) from the Westfield area raised concerns regarding the drug dealing, anti-social behaviour and fly tipping within this area and asked that lighting be installed in the children's play area to prevent the anti-social behaviour, the gathering of teenagers and a permanent camera be put in this hotspot.</p> <p>He felt that there was also a need for a camera at the garage entrance at the rear of Severn Crescent to prevent the constant fly tipping.</p> <p>He also raised concerns regarding:</p> <ul style="list-style-type: none">i) the lack of attention to the trees in his area which had not been cut back for a long time and block the view	

	<p>The Chair advised that there had been a misunderstanding and once cleared up he decided to stay, and it was voted on and agreed.</p> <p>Cllr Bedi asked for a copy of the recording of the meeting in this regard and it was advised that due to space restrictions the recordings were only kept for a short time and these were not available.</p> <p>The Chair noted the meetings are only recorded for minuted purposes and noted conversations regarding GDPR and storage of personal data.</p> <p>Resolved – That the minutes of the Annual Statutory meeting held on 1st September 2020 were not agreed as a true record.</p> <p>Matters Arising See above.</p> <p>Council Meeting Resolved – That the minutes of the council meeting held on 1st September 2020 were agreed as a true record and will be signed by the Chair.</p> <p>Matters Arising – None.</p>	
PC/20/036	<p>Consideration of New Planning Application relating to the Parish of Colnbrook with Poyle</p> <p>Members had No Objections to the following applications: P/10211/004 – Crossdock, 60 Lakeside Industrial Estate P/13384/006 – 22 Mill Street, Colnbrook P/19068/000 – 16 Tweed Road, Slough P/19075/000 – Toad Hall, 1 Park Street, Colnbrook P/19082/000 – 35 The Hawthorns, Colnbrook Y/19013/000 – 17 Moreland Avenue, Colnbrook Y/09841/001 – 11 Elbow Meadow, Colnbrook</p>	
PC/20/037	<p>To consider and approve the current Risk Assessment and appoint 2 members to review the document</p> <p>It was noted that this document was in need of updating and it was agreed that Cllrs Escott and Bennett review and update this document and bring it back to Council.</p>	<p>Cllr Escott Cllr Bennett</p>
PC/20/038	<p>Confirmation of duly elected Chairs and Vice Chairs of the Council and Committees and new constituted Management Committee</p> <p>The Chair confirmed the following: Council - Chair– Cllr Rana Vice-Chair – Cllr Babuta Services – Cllr Bennett Vice-Chair – Cllr Oakley F&P – Cllr Escott Vice-Chair – Cllr Richardson The Management committee would consist of the above Chairs and Vice-Chairs.</p>	

	<p>Cllr Smith put himself forward for this committee and was advised that the requirement was for 6 members and this had been met.</p>	
PC/20/039	<p>Update/Recommendations from Finance Committee</p> <p>Ostrich Donation – A query had been received and Cllr Escott had looked in the ledgers and could not find evidence of the £1,000 donation, she was happy for the resident to look at these. Ledgers to be taken back to J. Freeland.</p> <p>Chairs Allowance & outstanding invoice – Cllr Escott reminded members of the invoice for £360.00 for the installation of the bunting which was not agreed at a previous meeting and commented that there had been a call to use the Chair's allowance.</p> <p>Cllr Escott gave an update on the Chair's allowance, in that the allowance was not brought forward from previous years and receipts settled in 19/20 from 18/19 had meant that over £1400 of the outgoing Chairs' allowance had been used. Due to this, Cllr Escott advised Chair of the Council that it was his decision if he was prepared to pay this invoice from his budget and he replied that that he was happy for this invoice to be paid. Agreed.</p> <p>Cllr Escott asked if this invoice included the removal of the bunting, the answer was not known. Cllr Bennett commented that he had received an email asking for it to be removed as it was loose and looking dirty and was a poor image for the village. To be taken to Services Committee and members views sought.</p> <p>Payment Sheets</p> <p>Payment sheet 6 in the sum of £1,433.71 (Total) was agreed at the F&P Committee and agreed by Full Council.</p> <p>Payment sheet 7 in the sum of £6,800.53 (Total) – In relation to payment for Cliveden Conservation it was noted that the work had been carried out to both Milestones and all contributions had been received. Members agreed all payments on the list.</p> <p>Cllr John asked about the Pippins School donation request and it was noted that this would come back to Full Council when an answer had been received.</p> <p>She also commented on the discussion in the F&P Committee regarding the purchasing of flowers from the Parish Council and felt that this should have come to the Full Parish, although it was noted in the F&P meeting.</p>	<p>Cllr Escott</p> <p>Services</p> <p>Cllr Escott</p>

<p>PC/20/040</p>	<p>Update/Recommendations from Services Committee</p> <p>Update from Chair- Cllr Bennett advised that the fallen tree had been removed and that quotes were being obtain for the resurfacing under the Ridge Rider in the recreation ground.</p> <p>Christmas Lights 2020 – This had been discussed at the Services Committee and it had been agreed to ask the current contractor to extend his contract for one year, he agreed to this. It was proposed by Cllr Bennett, seconded by Cllr Escott and unanimously agreed to proceed with the current contractor for the same lighting as last year but with 2 extra tree lighting for the sum of £6,700.00.</p> <p>Dates would be obtained for the installation of the lighting. It was noted that tenders would be carried out next March for the lighting scheme.</p> <p>It was advised that a quotation for the cost of Christmas trees was awaited.</p> <p>Office Equipment – The Chair advised that new office equipment was required, an A3 printer, scanner, copier for posters, laminator and possibly a laptop if the current one was not suitable. Cllr Escott reminded members that Services Committee could spend up to £1,000 per month, within the budget. A resident advised he could offer a discount on these.</p> <p>Sub-Committee Updates</p> <p><u>Conservation Area</u> – Cllr Bedi informed members that the Costa site was on hold due to the pandemic, but the site was still secure. Cllr Bedi to email update to J. Freeland.</p> <p>Cllr Bennett advised that he was still waiting for a reply from Canonbury Management in relation to loose cables in the White Hart area.</p> <p>Cllr Bedi asked that it be arranged a day for a walk around the village with Cllrs Bennett and Oakley.</p> <p><u>Museum Update</u> – Cllr Rana had visited the museum on several occasions and met with Mr Hood, they are doing a great job and the work is almost complete. He has offered his help with setting up a website page.</p> <p>Cllr Bedi commented that Mr Hood and Mr Angel and the museum team had done a fantastic job with the museum and all should go along to see it.</p> <p>Cllr Escott advised that it was due to be complete in October but due to shortage of materials it would now be in the new year.</p> <p>Cllr Oakley commented that the Conservation Day at Crown Meadows had been postponed and that he was waiting for reply regarding the memorials for the trees to be installed in the</p>	<p>Cllr Bedi</p>
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	recreation ground, and noted that trees would now be planted in the Spring.	
PC/20/041	<p>Thames Valley Police</p> <p>PS Ryan had sent his apologies but had sent the current crime figures for Colnbrook / Poyle / Foxborough and it was noted that there was 2 new PCSO's. A copy to be sent to all Cllrs. He would be asked to the next meeting to talk about these figures.</p>	Cllr Escott
PC/20/042	<p>Motion received from Cllrs Kahlon & Viridi – Westfield CCTV</p> <p><i>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.</i></p> <p><i>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.</i></p> <p><i>The cameras will aid in the prevention and detection of crime and enhance community safety. Assigned in key positions to:</i></p> <p><i>Prevent crime, antisocial behaviour and nuisance.</i></p> <p><i>Provide evidence to relevant enforcement agencies.</i></p> <p><i>Preserve public order.</i></p> <p><i>Provide reassurance.</i></p> <p><i>Further economic wellbeing.</i></p> <p>Proposed: Cllr Kanwar Kahlon, Seconded: Cllr Jagjit Viridi</p> <p>Cllr Kahlon spoke about this motion, he had been working with Cllr Viridi, who live in Westfield, as does Cllr Kahlon and Westfield residents, designs had been prepared and they are ready to go subject to funding. There could be enough funding from the Borough Councillors budget but if more funding was required there is £10,000 in the PC budget.</p> <p>Noting the next motion, they felt that they had not been included especially when they have spoken with residents. Cllr Smith endorsed what has been said and advised that himself and Cllr Cheema had also been involved in these discussions and they were prepared to put their Borough Cllr budget towards this and is ready to go and he doesn't understand why a different motion has been put forward. Cllr Kahlon stated the new motion would be starting from the beginning.</p> <p>Cllr Escott commented that they were all after the same thing, to make Westfield feel safer and there are several options on the table. Ward Cllrs can do different things to Parish Cllrs. Cllr Escott also disagreed that Cllr Kahlon had not been included telling the Council that she had sent an email to Cllr Kahlon personally asking for his input.</p>	

	<p>A recorded vote on this motion was called for. For: Cllrs Bedi, John, Kahlon, Smith & Virdi Against: Cllrs Bennett, Escott, Rana, Small & Oakley</p> <p>There being 5 For and 5 Against the decision went to the Chair of the Council for his casting vote, he voted AGAINST, therefore this motion was NOT CARRIED.</p>	
PC/20/043	<p>Motion received from Cllrs Bennett & Escott - Security <i>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).</i> <i>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.</i></p> <p>Proposed: Cllr Kashan Bennett, Seconded: Cllr Andrea Escott</p> <p>Cllr Bennett spoke about the motion, stated that this was not starting the process from the beginning, it was taking it to the next stage. A survey, by TVP, had been conducted and a copy sent to all Cllrs and more consultation would take place with the residents.</p> <p>Cllr Escott spoke about the motion and she felt that movable cameras would be more flexible than fixed cameras and move the trouble out of the area. There is a need to consult with the residents and TVP and use the expertise of SBC, the PC need to allocate funds, this will allow the PC to supplement to what the Ward Cllrs are doing and SBC have agreed to support with moving the cameras around.</p> <p>Cllr Smith commented that he was concerned about the words 'initially for Westfield' in the motion and would like to see permanent cameras and wanted assurance that Parish money spent on these assets would stay in the village and he felt that a proper consultation had not taken place. Cllr Smith commented on the budget figures in that there was only £10,000 in the budget.</p>	

	<p>Cllrs Kahlon and Bedi also raised concerns about SBC having control of the cameras and asked for guarantee that the cameras would stay in the village.</p> <p>Cllr Escott stated that she was happy for the word ‘initially’ to be taken out of the motion and that more consultation would take place and commented that the cameras will only be used in this ward as they would belong to the Parish Council.</p> <p>Cllr Escott advised which budget this money would come from, CCTV and PCSO budgets.</p> <p>Cllr Rana commented that they all want to make sure that all parties and issues are taken into account.</p> <p>Cllr John felt this was a duplication of efforts and noted that there were several ways in and out of the area which would make it difficult.</p> <p>Cllr Kahlon asked for confirmation that the cameras would be permanent in this area and Cllr Escott stated for as long as the life of the cameras.</p> <p>Cllr Bennett noted that the TVP consultation was a small selection of residents but a consultation that the PC would facilitate would be carried out and confirmed, as mentioned in the motion, that the cameras would stay in the Westfield Area</p> <p>Cllr Bedi felt that the choice of fixed or moveable cameras should be in the resident’s consultation.</p> <p>A recorded vote on this motion was called for. For: Cllrs Bennett, Escott, Rana, Small & Oakley Against: Cllrs Bedi, John, Kahlon, Smith & Viridi</p> <p>There being 5 For and 5 Against the decision went to the Chair of the Council for his casting vote, he voted FOR, therefore this motion WAS CARRIED.</p>	
PC/20/044	<p>Motion received from Cllr Escott & Bennett – Transacting, Contracting & Ordering</p> <p><i>Motion to clarify which members can negotiate contracts on behalf of the council, as a temporary measure, in the absence of a Clerk.</i></p> <p><i>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.</i></p> <p><i>Move to suspend Standing Order 17 for the duration of this motion authorised by S.O 35 detailed below:</i></p> <p>S.O.35. SUSPENSION OF STANDING ORDERS</p> <p><i>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.</i></p>	

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.0.26. 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.0.29:

S.0.29. 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.0.27, 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 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*

	<p><i>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.</i></p> <p><i>Proposed: Cllr Andrea Escott, Seconded: Cllr Kashan Bennet</i></p> <p>Cllr Escott explained the ‘Suspension of Standing Orders’ to hear this motion and explained the ‘Annex to the Standing Orders’ motion and the reasons for bringing this motion was that some Councillors were negotiating with contractors when this should go through the Clerk.</p> <p>This was put to the vote and the voting being: For: Cllrs Bennett, Escott, Oakley, Rana, Small Against: Cllrs Bedi, John, Kahlon, Smith, Viridi</p> <p>There being 5 For and 5 Against the decision went to the Chair of the Council for his casting vote, he voted FOR, therefore this motion WAS CARRIED.</p> <p>It was noted that members should not contract or negotiate with contractors in getting quotes, this will be carried out by the Finance Assistant and the Chairs of the Council, Services and Finance & Policy will negotiate and discuss contracts and the Finance Assistant will place the orders using a purchase order system.</p> <p>It was noted that this annex would lapse on the 31.01.21 or when the Clerk is appointed and trained, whichever is sooner. Cllr Bedi commented that it may only be a few weeks until the PC have a Clerk and doesn’t feel the need for this.</p> <p>Cllr Escott commented that they may have a notice period to give and they may need training so it may be more than a few weeks.</p> <p>Proposed: Cllr Escott, Seconded Cllr Bennett Voting: For: Cllrs Bennett, Escott, Oakley, Rana, Small Against: Cllrs Bedi, Smith, Viridi Abstaining: Cllrs John, Kahlon This motion WAS CARRIED.</p>	
PC/20/45	<p>Motion received from Cllrs Rana & Escott– Enforcement Officer</p> <p><i>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:</i></p>	

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: Cllr Naveed Rana, **Seconded:** Cllr Andrea Escott

Following discussions, comments were made in relation to disappointing figures above. It was suggested that the enforcement officer only covering the industrial areas and not residential areas and the lack of power they have. Cllr Escott commented that the pandemic had impacted the figures and that if the PC were paying for the Officer they may be more say as to where he would visit.

Voting took place, the voting being:
For: Cllrs Bennett, Escott, Oakley, Rana, Smith
Against: Cllrs Bedi, Kahlon, Smith, Viridi, John

There being 5 For and 5 Against the decision went to the Chair of the Council for his casting vote, he voted FOR, therefore this motion WAS CARRIED.

PC/20/46 **Motion received from Cllrs Oakley & Bennett - 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: Cllr Sean Oakley, **Seconded:** Cllr Kashan Bennett

	<p>Cllr Oakley informed members that in light of the pandemic previously assisted national events were not running and felt that if the PC had the equipment, they could litter pick in pairs and more regularly.</p> <p>Cllr Bedi advised that SBC have the equipment and carry out risk assessments and carry this out 2-4 times per year.</p> <p>Cllr Smith advised that an SBC employee picks up litter as well as some residents in the village.</p> <p>Cllr Escott commented that this is for the green spaces and that Cllrs should be seen out doing this on a regular basis.</p> <p>On being put to the vote, the vote being: For: Cllrs Bennett, Escott, Oakley, Rana, Small Against: Cllr Viridi Abstaining: Cllrs Bedi, John, Smith</p> <p>The motion WAS CARRIED.</p>	
PC/20/047	<p>Areas of Responsibility – Update</p> <p>Westfield Residents Association - Following a request from Cllr Viridi to be added to the group this was agreed.</p> <p>Colnbrook Community Partnership – Cllr Oakley informed members that he had been advised that a meeting had been scheduled to close down the Partnership due to their being 3 resignations from the Trustees and the Charity may close.</p> <p>Add Museum Sub-Committee to the list.</p>	
PC/20/048	<p>Chairman’s Correspondence</p> <p>An email had been received from a resident and the Chair will reply to the issues raised.</p> <p>It was noted that the noticeboards still need updating.</p> <p>Cllr John commented that Cllrs need to be more pro-active in the village and there should be more visibility of the Cllrs names and numbers, maybe on banners. She was happy to deal with resident’s issues.</p> <p>She also commented to Cllr Bennett that bins were being left on the pavements by Budgens.</p>	
	<p>Committee members to note that the next meeting of the Full Parish will be 3rd November 2020.</p>	

The meeting closed at 22.38pm.

Signed----- Chair Date:

Signed----- Clerk Date:

Signed----- Witness Date: