



Colnbrook with Poyle Parish Council

Minutes of the meeting of the Parish Council held at Westbrook Community Centre On Wednesday 22nd September 2021, commencing at 7.30pm.

Present: Cllr A Escott (in the chair), Cllrs John, Kahlon, Oakley, Small, Smith and Viridi.
Rebecca Curley, Community Development Officer East
1 member of the public

In attendance: The Locum Clerk, Mrs J Cadman

PC/21/147 **Welcome:** The Chairman welcomed all to the meeting and introduced the Locum Clerk.

PC/21/148 **Receive and approve apologies for absence:** Apologies were received from Cllrs Babuta, Bedi, Bennett, Rana and Richardson

PC/21/149 **Declaration of interests:** none were made.

PC/21/150 **Public session:** In his capacity as resident of the Parish, Cllr Kahlon raised the issue of lack of enforcement control on the part of the Borough Council. In particular, he referred to pavement parking and fly tipping. He was also concerned about a speed limit of 30mph in an area where it should be 20mph.

PC/21/151 **Minutes**

Members approved the following minutes as a correct record of the meeting:
Parish Council meeting held 22nd June
Extraordinary Parish Council meeting held 29th June
Parish Council meeting held 20th July

There were no matters arising.

PC/21/152 **Appointment of Locum Clerk and RFO and appointment of Locum Deputy Clerk**

The Parish Council ratified the engagement of two officers: Joanna Cadman as Locum Clerk and RFO and Richard Endacott as Deputy Clerk, as communicated to members in emails sent on 18.8.21 and 6/9, supporting the Parish Council with working hours of 10 hours and 5 hours respectively.

Cllr Smith requested a review period. The Chairman advised that the appointments would be reviewed at the end of March, if a permanent appointment had not been made at that stage. The other review point might be if the Locum Clerk took a step back when an appointment is made for a permanent clerk and support is required.

Proposed by Cllr Escott, Seconded by Cllr Oakley, all in favour.

PC/21/153 **New Permanent Clerk**

The Parish Council resolved as follows: to delegate authority to the Locum Clerk and Locum Deputy Clerk to advertise and shortlist a permanent Clerk for the Parish Council, to be employed for 15 to 20 hours a week. Funding of not more than £500 was agreed to achieve a recommendation to the Parish Council for appointment.

Members agreed that the final decision would be made by Full Council. Members also agreed that, should there be a number of good candidates, the shortlist would be reviewed by a committee appointed for the purpose.

Proposed by Cllr Escott, Seconded by Cllr Small, 6 in favour, 1 abstention.

PC/21/154 Accounting Package

The Parish Council resolved that the Council's RFO should source and cost a financial system for the Parish Council, to move away from the use of excel documents and to facilitate improved efficiency of calculating and reviewing the Parish Council's budgets, accounts and financial position. The proposition will be presented to the Finance Committee in October for agreement before being recommended by the F&P committee to the Full Parish Council in order to be in place for end of October 2021 payments.

Proposed by: Cllr Oakley, Seconded by: Cllr Escott, all in favour.

PC/21/155 Motion for improved banking services:

There have been numerous difficulties with the Council's current banking provider. The Parish Council resolved that our RFO should explore the use of a different banking provider to present to the Parish Council in October's meeting, which could include an ability for the PC to invest its capital reserves in the short term, as advised by our internal auditor

Proposed by Cllr Escott, Seconded by Cllr Verdi, all in favour.

PC/21/156 Motion to adopt NALC's model Standing Orders as amended

The Parish Council currently operates Standing Orders that have not been updated since its inception in 1995. As a result, the current Standing Orders place limitations on the PC which impact our ability to operate both efficiently and in line with current legislation.

This Parish Council therefore, resolved to adopt the model Standing Orders as recommended by NALC and as amended and presented to the Finance and policy committee on 14th September 2021 and sent to Parish Councillors for consideration on 15th September 2021.

Proposed by Cllr Escott, Seconded by Cllr Small, to be moved to the next Full Council meeting for debate with all members.

PC/21/157 Motion to adopt NALC's model Financial Regulations as amended

The Parish Council's constitution has not been updated since 1995, and there are no financial regulations available on the current website. It was established that they were not migrated from the old website.

The Locum Clerk was asked to locate the Financial Regulations and bring them, amended as necessary, to the October meeting.

Proposed by Cllr Escott, Seconded by Cllr Small, all in favour.

PC/21/158 Planning: - To consider any new planning applications relating to the Parish of Colnbrook with Poyle.

P/06910/003: 8a Cherwell Close, Slough SL3 8XB: *construction of a 1no 3 bedroom dwelling at the rear of 8a Cherwell Close.*

Members objected to this application.

It was noted that no 8a belongs to no 1, which is a lock up property. The application involves the removal of a wall between the two properties, which will remove the security.

PC/21/159 Purchase of Trees and VE/VJ Day memorial – Cllr Oakley

The Parish Council resolved to purchase two Hornbeam trees at a total cost of £550, to include tree guards.

Cllr Oakley clarified that the memorial bench will be set between two plaques, and the trees between them. It had been intended that they would be planted last year on the 75th anniversary of VE and VJ Day.

Proposed by Cllr Oakley, Seconded by Cllr Small, all in favour.

PC/21/160 Halloween

Following the success of our Family Funday, and in view of the fact that there is c£3,000 remaining of the budget, the Parish Council resolveS to use part of the remaining budget to facilitate a Halloween disco / party to be organised for the end of October. This will include activities for children, entertainment and refreshments. The event will be ticketed in order to

organise and plan, but will be free of charge to residents. It was noted that some might be uneasy about the Halloween connection and it was agreed that the emphasis should be on fun

Proposed by Cllr Escott, Seconded by Cllr Verdi, 6 in favour, 1 against.

PC/21/161 Strong, Healthy and Attractive Neighbourhoods – Rebecca Curley

Members received a presentation from Rebecca Curley on her draft action plan and noted that the funding for this project would come from Partnerships and stakeholders.

Rebecca advised that the next step, the plan having been well received, would be to finish the draft plan by the beginning of October, ready to be presented at the next Parish Council meeting.

Thanks were recorded to Rebecca.

PC/21/162 Finance & Policy Committee

- Update from the Chair of Finance: no report had been received
- Members ratified the payment sheets 4 and 5. Proposed by Cllr Escott, Seconded by Cllr Verdi, all in favour.
- Members approved payment of the invoice from Agricultural and Estate services. Proposed by Cllr Escott, Seconded by Cllr Small, all in favour

PC/21/163 Services Committee

Cllr Escott advised that the Committee had discussed the Christmas lights and recreation ground maintenance. It was noted that the contractor needs to pay more attention to picking up litter.

PC/21/164 Areas of Responsibilities

To receive an update, if applicable: -

- Colnbrook Village Hall Trust – Cllr Bedi*
- Berkshire Association of Local Councils/ HALC – Cllr Escott/Cllr Richardson*
- Local Focus Forum: - Cllr Bennett/Cllr Bedi/Cllr Richardson*
- SBC Audit & Corporate Governance Committee – Cllr Escott and Cllr Rana: An emergency meeting had been held the previous Tuesday.*
- Colnbrook Residents Association – Cllr Babuta*
- Neighbourhood Action Group – Cllr Richardson and Cllr Escott*
- Flood Action Group – Cllr Bedi*
- Westfield Residents Association – Cllr Kahlon/Cllr Bennett/Cllr Verdi: a resident advised of a great deal of fly tipping, which had been reported.*
- Museum Sub-Committee – Cllr Rana*
- Conservation Area Sub-Committee – Cllr Babuta/Cllr Bennett/Cllr Bedi*

PC/21/165 Chairman's questions and correspondence

The MacMillan Coffee morning, which would take place on Friday 24th September from 9am to 10.30am, had been supported from the Chairmans Allowance. This had been arranged after the last full Council meeting, with the aim of bringing the community together and promoting the Parish Council.

PC/21/166 Date of next meeting

Tuesday 19th October, 7.30pm

The meeting closed at 9.16pm