



Colnbrook with Poyle Parish Council

Minutes of a meeting of the Parish Council 11th June 2024 Meeting Commenced at 1900hrs

Present: Councillors (Cllr) Evans (in the Chair), Bartlett, Brenner, Gipps, Raju, Rana

Officer Present – none, as the Council has not appointed a Clerk, it was agreed that Cllr Brenner take the minutes

Members of the Public: 0

1. **Welcome** – Cllr Evans thanked everyone for attending.
2. **To receive apologies for absence:**
Apology had been received from **Alfred, Buchanan, Whitrod, Bedi**
RESOLVED to note the apologies Alfred, Buchanan, Whitrod, Bedi
3. **MINUTES: To approve the minutes of the meeting held on the 14th May 2024.**
It was proposed by Cllr Evans and seconded by Cllr Bartlett and ...
RESOLVED that the minutes of the meeting held on the 14th May 2024 were approved as a true record.
4. **Public Question Time (Max 30 minutes)**
No members
5. **Planning**
 - a. To consider any new planning applications relating to the Parish of Colnbrook with Poyle
No applications to be reviewed.
6. **Search for Locum/RFO update**
Cllr Bartlett advised that he had been put in contact with someone in Datchet by Cllr Bedi, who was keen to start. Cllr Bartlett advised that she would need to attend RFO training sessions and that BALC can provide courses/advice/assistance too.

- RESOLVED: that Cllr Bartlett would draft contract based on existing document and amend to be appropriate for the role of Clerk.
- RESOLVED: that Cllr Bartlett will invite her to attend the next Services/Finance Meeting to be held on 25th June to meet with all Cllrs.

7. Recommendations from the Services Committee :

- a. Regarding the appointment of the new ground's maintenance contractor for the 2024/25 season effective from July 2024.
 - **RESOLVED:** Cllr Evans confirmed that Matties has been given notice, GroundCare to start on the week of 8th July 2024.
 - RE Bins in the Rec area – Cllr Evans advised they will be provided by LHR Community Fund.
- b. Playground Equipment delivery/installation at the Rec
 - **RESOLVED:** Cllr Raju, confirmed meeting had taken place with the contractor has been signed and equipment ordered.
- c. Regarding Hanging baskets/Window Plants for Summer 24
 - **RESOLVED:** Window Flowers has confirmed that they will be providing 121 baskets as per contract this summer, aim to have them up by the end of June.
- d. Regarding the outstanding Minutes from February/March/April 2024
 - **RESOLVED:** Cllr Bartlett confirmed he has taken minutes for 26th March and April and will submit accordingly

8. Recommendations from the Finance and Policy Committee:

- a) **For the council to approve the Financial Risk Register**
 - PFK have provided documents for 2023 and they are being finalised.
 - Also that the former Clerk will be completing the FY23/24 end of year reports, she was just waiting on March's bank statements to reconcile the transactions.
 - **RESOLVED:** former Clerk will review as soon as she receives bank statements and she will submit the YE report.
- b) **To approve the Internal Controls Policy**
 - Deferred to next meeting
- c) **Regarding the outstanding Minutes from February/March/April 2024**
 - **RESOLVED:** Cllr Bartlett confirmed he has taken minutes for 26th March and April and will submit accordingly

9. To approve the payment list.

- **RESOLVED:** Deferred until next Finances Meeting.

10. Update from Sub-committees:

- a. Colnbrook Village Hall Trust

- Cllr Brenner advised that the VH was steady with bookings, receiving positive feedback from hirers, live online booking platform
- b. Berkshire Association of Local Councils/ BALC
 - Cllr Evans : reported she had contacted BALC and was awaiting information.
 - Need to check if CwPPC are still members, may need to re-register/subscribe
- c. Local Community Forum LHR
 - Cllr Rana advised waiting to establish if he can attend in addition to Cllr Bedi and Cllr Buchanan
- e. SBC Audit & Corporate Governance Committee – Cllr John
 - deferred to next meeting
- e. Colnbrook Residents Association - Cllr Alfred
 - deferred to next meeting
- f. Neighbourhood Action Group - Cllr Bartlett and Cllr Alfred
 - NAG has not met so no update.
- f. Flood Action Group
 - Cllr Bartlett – no meetings/no updates
- h. Westfield Residents Association
 - Cllr Gipps – Residents asking about Residents Permits, need to take this up with Borough Cllrs.
- i. Conservation Area Sub-Committee – Cllr Raju, Cllr Buchanan, Cllr Brenner
 - Planters around village had been planted.

10. Correspondence to the Chair

None

11. Date of next meeting.

Tuesday 9th July 2024, 7pm

Meeting concluded 2018hrs