



# Colnbrook with Poyle Parish Council

Parish Office  
Colnbrook Village Hall  
Vicarage Way  
Colnbrook  
Slough  
SL3 0RF

Email: [clerk@colnbrookwithpoyle-pc.gov.uk](mailto:clerk@colnbrookwithpoyle-pc.gov.uk)

## Minutes

Minutes of meeting for the full council meeting held at Colnbrook Village Hall on Wednesday 9<sup>th</sup> April 2025 at 7pm.

Present: Councillors Brenner (Vice Chairman), Bartlett, Gipps, Raju, Smith, Whitrod and Julie Flenley (Locum Clerk).

Members of the Public Present: 2.

### **1. Representations from members of the public**

- Item raised regarding ongoing issue re dog fouling at Albany Park. Request signs and resident hoped SBC will place litter/dog waste bins at back of park for ease of use.
- Car parking issues continue – at the Poyle end of village due to employees of Poyle businesses parking along Park St/Bath road as well as April holiday parking travelling out of LHR.
- Vicarage Way Car park – similar problem. Also noted that this was on the list of SBC assets up for sale and would need to have conversation to establish if car park could be considered a “Village Asset” for residents/village hall use and how that could be enforced.

### **2. To receive apologies for absence**

Apologies received from Cllrs Bedi, Buchanan, Evans and Rana. No apologies were received from Cllrs Alfred and John. Locum Clerk noted for the record.

### **3. Declarations of Interest**

None declared. Locum Clerk noted for the record.

### **4. Minutes: To approve and sign the minutes of the meeting held on 12<sup>th</sup> March 2025**

Proposed by Cllr Whitrod, seconded by Cllr Brenner. Agreed unanimously, Locum Clerk to retain a copy.

- a) Matters arising.  
None noted.

### **5. To update on the “20’s Plenty” scheme for Colnbrook**

Cllr Brenner noted that the scheme was going to be reviewed in the new financial year and that she had been asked to contact London Heathrow Airports Limited (LHR) for an update then. Updates would follow in April’s Finance and Policy Committee meeting at the end of April.

### **6. To update on VE Day Celebrations organized for 5<sup>th</sup> May 2025**

Cllr Brenner noted that LHR had made contributions towards tablecloths, poppies and bunting for the event and formally thanked them for their contribution. It was noted that the Locum Clerk had ordered further items for the parish council which would be kept and stored at the village hall following the event and could be used for future celebrations. Cllr Brenner noted that the local schools and Scouts were also contributing to the event which was very much in hand by the organizing committee. Reports would follow following the celebration.

### **7. To discuss and agree the Colnbrook with Poyle Parish Council Business Plan 2025-2028**

Councillors discussed the newly-written Colnbrook with Poyle Parish Council Business Plan 2025-2028. Cllr Whitrod

proposed that the Business Plan be adopted for the plan period. Seconded by Cllr Brenner. Agreed unanimously, motion carried. Locum Clerk noted for the record.

**8. To discuss and agree the change of start time to the Finance Committee meeting to 7.50pm**

Cllr Buchanan's proposal to move forward the time for the Finance and Policy Committee from 8pm to 7.50pm was duly noted by the council. Cllr Gipps proposed that the time change be accepted. Seconded by Cllr Bartlett. Unanimously agreed, motion carried. Locum Clerk noted for the record and adjust the website accordingly.

**9. To update on parish litter picking and Heathrow Rangers discussions**

Cllr Whitrod noted that the volunteers had been litter picking through Albany Park and Colnbrook village on 5<sup>th</sup> April 2025. A total of 40 residents had attended the litter pick and the day was considered a success.

Cllr Smith noted that there was an increase of litter in the Splash area; there was a contractor engaged to clean the area, but it was evident that it had not been done for a while. Cllr Whitrod agreed to speak to the cleaner to ensure that it was done in the future. Cllr Whitrod also noted that the Dawley Rise bins were scheduled for emptying and that the parish council were keeping an eye on the area.

**10. Planning Applications received, for consideration**

- a) [P/16466/002](#) - Wheelwrights Place, 12, High Street, Colnbrook, Slough, SL3 0JX. Demolition of existing doctors surgery and construction of 2no 1 bedroom flat, 2no 2 bedroom flat. Councillors noted that they were supportive of the application, but requested that adequate parking needs to be provided as part of the permission. Locum Clerk to write.
- b) [TPC/2025/02](#) - 94, Vicarage Way, Colnbrook, Slough, SL3 0RF. T0513 Oak - Crown Lift to clear adjacent property for maximum 2m clearance. Councillors motioned no comments. Locum Clerk noted for the record.

**11. Planning Applications determined**

- a) P/11491/011 - Badminton House, Park Street, Colnbrook, Slough, SL3 0HS. Submission of details pursuant to condition 3 (Design and material to new purposed windows) of planning permission P/11491/007 dated 12/03/2024. REFUSED – CONDITIONS NOT COMPLIED WITH.
- b) Y/20768/000 - 9, Willow Close, Colnbrook, Slough, SL3 0LF. The erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 5.0m, with a maximum height of 3m, and an eaves height of 2.95m. PRIOR APPROVAL NOT REQUIRED.
- c) P/20161/002 - 5, St Thomas Walk, Colnbrook, Slough, SL3 0RH. Retrospective application to retain rear and side timber fence with green wall, the green wall is made of hanging ivy leafing. REFUSED.
- d) P/20718/000 - 45, Moreland Avenue, Colnbrook, Slough, SL3 0LL. Construction of a single storey rear extension including a side entry ramp and 1no. new window and door to existing side flank wall following the demolition of existing conservatory. APPROVAL WITH CONDITIONS.

Councillors noted the above for the record.

**12. Bank Accounts**

- a) To receive an update on banking

The Locum Clerk noted that the paperwork for a new Unity Trust Bank account had been submitted. A request came back requesting additional paperwork from the parish council which had now been provided. It is hoped that the bank account will be open soon, with BACS transfers taking the place of cheques to ensure payments are made in a more timely manner. Locum Clerk to keep the council updated on progress.

**13. Payment Lists: To consider the payment lists for approval and to note any payments made since the last meeting.**

Payee	Description	Invoice no.	Method of Payment	Gross Invoice Amount (£)
-------	-------------	-------------	-------------------	--------------------------

Paid – expenditure previously approved at Council meeting/regular payments				
None				
For approval				
Julie Flenley	Locum Fees & Expenses – March 2025	Inv. 016	CHQ	2,806.63
Countrywide Grounds Maintenance	Parish Maintenance – March 2025	Inv. 623864	CHQ	831.49
Pippins School	Refund – Amazon Vouchers (Prizegiving)	N/A	CHQ	200.00
Colnbrook Village Hall	Village Hall Hire	Inv. 1231	CHQ	35.00
Colnbrook Village Hall	Village Hall Hire	Inv. 1232	CHQ	30.00
Colnbrook Village Hall	Village Hall Hire	Inv. 1233	CHQ	35.00
Colnbrook Village Hall	Village Hall Hire	Inv. 1234	CHQ	65.00
Colnbrook Church of England Primary School	Refund – Prizegiving	N/A	CHQ	TBC

Councillors noted the above. Cllr Brenner proposed that the payments be agreed and paid. Seconded by Cllr Bartlett and agreed unanimously to pay all invoices. Cllrs Smith and Bedi to sign cheques for Cllr Brenner's distribution.

#### 14. To note and agree the bank reconciliations for all accounts

The Locum Clerk provided bank reconciliations for all accounts from February 2025 to accord with all bank statements and balances at the bank. The bank reconciliations for all months were agreed unanimously and signed by Cllrs Raju and Brenner. Locum Clerk to retain for the record.

#### 15. Any other matters for information only

Councillors noted the Glasdon bins quote had now been received and an order needs to be placed by the Locum Clerk and an invoice raised to LHR Limited who have agreed to fund the replacements. The internal audit needs to take place, but PKF Littlejohn have confirmed that the audit for 2023/24 had not been completed so the 2024/25 audit cannot be started until the previous year has been concluded. The Locum Clerk also noted that quotes for a new website were being sought with the suggestion that a new website for the parish council would be installed within the next few months.

#### 16. Chairmans correspondence

Cllr Evans was not present to update.

#### 17. Items for inclusion on the agenda of a future meeting

- VE Day Celebration update
- 20's Plenty

#### 18. Date of next meeting

- 14<sup>th</sup> May 2025 (full council)
- 27<sup>th</sup> May 2025 (Finance and Policy Committee)
- 27<sup>th</sup> May 2025 (Services Committee)

Meeting closed at 20.03.