



Colnbrook with Poyle Parish Council

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

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Minutes

Minutes of meeting for the Full Council meeting held at Colnbrook Village Hall on Wednesday 14th May 2025 at 7pm.

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

Members of the Public Present: 1.

1. Representations from members of the public

A member of the public noted that strimming was now underway at Albany Park and as a result, she was able to attend to carry out some weeding in the area. It was noted that Cyclamen were regrowing and the council were duly thanked for installing a new bin. It was noted that the bin was in an area prone to flooding so may need to be repositioned but dog fouling in the area. Cllr Buchanan noted that new dog signs had been requested by Cllr Brenner to erect in the area.

2. To appoint a Chairman for the Council Year 2025/26

Cllr Whitrod proposed Cllr Buchanan as Chairman. Seconded by Cllr Rana. Cllr Buchanan noted his withdrawal from the nominations process. Cllr Buchanan proposed Cllr Evans, seconded by Cllr Cllr Bedi. Agreed unanimously, motion carried – Cllr Evans was duly elected as Chairman to Colnbrook with Poyle Parish Council for 2025/26 and signed the paperwork to confirm her acceptance of office.

3. To appoint a Vice Chairman for the Council Year 2025/26

Cllr Buchanan proposed Cllr Brenner as Vice Chairman. Seconded by Cllr Raju. Agreed unanimously, motion carried – Cllr Evans was duly elected as Vice Chairman to Colnbrook with Poyle Parish Council for 2025/26 and signed the paperwork to confirm her acceptance of office.

4. Apologies: To receive and approve apologies for absence

No apologies were received from Cllrs Alfred and John. Locum Clerk noted for the record and stated that she would be in contact with the Monitoring Officer and Democratic Services teams at Slough Borough Council to inform them.

5. Declarations of Interest

Cllr Smith noted his position as Leader of Slough Borough Council. Locum Clerk noted for the record.

6. Minutes: To approve and sign the minutes of the meeting held on 9th April 2025

Proposed by Cllr Bedi, seconded by Cllr Whitrod. Agreed unanimously (Cllr Buchanan did not vote as he was not present at the April 2025 full council meeting). Locum Clerk to retain a copy.

- a) Matters arising.
None noted.

7. To agree the Financial Regulations for the parish council

The Locum Clerk noted that the council had been added to the newest NALC Financial Regulations which had been published in March 2025. They had been amended to reflect Colnbrook with Poyle Parish Council's current position; a cheque book was still in use, but the council were in the process of moving to Unity Trust Bank and Dual/Treble authorisation. Cllr Bartlett proposed that the council adopt the new Financial Regulations for the council year.

Seconded by Cllr Brenner. Agreed unanimously, motioned carried – Financial Regulations were duly adopted by the parish council.

8. To agree the Standing Orders for the parish council

Cllr Buchanan proposed that the Standing Orders be adopted for the council year. Seconded by Cllr Smith. Agreed unanimously, motion carried Standing Orders were duly adopted by the parish council for the council year.

9. To agree the Code of Conduct for the parish council

Cllr Bedi proposed that the Code of Conduct be adopted for the council year. Seconded by Cllr Brenner. Agreed unanimously, motion carried; the Code of Conduct was duly adopted by the parish council for the council year.

10. To agree the Financial Risk Assessment for the council

Cllr Bartlett proposed that the Financial Risk Assessment be adopted for the council year. Seconded by Cllr Gipps. Agreed unanimously, motion carried; the Financial Risk Assessment was duly adopted by the parish council for the council year.

11. To appoint members of the council to the following committees:

- a) Finance and Policy Committee (membership 5)
Cllrs Smith, Bartlett, Brenner, Gipps and Whitrod were duly agreed and appointed.
- b) Services Committee (membership 7)
Cllrs Bedi, Rana, Whitrod, Evans, Raju, Buchanan and Bartlett were duly agreed and appointed.

12. To appoint Representatives to the following bodies:

- a) Colnbrook Village Hall Trust - Cllr Bedi was duly appointed.
- b) Berkshire Association of Local Councils/ HALC - Cllr Evans was duly appointed.
- c) Local Focus Forum - Cllr Rana was duly appointed.
- d) SBC Audit & Corporate Governance Committee – Cllrs Rana and Brenner were duly appointed.
- e) Colnbrook Residents Association - Cllr Raju was duly appointed.
- f) Neighbourhood Action Group - Cllr Bartlett was duly appointed.
- g) Flood Action Group - Cllr Bartlett was duly appointed.
- h) Westfield Residents Association – Cllr Gipps was duly appointed.
- i) Conservation Area Sub-Committee – Cllrs Smith and Buchanan were duly appointed.

13. To agree Cllr Puja Bedi's appointment to the Richard Goades Chairty Trust

Cllr Bedi noted that she had taken over as Chairman, and the appointment would last four years. Cllr Buchanan proposed Cllr Bedi's appointment to the Richard Goades Charity Trust for 2025-26. Seconded by Cllr Rana. Agreed unanimously, motion carried. Cllr Bedi was duly agreed as the Charity representative.

14. To receive nominations for the Colnbrook Cup

Cllr Buchanan proposed that the Heathrow Rangers be nominated for their works in the parish over the last 12 months. Cllr Gipps also noted that a resident in the Westfield area was a regular litter picker in the area and deserved recognition for his endeavors having done it for many years. It was proposed by Cllr Bedi that the Westfield resident be noted by the Chairman for his contributions through a special award and be presented his award separately. Seconded by Cllr Evans, agreed unanimously, motion carried, Locum Clerk to arrange.

Cllr Buchanan proposed that the Heathrow Rangers be recognized through the award of the Colnbrook Cup for 2025/26. Seconded by Cllr Bedi. Agreed unanimously, motion carried. Cllr Bedi to liaise with last year's winner; cup to be awarded at the Annual Parish Meeting on 21st May 2025.

15. To note and agree the location of dog fouling & littering signs at the recreation ground/playground and Albany Park

Cllr Whitrod noted that the signs were still outstanding – Locum Clerk to chase. Cllr Bedi noted that signs should be produced to note a £1,000 fine for dog fouling at Albany Park. Locum Clerk noted for a future agenda.

16. To discuss and agree a letter to CLS regarding unlawful parking

Cllr Buchanan noted that Consolidated Logistics Services (CLS) had brought in a number of vehicles over the Easter period which were parked unlawfully with the village. Cllr Buchanan noted that he had called the number but it was

blocked. Cllr Buchanan proposed that the Locum Clerk write to the company to report the unlawful parking and request that they refrain from it in the future. Seconded by Cllr Evans. Agreed unanimously, Locum Clerk to write.

17. To discuss and note the sale of Slough Borough Council's assets

Cllr Bedi noted that the village car park was on the SBC Asset Disposal list and that SBC were aware of access issues pertaining to the church and pub. A meeting was scheduled for 7th June 2025 between the Trustees and council officials. Councillors further noted that the Community Centre (run by Children's Services at SBC) was under covenant. Cllr Smith noted that SBC are considering selling some land at Rayners Drift for houses. Locum Clerk to check title deeds and report back to council on whether there are any covenants on the title relating to CPPC.

18. Planning Applications received, for consideration

- a) [P/20442/002](#) - 38, Coleridge Crescent, Colnbrook, Slough, SL3 0PY. Lawful development certificate for proposed loft conversion with rear dormer and single storey detached outbuilding. Cllrs noted the application for the record.
- b) [P/11133/028](#) - Aggregate Industries, Rail Aggregate Storage Depot, Colnbrook By Pass, Colnbrook, Slough, SL3 0EB. Advertisement consent to display signage replacement following the rebrand from Aggregate Industries and London Concrete to Holcim UK Ltd. Cllrs noted the application for the record.
- c) [P/20806/001](#) - 56, Dawley Ride, Colnbrook, Slough, SL3 0QH. Lawful development certificate for proposed loft conversion with rear dormer and 2no roof lights. Cllrs noted the application for the record.
- d) [Y/20806/000](#) - 56, Dawley Ride, Colnbrook, Slough, SL3 0QH. The erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 4.2m, with a maximum height of 3.6m, and an eaves height of 2.9m. Cllrs noted the application for the record.
- e) [P/20813/000](#) - 4, Naylor Terrace, High Street, Colnbrook, SL3 0LA. Change of use from a Class C3(a) dwellinghouse to a Class C2 children's home. Councillors motioned to object on the grounds of an unsuitable development for the area, location inappropriate, traffic concerns, parking and an inappropriate space for a children's home. Locum Clerk to write.
- f) [P/11031/002](#) - 2, Fawsley Close, Colnbrook, Slough, SL3 0QA. Construction of a single storey rear extension. Cllrs noted the application for the record.
- g) [P/20802/000](#) - 18, Sherborne Close, Colnbrook, Slough, SL3 0PB. Conversion of garage into bedroom, including a pitched roof and rendering the front elevation, relocation of front door and erection of a rear outbuilding to be used as a garden room. Cllrs noted the application for the record.
- h) [P/11077/004](#) - The Cedars, High Street, Colnbrook, Slough, SL3 0JZ. Change of use from HMO (use class Sui Generis) to a residential family centre (use class C2). Councillors motioned to object on the grounds that the development was inappropriate for the area and a lack of amenity space. Locum Clerk to write.
- i) [TPC/2025/05](#) - 1, St Thomas Walk, Colnbrook, Slough, SL3 0RH. T1. Located on the rear boundary, in the parking area of 5-6 St Thomas Walk - Re-pollard due to overextended lateral limbs. Re-pollard to previous cut points or where suitable establish new cut points. Ensuring all is cut back to good growth points. T2. Located on the right-hand grass verge, by the second parking area, just as the road starts to bend in St Thomas Walk - Branches are overextending and touching the building, recommend to reduce away from the building, providing 1.5m - 2m clearance. Cllrs noted the application for the record.

19. Planning Applications determined

- a) [P/20511/001](#) - 67, Moreland Avenue, Colnbrook, Slough, SL3 0LL. Construction of a single storey rear extension. WITHDRAWN BY APPLICANT.
- b) [P/10697/018](#) - Poyle New Cottages, Bath Road, Colnbrook, Slough, SL3 0NU. Conversion of scrub land adjacent to Poyle New Cottages into 12no. rapid electric vehicle charging point spaces. To the south of the scrub land, 1no. substations to be constructed to accept a new 500kVA electrical supply for the rapid electric vehicle charging points. WITHDRAWN BY APPLICANT.

Councillors noted the above for the record.

20. Bank Accounts

a) To receive an update on banking.

The Locum Clerk noted that there were no further updates from Unity on the account opening application and that she was continuing to chase. The Locum Clerk requested bank statements from March and April from Cllr Smith.

21. 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 – April 2025	Inv. 018	CHQ	2,685.47
Countrywide Grounds Maintenance	Parish Maintenance – April 2025	Inv. 628725	CHQ	831.49
Hampshire ALC & Berkshire ALC	Annual subscription fees	Inv. 7398	CHQ	1,345.21
Vicki Brenner	Refund – Expenses		CHQ	14.28
Julie Shields	Refund – Final costs, Christmas expenses		CHQ	26.04
Colnbrook Village Hall	Village Hall Hire April 2025	Inv. 1226	CHQ	65.00
Colne Valley Regional Park	s137 Annual Grant 2024/25	N/A	CHQ	£3000.00

Councillors unanimously agreed to pay the above invoices. Cllr Brenner to raise cheques, Cllrs Smith and Bedi to sign cheques.

22. To note and agree the bank reconciliations for all accounts – April 2025

The Locum Clerk noted that no bank statements had been received to reconcile the accounts. Councillor Bartlett motioned to defer the bank reconciliation. Seconded by Cllr Brenner. Agreed unanimously, motion carried. Item deferred and noted for a future agenda by the Locum Clerk.

23. Any other matters for information only

Cllrs noted that complaints had been made regarding the Recreation Ground and councillors had been on site to view damage/maintenance issues. Item had been added to the agenda for the next Services Committee meeting. Cllr Smith noted that a new bus gate and zebra crossing were being considered for Bath Road which would prevent HGV's in both directions should the temporary bus gate on Poyle Road be retained. Designs were underway.

The next CPZ consultation was underway and residents were being consulted. Updates to follow.

24. Chairmans correspondence

Cllr Evans noted that none was received.

25. Items for inclusion on the agenda of a future meeting

Councillors discussed and noted that a Party in the Park was being organized to take place in August. Further

details to come, and Locum Clerk added item to the June agenda.

26. Date of next meeting

- 27th May 2025 at 7pm (Services Committee)
- 27th May 2025 at 7.50pm (Finance and Policy Committee)
- 11th June 2025 at 7pm (Full Council)

Meeting closed at 20.46.