



Colnbrook with Poyle Parish Council

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

Email: clerk@colnbrookwithpoyle-pc.gov.uk

Minutes

Minutes of meeting for the Full Council meeting held at Colnbrook Village Hall on Wednesday 9th July 2025 at 7pm.

Present: Councillors Evans (Chairman) Brenner (Vice Chairman), Bartlett, Buchanan, Gipps, Raju, Rana (arrived 7.09pm), Whitrod and Julie Flenley (Locum Clerk).

Members of the Public Present: 8.

1. Representations from members of the public

Cllr Evans presented the Chairman's Award to Roger Corbally for his longstanding services within Colnbrook, litter picking.

Representations were made by members of the public in terms of parking in the parish (trade vans parked on verges) and cars parked on pavements, including around Elbow Meadow, which is disrupting access for residents. The lack of traffic enforcement officers in the area was also noted. In her absence, it was noted that Cllr Bedi was liaising with LHR on funding traffic wardens and updates would be provided for residents. Cllr Buchanan reported that SBC have no powers to remove parked vehicles from footpaths which was problematic. Representations were also made about the bus stop by the Old George pub, overgrown trees obstructing footpaths and dog fouling signs in the parish.

2. Apologies: To receive and approve apologies for absence

Apologies were received and accepted from Cllr Bedi. None were received from Cllr Smith. Locum Clerk noted for the record.

3. Declarations of Interest

No Declarations were received. Locum Clerk noted for the record.

4. Minutes: To approve and sign the minutes of the meeting held on 14th May 2025

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

- a) Matters arising.
None noted.

5. To make a declaration of vacancy due to non-attendance of Joycelyn John and Trevor Alfred under s.85 of the Local Government Act 1972.

Cllr Evans declared that the office of both Cllr John and Cllr Alfred had been declared vacant due to non-attendance at Colnbrook with Poyle Parish Council meetings and Colnbrook with Poyle Parish Council committee meetings. It was noted that the Notice of Vacancy was advertised within the parish and on the parish website and under the guidance of the Monitoring Officer of Slough Borough Council, the Parish Council was free to co-opt the vacant positions. Councillors noted the Declaration for the record.

6. To discuss and agree the Co-Options Policy for Colnbrook with Poyle Parish Council

Cllr Buchanan proposed that the Co-Options Policy be adopted. Seconded by Cllr Bartlett. Agreed unanimously, motion carried, the Co-Options Policy was duly adopted by the parish council and would be reviewed in two years.

7. To note updates on Colnbrook's bus gates

Cllr Brenner noted that the bus gates were narrower but there was no other changes since the previous update.

8. To update on the 20's Plenty scheme and funding

Cllr Brenner noted that funding was now being made available from Slough Borough Council for the propose scheme in the parish following a 4-year campaign. The parish council, local schools and other organisations have been involved in lobbying SBC on reducing speed limits in the parish to make it safer for residents. A quote of £36,000 was received in January 2025 for the 18-month temporary scheme which would cover the High Street, parts of Poyle and around Pippins School.

Cllr Brenner noted that she had approached London Heathrow Limited's Communities Together fund for assistance but an email was received a fortnight ago confirming funding from SBC. The temporary scheme will form part of the consultation process for a permanent scheme. Traffic calming measures will include 2x mobile Vehicle Activated Signs (VAS signs) at a cost of between £2,000 - £3,000 each which would need to be applied for separately. Leaflets will be circulated by SBC at the beginning of August for a 21-day consultation from residents.

9. To discuss the Vicarage Way car park

Item deferred – Slough Borough Council may proceed with the sale of the asset. Locum Clerk to liaise with the Director of Sale of Assets at SBC to welcome the possibility of Colnbrook with Poyle Parish Council taking on the asset for the residents.

10. To discuss and update on the Controlled Parking Zone (CPZ) Consultation

It was noted that the Parish Council had selected Option 1 of two proposed timings for residents parking on the CPZ consultation (Monday – Friday 8am – 6pm with one hours' free parking). It was agreed that LHR would be approached for potential funding for parking enforcement officers.

11. To discuss and note the Heathrow Airports Limited's proposed 3rd runway and consultation

Cllr Buchanan noted that he had attended a Local Community Forum meeting to understand the plans for the airport's expansion. A further meeting had been delayed as the final blueprint from central government had not yet been received to set out what they wanted. A consultation was scheduled for the end of summer 2025 with the likelihood that it would be the same proposals as last time the alignment of the third runway would remain unchanged.

12. To update on progress on the August Party in the Park

The Party in the Park was noted as being scheduled to take place on 2nd August 2025 from 12pm – 4 pm. Advertisements were prepared and residents were encouraged to bring their own picnics. A bar, music and entertainers were booked and there would be demonstrations from village organisations and uniformed services. The parish council would be on hand to run the day. A TENS license had been applied for by the Locum Clerk and a risk assessment for the day was being prepared. It was hoped that the attendance would be good, and for residents to get to know one another in the parish.

13. To discuss the Crown Meadow Footpath and resolve to clear back undergrowth

Cllr Bartlett noted that the Crown Meadow Footpath was overgrown and required a cut back. The pathway also had a tendency to get very muddy in wetter months and may require gravel scalplings to assist footpath users. Quotes would be obtained for works to cutback and the possibility of approaching LNQ and JFlex for help in maintaining the walkway was considered.

14. To note the Recreation Ground repairs which have been carried out under the agreed spend limit of £5,000

Councillors noted that the repairs had been carried out and checked; councillors were happy with the completed works. Cllr Whitrod noted that the new bins which were purchased using a grant from London Heathrow Airports Ltd. were scheduled for installation tomorrow (10th July 2025).

15. To discuss and agree the installation of wood chips by the Ridge Rider at Colnbrook Recreation Ground

Cllr Whitrod noted that a 1 ton bag of woodchippings would cost around £300 + VAT. Cllr Buchanan noted that the wood chippings would need to be graded for playpark use. Cllrs Buchanan and Whitrod to liaise on costs and report back at a future meeting.

16. Planning Applications received, for consideration

- a) P/20511/002 - 67, Moreland Avenue, Colnbrook, Slough, SL3 0LL. Construction of a single storey side and rear extension. Councillors motioned no comments.
- b) P/20511/004 - 67, Moreland Avenue, Colnbrook, Slough, SL3 0LL. Lawful development certificate for proposed single storey rear extension. Councillors motioned no comments.
- c) P/20843/000 - 4, Horton Road, Colnbrook, Slough, SL3 0LN. Construction of a 3no bedroom detached dwelling following demolition of the existing garage, new double vehicular cross-over to access both properties. Councillors motioned no comments.
- d) P/11491/012 - Badminton House, Park Street, Colnbrook, Slough, SL3 0HS. Submission of details pursuant to condition 3 (Details of the design and materials) 4 (Details of Cycle Parking) of planning permission P/11491/007 dated 24/03/2024. Councillors noted for the record.
- e) P/20833/000 - 20, Winchester Close, Colnbrook, Slough, SL3 0PT. Construction of a single storey front and side extension. Councillors motioned no comments.
- f) P/10082/007 - Chequers Filling Station, Colnbrook By Pass, Colnbrook, Slough, SL3 0EH. Advertisement consent for Installation of freestanding illuminated digital poster (48-sheet) display. Councillors motioned no comments.
- g) P/20806/002 - 56, Dawley Ride, Colnbrook, Slough, SL3 0QH. Construction of a 2 storey 3no bedroom dwelling with parking and associated amenity space and vehicular access. Councillors motioned to object on the grounds that it was overdevelopment of the plot, and there were concerns about the lack of amenity space. Locum Clerk to write.

17. Planning Applications determined

- a) 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. PRIOR APPROVAL NOT REQUIRED.
- b) Y/20806/001 - 56, Dawley Ride, Colnbrook, Slough, SL3 0QH. Lawful development certificate for proposed loft conversion with rear dormer. PRIOR APPROVAL NOT REQUIRED.
- c) P/20442/002 – 38 Coleridge Crescent, Colnbrook, Slough, SL3 0PY. Lawful development certificate for proposed loft conversion with rear dormer. APPROVAL GRANTED.
- d) Y/20511/003 - 67, Moreland Avenue, Colnbrook, Slough, SL3 0LL. The erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 6.0m, with a maximum height of 3.10m, and an eaves height of 3.00m. PRIOR APPROVAL NOT REQUIRED.
- e) P/09785/009 – Mcardle House, Tanhouse Way, Colnbrook, Slough, SL3 0RG. Lawful development certificate for existing use of open storage with ancillary offices and workshop. REFUSAL.
- f) p/020813/000 - 4, Naylor Terrace, High Street, Colnbrook, SL3 0LA. Change of use from a Class C3(a) dwellinghouse to a Class C2 childrens home. APPROVED.

Councillors noted the above for the record.

18. Bank Accounts

- a) To receive an update on banking.

The Locum Clerk noted that the account was now open and funds would be transferred from the Co-Operative Bank in order to effect BACS payments. She also noted that the VAT return refund would be paid into the Unity Trust Bank account once submitted, and that she was liaising with the s151 officer at SBC to arrange

for the second tranche of the precept to be paid in. BACS payments would take place as soon as the account had appropriate funds and the account was noted as being treble authorisation to ensure that no funds could be moved without a mandated councillors approval.

Thames Valley Police had now requested handwriting samples from Cllrs Smith and Bedi to move the fraud investigation forward. Updates would follow.

The Locum Clerk also noted that she had been in touch with PKF Littlejohn on the external audit and a date for the 24/25 internal audit was being secured with Mulberry & Co. The Locum Clerk was preparing accounts for the internal audit, and would in due course supply information to PKF Littlejohn for the external audit.

19. 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				
Julie Flenley	Locum Fees – May 2025	Inv. 021	CHQ	2,944.77
Countrywide Grounds Maintenance	Parish Maintenance – May 2025	Inv. 633630	CHQ	831.49
K & S Signs	VE80 signs and Printing	Inv. 69092	CHQ	70.80
Colnbrook Village Hall	Hall Hire	Inv. SI-1289	CHQ	185.00
A Z Z Property Maintenance	Recreation Grounds maintenance works (fence, etc.)	Inv.1	CHQ	3,400.00
WindowFlowers	Hanging Baskets and Parish Flowers 2025	Inv. 69876	CHQ	11,308.80
Glasdon	New Bins Recreation Grounds	Inv. SI913874	CHQ	2,597.64
For Approval				
Colnbrook Village Hall	Hall rental June 2025	Inv. SI-1294	CHQ	120.00
Julie Flenley	Locum Fees June 2025	Inv. 24	CHQ	2,609.82
Glasdon	Replacement bin stickers	Inv. 3174132	CHQ	40.26
Vision ICT	Email support 25/26	Inv. 20439	CHQ	216.00

Cllr Evans proposed that the council approved the payments list. Seconded by Cllr Bartlett, councillors unanimously agreed to pay the above invoices. Cllr Brenner to raise cheques, Cllrs Smith and Bedi to sign cheques until the UTB account was in appropriate funds.

20. To note and agree the bank reconciliations for all accounts – March, April & May 2025 (June is pending)

Councillor Bartlett motioned to agree the bank reconciliation for March, April & May 2025. Seconded by Cllr Brenner. Agreed unanimously, motion carried. Bank reconciliations were duly signed by Cllr Evans and retained for the record by the Locum Clerk.

21. To note the Ear Marked Reserves (EMR) for the year in accordance with a recommendation from the Finance and Policy Committee

Cllr Bartlett noted that the Finance and Policy Committee had recommended the following be agreed by full council as funds in EMR's going forward:

- Playpark Phase 2 Fund - £25,000
- Elections - £10,000

Cllr Bartlett proposed that the council agree the EMR's as set out above. Seconded by Cllr Brenner. Agreed unanimously, motion carried. Locum Clerk noted for the record.

22. Any other matters for information only

None.

23. Chairmans correspondence

Cllr Evans noted that none was received.

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

Councillors requested the works schedule in Colnbrook and Poyle from Countrywide Grounds Maintenance. Locum Clerk to liaise with the contractor and send through once received.

25. Date of next meeting

- 22nd July 2025 at 7pm (Services Committee)
- 22nd July 2025 at 7.50pm (Finance and Policy Committee)
- 10th September 2025 at 7pm (Full Council)

Meeting closed at 20.19.