



Colnbrook with Poyle Parish Council

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Services Committee Meeting

Minutes

Minutes of meeting for the Services Committee meeting of Colnbrook with Poyle Parish Council held at Colnbrook Village Hall on Tuesday 23rd September 2025 at 7pm.

Present: Councillors Buchanan (Chairman), Whitrod (Vice Chairman), Bartlett, Bedi, Raju and Rana (arrived 7.09pm).

Members of the Public Present: 2

1. Representations from members of the public

None.

2. Apologies: To receive and approve apologies for absence

Apologies were received from Cllr Gipps. No apologies received from Cllrs Evans. Locum Clerk noted for the record.

3. Minutes: To approve and sign the minutes of the Services Committee meeting held on 22nd July 2025

Cllr Buchanan proposed that the minutes from 22nd July 2025 were agreed. Seconded by Cllr Whitrod. Agreed unanimously. Noted for the record. Minutes were duly signed by Cllr Buchanan. Locum Clerk to receive when she is next in attendance and retain for the record.

a) Matters arising

None.

4. To note and update on the flower basket removal in the parish

Cllr Buchanan reported that he had been in touch with Windowflowers Ltd. With respect to the parish flowers. Removal of the hanging baskets was scheduled to take place in early October for the year.

a) Lamp Post Maintenance

Cllr Buchanan noted that A2Z Property Maintenance was engaged to complete the lamp post repainting following on from quotes earlier in the year. The lamp post maintenance was scheduled to take place following the removal of the flower hanging baskets and would be done in advance of the Christmas light installation in November. Cllr Buchanan requested that Cllr Bedi chase Slough Borough Council on lamp post plugs. Cllr Bedi to update.

5. To discuss and agree the Christmas Tree tender for 2024/25

Cllr Buchanan reported that he had sought quotes for the installation of Christmas lights and 3x trees in the parish for the Christmas 2025 festive period. A quote had been returned from The Christmas Decorators Berkshire which offered both a one year deal for £8,999 (ex VAT) and a discounted 2-year deal (£8,549 ex VAT per year). The trees in the parish had been reduced from 5 trees to 3 trees to reduce the costs and the trees locations would be at the Old George pub, Elbow Meadow and at Sutton Lane.

Cllr Buchanan proposed that the 2-year deal be agreed by the council at £8,549/year plus VAT. Seconded by Cllr Bedi. Agreed unanimously, motion carried. Locum Clerk to sign and return contracts to The Christmas Decorators Berkshire, Cllr Buchanan to note the installation and light turn on dates.

6. Play equipment safety inspection at The Recreation Grounds

Cllr Whitrod noted that a playground safety inspection needed to take place at the Recreation Ground playpark. The Locum Clerk noted that the playpark required regular inspections by the councillors and an inventory/check list would be written for the play items in the park where issues could be flagged and repaired by the council accordingly. Locum Clerk to liaise with Cllr Whitrod going forward.

7. To note the instructions to cut back the overhanging branches of willow tree at The Splash

Cllr Whitrod noted that he had been contacted by residents on the willow tree at The Splash which was overhanging an adjacent building and causing issue. Quotes were being sought to cut the tree back; the quotes would be brought to the next Services Committee meeting for agreement.

8. Halloween Party

Councillors discussed the possibility of a Hallowe'en celebration for the parish children with notional funding from London Heathrow Airport Ltd. of £500. Councillors discussed holding a competition within both Pippins and Colnbrook Church of England School with a small prize allocation for 1st, 2nd and 3rd places. Councillors agreed this approach; Cllr Bedi to speak to both schools – deadline at the start of October.

9. Wreath making workshop

Councillors noted the support of London Heathrow Airports Ltd. once more this year in supporting two Christmas wreath making workshops for residents. The scheduled dates for the workshops were 19th and 26th November 2025, with a maximum of 12 places per slot. Places would be offered on a first come, first served basis. The hall had been booked and it will be advertised shortly.

10. Timeline for Winter Parish Magazine

The Locum Clerk noted that she had been in touch with MB Creative with regards to a quote for printing and artwork, and to discuss the timeline for producing the winter newsletter for the parish. The copy deadline was scheduled for the end of October, with proofs going to MB Creative for studio work. The magazine proofs would be finalised and a print deadline secured for mid-November. Emails were going to be sent out shortly to contributors and Cllr Bedi was to liaise with advertisers for advertisement space (£25 for a half page and £20 for a full page advertisement), with funds paid into the council's account in advance of the print deadline. Updates to follow.

11. Wash up from The Rec Family Fun Day & plans for 2026

Councillors noted that the day was a huge success and feedback from the day has been taken on board. It was unanimously agreed that the 2026 Fun Day would be held on the 1st Saturday of August from 12pm – 4pm with the same format. Local causes would be contacted in good time to ensure availability for the day.

12. Any other business and Chairs correspondence.

Cllr Buchanan noted that there was none other than the village flowers which had been dealt with under a previous agenda item.

Cllr Bedi noted that there were litter picks scheduled for 26th and 29th November in the parish for the primary schools.

13. Date of next meeting

28th October 2025 (Services Committee)

28th October 2025 (Finance and Policy Committee)

8th October 2025 at 7pm (Full Council)

Meeting closed : 19.50

Chairman's signature.....