

## BRITWELL PARISH COUNCIL

### MINUTES OF THE MEETING OF BRITWELL PARISH COUNCIL HELD ON WEDNESDAY 15<sup>th</sup> JANUARY 2020 AT 7.00 P.M. IN THE PARISH COMMUNITY CENTRE

**Present** Cllr P K Mann (in the chair)  
Cllrs. R Anderson (part only), P Brooker (part only), Mrs S Brooker, P.Murphy and S Wright

**In Attendance** : Mr. J. Holder (Locum Clerk) ;

#### **20/01/PC Apologies**

Apologies for the meeting had been received from Cllr Finn. Cllr Mr Brooker had also apologised for being late as he would be delayed by a prior meeting.

#### **20/02/PC Declaration of Interest**

2.1 Cllrs. Mann made a general declaration for herself and Cllrs Anderson and P Brooker that each was a member of Slough BC, with Cllr Mann making a further declaration that she was a Cabinet member of Slough BC (for Planning) specifically in respect of agenda item 7.

2.2 Cllrs Mann and Murphy made a specific declaration in respect of reimbursement of expenses, to be considered under agenda item 11.2

#### **20/03/PC Minutes of the meeting held on 20<sup>th</sup> November 2019**

The minutes of the Council meeting held on 20<sup>th</sup> November were **approved** as an accurate record of the meeting and signed by the Chair.

#### **20/04/PC Matters Arising (not covered elsewhere on the agenda)**

4.1 *Parishioner Issues (item 19/138.7 & 154/6)* – The Locum Clerk said that he had recently sent a letter to the Head Teacher of Lynch Hill Primary School. He would follow on with a response to the parishioner. **Action: Locum Clerk**

**Clerk**

4.2 *Grounds Maintenance Contract (item 19/154.1)* – The Locum Clerk said that he would issue a new contract to Sean Wright, following the tender approval. **Action: Locum Clerk**

*(Cllr Anderson joined the meeting)*

4.3 *Bar Tender Renewal advisers (item 19/154.5)* – The Locum Clerk to progress this.

**Action: Locum Clerk**

4.4 *Internal Audit Issue – Fraud Insurance Claim (item 19/156.1)* – Cllr Mann said that she would progress this with Mr Thobhani from Slough BC who would in turn be seeking external legal advice. **Action:**

**Cllr Mann**

4.5 *Governance Review: Legal Costs (item 19/138.5)* – The Locum Clerk noted that on legal advice as to what was reasonable, Slough BC's offer on outstanding costs had not been accepted and the matter was currently under discussion; he would seek an update.

**Action: Locum Clerk**

4.6 *Budget Forecast 2020-2021 (item 19/157.1)* – Further to the decision at the previous meeting, the Locum Clerk had circulated a revised Forecast, with the Precept based on 75% of the current year's precept.

#### **20/05/PC Neighbourhood Police**

5.1 The Locum Clerk had now forwarded to Sgt. Cerrig Shardlow the 2020 meeting dates. Following the officer's paternity leave, it was hoped that if he could not attend, he would send a written report **Action: Locum Clerk**

#### **20/06/PC Summer Celebration -June 2020**

6.1 The Locum Clerk had previously reported that the Fair would be in Britwell over two week-ends - from Friday 19<sup>th</sup> to Sunday 21<sup>st</sup> June and then on Friday 26<sup>th</sup> and Saturday 27<sup>th</sup> June. The Summer Celebration would be on Saturday 20<sup>th</sup> June and the Council **confirmed** this date. Mr Holder said that he had advised Mr Vyas of that date.

6.2 Mr Vyas had been invited to this evening's meeting. Members were aware of the storm damage overnight in Slough which prevented his presence. In his absence, members deferred consideration of a budget contribution for the event to the next meeting. **Action: Locum Clerk**

#### **20/07/PC Updates from Outside Bodies**

7.1 Cllr Wright reported that the Riverside Church fair held in the hall in late November had been excellently attended and had given support to some very needy people.

7.2 Cllr Murphy reported that the Youth Project had received nearly £7k of funding to enable members to speak in schools on knife crime. It had been in Beechwood School, Slough this week and had been asked to provide a four week plan. It was due to speak in Lynch Hill School tomorrow.

#### **20/08/PC Planning**

8.1 Members noted that although the Council had been sent the Planning proposal (P/00072/096) for development at Akzonobel Decorative Paints, Wexham Road SL2 5DB, this fell within the Wexham Court parish area and had no impact on this parish. The Locum Clerk would so respond to Slough BC Planning.

#### **20/09/PC Building Works**

9.1 Mr Holder said that the asbestos survey had identified three small items of work which should be dealt with and for which he was awaiting a quote from Oracle; the Council **agreed** these should be actioned. **Action: Locum Clerk**

9.2 Mr Holder noted that subject to the three items, the asbestos in the building was not an issue unless it was disturbed, such as by building works. The building works could not start until any asbestos affected by it had been removed. This in turn meant that it was first necessary for the Council to determine the scope of work it wanted done. The brief given to the Slough BC surveyor in preparing the Specification of Works was fully to refurbish the premises but it was for the Council to determine the extent and form of the building works to be undertaken. Asbestos firms could not properly quote for their work to remove asbestos

until the scope was determined. He noted, further to a site visit that morning from an asbestos contractor that plastering the inside walls of the premises would be a cheaper alternative than removing asbestos from the inner wall but a new external cladding would require removal of that outer wall containing asbestos. The contractor had further noted that removal of the two asbestos filled walls would essentially remove the structure of the building.

*(Cllr Brooker joined the meeting)*

9.3 Cllr Anderson said that rather than simply refurbish, it might be better to rebuild; if the Council were to rebuild, it should consider afresh what it wanted which, subject to Planning, might involve a different footprint. Moreover in terms of resources, might it be better to spend money on the grounds rather than the building. Cllr Wright expressed support for spend on the grounds. The Chair noted the importance of providing for what the parish community wanted. Cllr Anderson said there was a Regeneration team at Slough BC which might be able to assist but at first instance, it was necessary for the Council itself to develop the outline of what it wanted to realise and following this, it could both consult with residents and determine funding. Following discussion, it was **agreed** that at its next meeting, members should discuss and seek to determine the outline parameters for this redevelopment.

**Action: ALL/ Locum**

**Clerk**

## **20/10/PC Post Community Governance Review Strategy**

### *New Website*

10.1 The Locum Clerk noted that he would hope to meet shortly with Mr Carter to progress the new website.

**Action: Locum**

**Clerk**

### *Communications with Residents*

10.2. Following discussion, members **confirmed** that :-

- a) The Council would intend to issue a communication to residents in April/May in time for the Annual Parish Meeting;
- b) Cllr Mann would provide an initial mock up of content; giving a mixture of useful information and news; **Action: Cllr Mann**
- c) The format/appearance of the communication should not be like a leaflet, which would be treated as junk, but in a format to be read and retained by parishioners; this to be discussed with printers;
- d) Content/appearance to be agreed; **Action: Cllr Mann/ ALL/ Locum Clerk**
- e) Councillors Mann and Murphy would seek print cost quotes; **Action: Cllrs Mann & Murphy**
- f) Still to determine postage costs/whether to hand deliver. **Action: ALL**

### *Parishioner Issues*

10.3 There were no new ones.

## **20/11/PC Community Centre and Sports Ground**

### *Health & Wellbeing*

11.1 Currently, there was a Pilates class using the Hall. The Locum Clerk would check on any further communication from Slough BC Leisure. **Action: Locum Clerk**

*Hire use*

11.2 There were no issues.

## **20/12/PC Finance**

12.1 *Income & Expenditure* - The income and expenditure and bank reconciliation for November and December 2019 were **approved**. Mr Holder highlighted several items in the Cashbook and Bank Reconciliation.

12.2 In addition to bank payments and direct debits, it was **agreed** to approve the following payments) :-

- £72 .00 (inc VAT) to Economic Hygiene Solutions for sanitary bins;
- £347.31 (inc VAT) to Active Electrical Services for the alarm annual fee;
- £21.60 (inc VAT) to Active Electrical Services for an alarm battery;
- £1,020.00 (inc VAT) to Wellers Law Group for legal advice for Bar lease;
- £69.89 (inc VAT) to Paula Murphy, to reimburse for toiletries from Booker;
- £1,575.00 (inc VAT) to Manorcott Legal & Business Services for Locum Clerk's services;
- £150 to C Christie to reimburse £150 Hall deposit for 14 December booking;
- £150 to J Bangalan to reimburse £150 Hall deposit for 7 December booking;
- £100 to PK Mann, to reimburse for Christmas vouchers for staff.

The payment for Bar Lease legal advice to be *vired* from General Reserves.

## **19/13/PC Chicken Ranch Bar**

13.1 The Council **approved and ratified** their decision to enter into a new lease to extend the tenancy beyond its 20 December 2019 expiry date for up to six months, subject to one month's written notice to terminate the lease at any time within that six month period.

13.2 The Locum Clerk noted that in the December/early January period, the Tenant had failed to make three of its weekly payments; he had written to chase for this. He further noted that the Tenant had not provided a revised repayment proposal prior to the Lease extension and indeed had written yesterday to request the Council to consider a reduction in the current amount. Mr Holder had circulated to members a summary of Z takings for the Bar for the period from July, including over the Christmas period. He also noted a potential issue over insurance renewal.

13.3 Following discussion, the Council confirmed insurance and repayment obligations obligation and requested a revised repayment plan for consideration at the next meeting. Mr Holder noted he might need legal advice on certain issues. **Action: Locum Clerk**

## **19/14/PC Any Other Business**

14.1 *Agenda for Next Meeting* – To include Summer Celebration Budget contribution (see minute 6.2) and Building redevelopment (see minute 9.3) **Action: Locum Clerk**

**19/15/PC      Next Meeting**

The next Full Council Meeting to be at 7.00 pm on Wednesday 19<sup>th</sup> February 2020.

The meeting closed at 8.20 pm.

Signed as a true record of the meeting

.....Chair

Dated.....