

## BRITWELL PARISH COUNCIL

### MINUTES OF THE MEETING OF BRITWELL PARISH COUNCIL HELD ON WEDNESDAY 15<sup>th</sup> APRIL 2020 AT 7.10 P.M., REMOTELY VIA ZOOM

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

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

#### **20/51/PC Regulatory Provision for Remote Meeting**

51.1 Mr Holder noted that further to the Coronavirus Pandemic, the Government had brought in *The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020*. This came into force on 4 April 2020 and subject to earlier termination, would continue until 7 May 2021. This applies to parish councils, as a local authority. It provides for remote attendance at a meeting if the member is able to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other members in attendance, as well as members of the public. A meeting is "open to the public" where they can access the meeting through remote means, with details published on the Parish website. Mr Holder confirmed that details for attendance by Zoom for this meeting had been made public.

#### **20/52/PC Apologies**

52.1 Apologies for the meeting were received from Cllr J Finn, who had tried unsuccessfully to join the meeting.

#### **20/53PC Declaration of Interest**

53.1 Cllrs. Anderson, P Brooker and Mann made a general declaration that each was a member of Slough BC.

#### **20/54PC Minutes of the meeting held on 18<sup>th</sup> March 2020**

The minutes of the Council meeting held on 18<sup>th</sup> March were **approved** as an accurate record of the meeting. The Chair would sign and send a scanned copy to the Clerk.

#### **20/55/PC Matters Arising (not covered elsewhere on the agenda)**

55.1 *Community Funding* (item 20/ 25.2 & 27.3) – Mr Awan of Community Development, who had attended the last meeting, had advised Cllr Murphy of funding available from Scottish and Southern Electricity Networks (SSEN) for Parish/Town Councils to support communities tackling Coronavirus issues. The Locum Clerk would review. **Action: Locum Clerk**

#### **20/56/PC Neighbourhood Police**

56.1 The Chair noted two major incidents which had recently taken place locally. Insofar as . Police Sergeant Cerrig Shardlow, in present circumstances, could provide a report that would be appreciated..

#### **20/57/PC Summer Celebration -Saturday 20<sup>th</sup> June 2020**

57.1 Further to discussion, it was **agreed** that the event planned for Saturday 20<sup>th</sup> June 2020 could not proceed due to the Coronavirus pandemic. Cllr Murphy noted that she had been in contact with Brian Traylen and had discussed the possibility of the Fair visiting Britwell in either September or October. It was further **agreed** that:-

- a) Cllr Murphy to contact Brian Traylen to provisionally confirm a date for the Fair in September or October; **Action: Cllr Murphy**
- b) Cllr Wright in turn to contact the local Football league if there was a home game on such date and to reschedule; **Action: Cllr Wright**
- c) The Locum Clerk in turn vary the date for the two marquees. **Action: Locum Clerk**

## **20/58/PC Updates from Outside Bodies**

58.1 Cllr Murphy reported that the Youth Club had closed on Friday 20 March. It had been intended to do outreach work, whilst closed, but that was not possible. She said that she and Cllr Wright had delivered food parcels to needy families. She had spoken to the local PCSO who confirmed that aside from a small incident in Kennedy Park, generally young people had been good at social distancing.

## **20/59/PC Planning**

59.1 There were no applications

## **20/60/PC Coronavirus**

60.1 *Staff* – Members considered the Government advice that it did not expect the furlough scheme would be used by many public sector organisations, as most public sector employees were continuing to provide essential public services or respond to the coronavirus outbreak. However this did not apply to the two staff and it was **agreed**, if contract variation be agreed by staff, that they be put on furlough as from 1 April, the Council **confirming** that it would make up 20% shortfall from the 80% Government funding. The Clerk was asked to check if permissible for the staff, under Scheme rules, to do minimal duties for a few hours once a fortnight being deemed payable from the 20%. Draft furlough letters to staff were **approved** and the Clerk to issue. **Action: Locum Clerk /Cllr Murphy**

60.2 Cllr Wright noted that he was going occasionally into the building, as well as looking after litter on the fields and so could cover this activity.

60.3 *Support for Local Community* – Cllr Murphy said that although Slough BC had communicated online information on support for needy families, not everyone was so connected. Cllr Mann noted volunteers for Slough Mutual Aid were working with Slough BC and had been delivering leaflets throughout Slough. Cllr Murphy had not received such a leaflet and others in Britwell also might have missed out. Following discussion, it was **agreed** that:-

- a) the Council should obtain one of the banners from Slough BC, giving coronavirus support contact details, to be put on outside fencing; **Action: Cllr Mann**
- b) Cllr Mann to check which streets in Britwell had not yet received the Slough BC information leaflet and thereafter arrange with other members to hand deliver these; **Action: Cllr Mann/ALL**
- c) the cost of the banner be paid for by the Council.

60.4 *Post* – The Locum Clerk noted that the shutters being in place on the Centre meant that the post would not be delivered, although Cllr Wright noted that it was occasionally shoved under the shutter. It was **agreed** that the post should be diverted to the Clerk's home and such cost be approved. **Action: Locum Clerk**

60.5 AGAR - The Locum Clerk noted that the date by which this should be approved had been pushed back from 30 June to 31 August. However, he would endeavour to do within the usual timelines.

**Action: Locum Clerk**

60.6 APM/Annual Council meeting/Future meetings – It was **agreed** that the Annual Parish Meeting , as well as the Annual Council meeting next month should be held remotely. Future Council meetings should continue also to be so held, as provided for under the Regulations (see minute 51.1 above).

## **20/61/PC Site Vision & Building Works**

61.1 No action for present

## **20/62/PC Post Community Governance Review Strategy**

### *New Website*

62.1 The Locum Clerk had spoken with Mr Carter. Currently both web sites were up and running; the Locum Clerk to provide links to members.

**Action: Locum Clerk**

### *Communications with Residents*

62.2 It was **agreed** that the proposed year end review be put back either six months or for a full year.

### *Parishioner Issues*

62.3. Cllr Brooker had contacted Mr Inman concerning his planning concern and noted that the matter was now resolved.

## **20/63/PC Community Centre and Sports Ground**

### *Health & Wellbeing*

63.1 The various discussion on Coronavirus was noted

### *Hire use*

63.2 Issues covered under Finance below.

## **20/64/PC Finance**

64.1 *Income & Expenditure* - Mr Holder highlighted a few items in the cashbook:-

a) two payments had been received from Ms Sherwood of Slimming World, after the buildings had been closed due to Coronavirus measures; it was agreed that these sums should be reimbursed.

**Action: Locum Clerk/Cllrs Brooker & Murphy**

a) the hire booking by Ms Njau for 2 May had been cancelled due to Coronavirus; rather than issue a cheque which would be difficult currently, Mr Holder should seek to get details for electronic payment;

**Action: Locum Clerk**

64.2 The income and expenditure and bank reconciliation for March 2020 were **approved**.

64.3 In addition to bank payments and direct debits, it was **agreed** to approve the following payments by BACS :-

- £761.28 (inc VAT) to SECOM plc for annual alarm rental/maintenance;
- £915.00 (inc VAT) to Manorcott Legal & Business Services for Locum Clerk's services;
- £160 to Ms Ngau to reimburse £150 Hall deposit /£10 towards fee for 3 May booking.

**20/65PC      Chicken Ranch Bar**

65.1 Cllr Brooker stated that he had written to the Tenant by recorded delivery to advise rejection of her complaint, which had been considered under Part 2 at the previous meeting.

**20/66/PC      Any Other Business**

66.1. *Zoom*– Mr Holder had been advised by NALC that it had agreed a special deal with Zoom for local authorities at a cost of £7.99 per month. He had been in touch which had advised there had been a misunderstanding by NALC as the minimum purchase cost was £784 per year, being 10 licences each at a cost of £78.40 per licence. Whilst there might be a lower price available, members agreed to continue to use the free Zoom connection, even though it might expire after a set period.

**20/67/PC      Next Meeting**

67.1 The Annual Parish Meeting, to be followed by the Annual Council Meeting, to take place remotely at 7.00 pm on Wednesday 20<sup>th</sup> May 2019.

The meeting closed at 8.06 pm.

Signed as a true record of the meeting

.....Chair

Dated.....