

BRITWELL PARISH COUNCIL

MINUTES OF THE MEETING OF BRITWELL PARISH COUNCIL HELD ON WEDNESDAY 28th APRIL 2021 AT 7.00 P.M., REMOTELY VIA ZOOM

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

In Attendance : Mr. J. Holder (Locum Clerk) ;
Mr N Lodhi (part only)

21/57/PC Declaration of Interest

57.1 Cllr. Mann made a general declaration for herself, Cllr Anderson and Cllr 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 8.

57.2 Cllrs Wright and Murphy declared an interest in respect of a payment to be made to Cllr Wright under agenda item 13.2

21/58/PC Apologies

58.1 There were none.

21/59/PC Minutes of the meetings held on 17th March 2021

59.1 The minutes of the Council meeting held on 17th March were **approved** as an accurate record of the meeting.

21/60/PC Public Forum

60.1 There was none.

21/61/PC Matters Arising (not covered elsewhere on the agenda)

61.1 *Additional bank Signatories (minute 21/15.5)*- - The bank had now confirmed that Cllr Anderson had been added as an approved signatory.

61.2 *Proposed Traffic Calming Measures in Britwell (minute 21/46.3)* – The Locum Clerk had written to Transport for Slough generally to welcome the proposal on behalf of the Council ; they had advised that Garrard Road had not been included in these new proposals as it was already subject to a 20 mph limit.

61.3 *Signing of Minutes (minute 21/47.4)* – The backlog of signing the approved minutes, due to Covid distancing restrictions, had now been formally signed.

61.4 *Waste Hierarchy Declaration (minute 21/51.5)* – The Locum Clerk had signed this declaration on behalf of the Council and returned it to Slough BC Waste.

21/62/PC Neighbourhood Police

62.1 There was no report. Cllr Wright expressed disappointment as there were a number of issues he wished to raise such as in respect of a person riding his scrambling bike over the fields. The Chair noted that there had been a recent meeting at Slough BC attended by the Police Area Commander which noted the importance of neighbourhood policing ; she would forward the recommendation on that to the Locum Clerk. **Action: Cllr. Mann/ Locum Clerk**

21/63/PC Updates from Outside Bodies

63.1 *Youth Club* - Cllr Murphy said that the Youth Club opened on 6 April ,operating in an evening with two bubbles, each of 15 people .

21/64/PC Coronavirus

64.1 *Slough Covid Outbreak group* - Cllr Anderson said that whilst numbers were the lowest for six months, other towns were improving more and Slough still had one of the highest rates of infection nationally. The demographics in Slough, such as multi-age households were similar to other higher rate areas. The Chair noted that the Covid marshalls were putting focus on businesses which were re-opening. Cllr Wright expressed concern at the number of people recently seen at The Bee, Burnham, which was close to Britwell; the Locum Clerk would enquire as to practice with Covid marshalls in Bucks. **Action: Locum Clerk**

64.2 *Remote Meetings* – Mr Holder noted that earlier that day, the High Court had rejected a challenge by the Local Government Association, seeking to maintain remote meetings. Accordingly as of 6th May 2021, the current legislation ,which allows parish councils to meet remotely such as by Zoom, expires. Following discussion, it was **agreed** to proceed with the May Annual Council Meeting as well as having the Annual Parish Meeting to be held in the Hall. Cllr Anderson suggested the meeting period should not exceed one and a half hours.

21/65/PC Planning

65.1 Cllr Mann, as Cabinet member of Slough BC (for Planning), vacated the chair and excused herself for this item, with Cllr Brooker taking the chair. Council members reviewed the following applications.

<u>Application Number</u>	<u>Location</u>	<u>Proposal</u>	<u>Council Comment</u>
P/19190/000	82, PENNINE ROAD, SLOUGH, SL2 1SQ	Construction of a single storey rear extension	No Comment
P/19247/001	119, FARNHAM LANE, SLOUGH, SL2 2AT	Construction of a single storey front and rear extension and detached outbuilding	Cllr Anderson delegated to review further and advise Clerk
Y/19244/000	39, CHATFIELD, SLOUGH, SL2 1SH	Proposal: The erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 6m, with a maximum height of 2.9m, and an eaves height of 2.6m	No Comment
Y/19375/000	111, FARNHAM LANE, SLOUGH, SL2 2AT	The erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 5m, with a maximum height of 3m, and an eaves height of 2.91m	Cllr Anderson delegated to review further and advise Clerk
P/09002/003	159, Doddsfield Road, Slough, SL2 2BA	Construction of a front porch and a single storey side extension	No Comment

Y/19217/001	381, Farnham Road, Slough, SL2 3AF	The erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 6m, with a maximum height of 3m, and an eaves height of 2.4m	No Comment

65.2 Cllr Anderson to review further two applications, as noted above, and thereafter advise the Locum Clerk, who would notify Slough BC Planning.

Action: Cllr. Anderson/Locum Clerk

21/66/PC Site Vision & Building Works

66.1 Cllrs Anderson and Mann were still to get input from Stephen Gibson , Regeneration director at Slough BC, to help inform possible options and it was confirmed accordingly that this should continue to be carried forward as an agenda item. **Action: Cllrs Anderson / Mann**

66.2 *Fencing, Exterior Panels & Car Park Barriers* – The Locum Clerk noted that RH Builders would commence work on these three items of work on Tuesday 4 May; the work was estimated to take three weeks. In accordance with the recent Fire Risk Assessment, he had received a Method Statement, noting risks and control measures. He had also advised RH Builders of the Election Poll Station use on 6 May to avoid any obstruction for voters.

66.3 *Bar Disabled Toilet* - The Locum Clerk said he was currently awaiting quotes from further contractors. **Action: Locum Clerk**

66.4 *Bollards* – Further to the Council decision at the previous meeting that in addition to the quote from AES, he should seek a further quote and action the cheaper quote, he had received a quote from Rhino, the bollard manufacturers. Their quote was cheaper and he had instructed Rhino which were scheduled on Friday 7 May to replace the damaged bollard and do a maintenance check of the other bollards.

66.5 Both AES and Rhino had also quoted for ongoing maintenance work. Cllr Wright offered to do this without charge. The Chair noted that such voluntary services should not fall on councillors to do. Following discussion, it was however *confirmed* that if Cllr Wright were so willing to do twice yearly without charge, such service could be added to the Grounds Maintenance agreement.

Fire Risk Assessment Update

66.6 In respect of ensuring that all fixed electrical installations are subject to inspection by a ‘competent person’ and being certified as complying with British Standard 7671, and having received a “sense check” on price from the Chair’s father on the initial quote , the Locum Clerk was awaiting a second quote. **Action: Locum Clerk**

21/67/PC Parish Communications

67.1 Members discussed the benefits of producing a booklet for parishioners ,giving details on matters such as Hall hire and coming out of Covid lockdown, looking to the year ahead. Members **agreed** this would be worthwhile and an eight page booklet was envisaged. A target date was set for the end of June and by that time, there should be a clearer view on the Bar. In the meantime, members should provide their biographies for the website.

Action: ALL (save Cllr Brooker)

67.2 The Chair noted that she had been working on a template for the booklet and that this item should remain on the agenda. **Action: Cllr. Mann/ Locum Clerk**

67.3 The Locum Clerk noted that he had received some initial training for the website from Mr Carter.

21/68/PC Community Centre and Sports Ground

68.1 The Locum Clerk highlighted a table of Hall and Ground Regular users, previously circulated, showing dates when the various users had indicated that they would resume activity following the uplifting of Covid Lockdown restrictions. Further that only the Friday morning and not the Tuesday afternoon Slimming World would be restarting.

Hall & Grounds Hiring Rates for 2021 -2022

68.2 Members noted that due to Covid restrictions, there had been no occasional hire bookings in the previous year. In respect of regular hire users, there had only been several weeks of hire for Slimming World and Glad Tidings. Cllr Wright enquired whether any Government financial support might be obtained for such loss of income but the Chair advised this was not available. Following discussion, the rates agreed at the June 2019 meeting, which were confirmed a year ago, were in turn **approved** for the year 2021 - 2022, namely:-

a) as a general policy, the rate for non- residents should be the base line, with a differential for residents;

b) the hourly rate i) for non-residents was £25 and ii) for residents was £15;

c) those organisations which currently were not charged, to continue on the same basis;

d) the Council would consider in respect of community & charitable organisations whether to allow without charge or at a discounted rate, on a case by case basis; including also any caretaker charge for opening/closing;

e) that Glad Tidings should continue to move to a hourly rate which was mid way between the resident and non resident (being £20 as mid way between £15 and £25), being a discount from the non resident fee as they are regular users. The increase from the current rates to be incremental, being a £1 annual increase (as from 1st April 2021 being £18) and thereafter by £1 increase per year annually from 1st April until they reached the said mid point;

f) that the Slimming World hourly rate should also be mid way between the resident and non resident and so should remain unchanged at the £20 per hour rate;

g) that caretaker fees stay at £15 (being waived for bookings of 4 hours or more) and the deposit remain at £150;

h) that staff are entitled to one hire of the Hall each year without charge;

i) that football field hire for the August 2021 -May 2022 season should remain at £850.

The Locum Clerk to make the necessary notifications.

Action: Locum Clerk

68.3 The Members further **agreed** that :

a) for Glad Tidings, the £30 per month for the side room for storage, set last year should continue, it further being **agreed** to waive this charge for last year and until resumption this year, due to Covid lockdown;

b) the no charge for Slough Foodbank, set last year, should continue for this year;

68.4 *Slough Active* – the one hour sessions for *Britwell Sweats* (Tuesday morning) and *Yoga Flow* (Friday morning), outdoor on the Grounds, which had been approved since the last meeting, was **ratified**. It was **agreed** that there should be no charge. It was noted that publicity for this referred to the activities being at the Community Centre but Cllr Anderson said those involved would know it was outside near the building.

68.5. *Election Poll Station use : Thursday 6 May 2021* - Mr Holder had confirmed the commercial hire terms with the Elections Officer for Slough BC. He had also raised with them the use of the Hall for subsequent elections on the basis that the Hub may be unavailable and this was a possibility. Earlier that day, there had been a site visit from the person to be in charge at the poll station.

68.6 *The Recycled Teenagers Club* – the Chair had been in touch with Leo Yousef at Slough BC to get details on rates previously paid. It was unclear from his replies whether the Club only sought use of the Hall to June or to October and also whether or not they were seeking storage; he had also not responded on rates. She would enquire further with Mr Yousef to seek clarification.

Action: Cllr Mann

(Mr Lodhi joined the meeting)

68.7 *Lateral Flow Tests* – Mr Holder noted that Slough BC had indicated that it was unlikely that they would use the carpark as a mobile site to do Lateral Flow Testing for Covid. The main reason was that the Council had sought a charge for this. As Cllr Anderson had subsequently found out, this had arisen from a misunderstanding as to the Government funding received by Slough BC. Whilst Slough BC has to commission and pay an organisation to run the testing, the Government only re-imburses it on a per test basis which can leave it out of pocket if people do not turn up. For that reason, Slough BC has been looking for free sites. Following discussion, it was **agreed** that if the Council were further approached for the use of its carpark for Lateral Flow Testing, it would make no charge.

68.8 *Fun Fair* – The Funfair had advised that they would be looking to run the fair over two weekends, to arrive Monday 14th June and then to open Friday 18th, Saturday . 19th and Sunday . 20th June ; to reopen Friday 25th to Sunday 27th June, departing on Monday 28th June.. Cllr Wright noted that the Parish support for the Fair was seen as a benefit to local people from the Precept. Cllr Anderson stated that the Council could still provide such benefit but if it were able to benchmark, it could confirm its pricing was in line. In terms of fees, the Locum Clerk noted that he had on a previous occasion tried to get a benchmark figure from Kate Pratt at Slough BC but had received no response; it was **agreed** that he should re-try but if no response within a week, then he would liaise with the Chair.

Action: Cllr. Mann/ Locum Clerk

21/69/PC Chicken Ranch Bar

Interim Lease

69.1 The Locum Clerk updated the Council. There had been no change in the terms since those which had been initially confirmed last Autumn by Mr Lodhi. However the major outstanding issue related to the impact of the break clause (at 12 months or six months thereafter) on the financial prospect for Mr Lodhi. Although potentially a three year lease, the break clause enabled the Council to terminate after 12 months and so in terms of recoupment of his costs, Mr Lodhi would need to do this within 12 months. He had requested for the Council sight of Mr Lodhi's Business Plan but this had not to date been provided. The breweries had indicated that for such a short period, they would only partly fund refurbishment costs.

69.2 The Council enquired as to any issues Mr Lodhi might have. Mr Lodhi said he would not agree to a full repair lease but would agree to return the bar to the same position as at the start. He said he wished to have a 5 year rather than a 3 year lease; this would increase the investment from the brewery by about £1,500 but he acknowledged that the increased length was more for his sense of security rather than for brewery moneys, notwithstanding the provision of the break clause. From discussion, members expressed some understanding and agreed in principle to increase the term from three to five years, still subject to the break clause, on condition that the brewery provide a document to the Council stating the difference

in investment between a three and five year lease, and making clear they understand the lease provides for a break clause which can be exercised after 12 months or at six monthly intervals thereafter. It would also be subject to any legal advice the Council might receive on such a change from its solicitor.

69.3 Mr Lodhi referred to the brewery taking out pumps. Cllr Wright said the old brewery would be expected to take out its pumps and any new brewery put in theirs but there should be no cost to the Council.

69.4 In respect of the morning Café proposal, Mr Lodhi indicated that it would open about 8 am , with the Bar opening late morning. He noted his desire to give something to the community .The Council **approved** this.

69.5 In terms of financials, Mr Lodhi said he would leave to the Council to determine whether or not it would wish to allow any rent free period. He acknowledged that he understood the Council requirement for financial transparency including the requirement for quarterly management accounts.

69.6 The Council would discuss matters further in Part Two.
(Mr Lodhi left the meeting)

21/70/PC Annual Governance & Audit Return 2020 -2021

70.1 The Locum Clerk was preparing papers to provide to the Internal auditor in advance of the next meeting.

70.2 *Asset Register* – Members reviewed and approved the Asset Register as at 31 March 2021.

21/71/PC Finance

71.1 *Income & Expenditure* - Mr Holder highlighted a few items in the cashbook, including the repayment by Slough BC of the outstanding legal costs owed, save only for a small sum of interest also to be paid. The income and expenditure and bank reconciliation for March 2021 were **approved**.

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

- £97.80 to Slough BC for part Business Rates for 2021/22;
- £95.81 to Slough BC for part Business Rates for 2021/22;
- £65.46 (inc VAT) to Slough BC for May Waste.
- £380.00 (inc VAT) to reimburse S Wright for skip hired from Simpson Environmental Services to clear out store room;
- £2,062.50 (inc VAT) to Manorcott Legal & Business Services LLP for locum clerk work;
- £19.49 to reimburse J Holder for the following:-
 - £14.39 (inc VAT) to reimburse J Holder for April – May Zoom charge
 - £1.70 -for parking at Slough PO;
 - together with a further £3.40 for parking, approved at the previous meeting but not subsequently then paid.

Cllr Mann and Brooker would arrange payment of the sum due to Cllr Wright.

71.3 In respect of parking costs to pick up the post at Slough Post Office, the Locum Clerk noted that with the building closed, the shutters meant that the post could not be delivered. The Locum Clerk was requested to explore the cost of a secure outside letter box, either wall or post mounted. **Action: Locum Clerk**

71.4 *Precept* – The Locum Clerk noted that Slough BC had yet to pay that month’s precept portion; he was in contact with them. **Action: Locum Clerk**

21/72/PC Agenda items for Next Meeting

72.1 There were none specific

21/73/PC Any Other Business

73.1 *Britwell Community Project* – Cllr Murphy said that she had received no reply from Slough BC in respect to an issue concerning centre closures; she would email the Chair on this.

Action: Cllrs Murphy / Mann

73.2 *F.O.I. Request* – The Locum Clerk reported that he had received a FOI request concerning fly tipping and litter; he had responded to advise reference to Slough BC.

73.3 *Training* - The Locum Clerk noted that HALC were providing two part online training sessions for new councillors, on 8 and 15 or 22 June and then again on 7 and 21 July at £95 +VAT per person; if Cllrs Barry or Mrs Brooker were interested.

73.4 *Remote Meetings Consultation* – The Locum Clerk was requested to circulate details received from NALC. **Action: Locum Clerk**

73.5 Cable Digging – Cllr Murphy expressed concern that pavements and road did not seem to be fixed . Cllr Anderson said the utility companies concerned had a duty to reinstate. Cllr Murphy to liaise with Cllr Mann if it remained an issue. **Action: Cllrs Murphy / Mann**

21/74/PC Next Meeting

74.1 There would be the Annual Parish meeting to be at 7.00 pm on Wednesday 19th May 2021 to be followed by the Annual Council Meeting. Both would be held in the Community Centre with suitable Covid measures in place.

20/75/PC Exclusion of the public

It was agreed that further to S.1(2) of the Public Bodies (Admission to Meetings) Act 1960 that in view of the confidential nature of the business to be transacted under Item 18 on the agenda that the public be excluded and the matters dealt with in a subsequent Part Two meeting.

The meeting closed at 9.32 pm.

Signed as a true record of the meeting

.....Chair

Dated.....