

BRITWELL PARISH COUNCIL

MINUTES OF THE MEETING OF BRITWELL PARISH COUNCIL HELD ON WEDNESDAY 16th JUNE 2021 AT 7.00 P.M., IN THE PARISH COMMUNITY CENTRE

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

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

21/98/PC Declaration of Interest

98.1 Cllr. Mann made a general declaration for herself 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.

98.2 Cllrs Wright and Murphy declared an interest in respect of a payment to be made to Cllr Wright under agenda item 12.2.

21/99/PC Apologies

99.1 Cllr Anderson had given his apologies.

21/100/PC Minutes of the meetings held on 19th May 2021

100.1 Cllr. Brooker proposed, Cllr Mrs Brooker seconded and it was **agreed** that the minutes of the Annual Parish Meeting held on 19th May were **approved** as an accurate record of the meetings and signed by the Chair.

100.2 Cllr. Murphy proposed, Cllr Wright seconded and it was **agreed** that the minutes of the Annual Council meeting held on 19th May were **approved** as an accurate record of the meetings and signed by the Chair.

21/101/PC Public Forum

101.1 There was none.

21/102/PC Matters Arising (not covered elsewhere on the agenda)

102.1 *Covid Marshalls (minute 21/64.1)* – The Assistant Clerk at Burnham PC had spoken to the manager at The Bee, Burnham following concern expressed, a copy of this response having been circulated.

102.2 *AGAR 2020 -21 (minute 21/86.2)* - The Locum Clerk had submitted the Annual Governance and Accountability Return to the external auditor. He had also published the period for the exercise of public rights, being as from this day.

102.3 *Guttering & Exterior Panels (minute 21/90.2b)* – The Locum Clerk had checked that the quote was in line with that for earlier approved work and this further work was now underway.

21/103/PC Neighbourhood Police

103.1 No report had been received.

103.2 The Chair noted that she had been contacted by residents in respect of drug use by the Basketball court. Cllr Wright noted that although stopped for a while, there was use of gas canisters by the Co-op with Cllr Barry noting similar week-end activity on Long Readings Lane. The Locum Clerk was asked to notify Sgt. Shardlow. **Action: Locum Clerk**

21/104/PC Updates from Outside Bodies

104.1 *Multifuel Liaison Group* –The Chair had received the minutes of the Group’s meeting earlier that month which she would circulate. She did note that its areas of interest had little relevance to the parish. Members agreed that there was no benefit for her continued attendance although she noted she would still receive minutes and would circulate anything of interest. **Action: Cllr Mann**

104.2 *Youth Club* - Cllr Murphy said that since the re-opening on 6 April, 90 had been registered. There had been both day time and evening sessions over half term.. She said that Lottery Fund moneys had run out at the end of March but as there was furlough money, staff contracts had been extended to the end of August. She noted that there were some challenging kids and yesterday evening had been hard.

21/105/PC Coronavirus

105.1 *Slough Covid Outbreak group* - The Chair said that the mobile unit had been planning to come to Britwell. However there had been a significant increase in the Delta (Indian) variant and this week the Borough had started both surge testing and surge vaccinating in some of the other wards. Currently, there were no localised outbreaks. She said there was an issue in that people were testing but not subsequently isolating.

105.2 *Parish* – Members *confirmed* that as the Government had pushed back the ending of restrictions from 21 June to 19 July, in turn the Council would not make available the Hall for family and other occasional bookings until after that date. Members further **agreed** that if there were no Government restrictions in place, then the Council would also discontinue its Covid measures. The Chair did note that there were indications that even after 19 July, if restrictions were eased then, they might not be fully lifted. Mr Holder confirmed that he had updated the Hall booking form which would as needed provide for compliance with any Covid restrictions

20/106/PC To review and approve the Council’s Constitutional Documents

Risk Assessment

106.1 The Locum Clerk had previously circulated an updated Risk Assessment which he highlighted. In respect of Covid 19, he noted that the decision to lift measures for Hall hire such as social distancing, when so allowed by Government, did carry a risk that gatherings such as family events might lead to an outbreak. There was still ongoing loss of revenue due to Covid restrictions.

106.2 Further to the Slough BC Governance Review of 2018/19, there was a need to show improved community engagement, better local democracy and better delivery of local services. Response too this had been affected by Covid 19 but should be a focus. **Action: ALL**

106.3 Again impacted by Covid 19 but the ongoing deferral of a decision over the issue of refurbishment/rebuild of the community centre would result in increased spend on maintenance.

106.4 The Internal Auditor in his recent report had noted the need to avoid the late payment issued which had arisen with the previous tenant. The measures to address this were noted.

106.5 Following consideration, members **approved** the Risk Assessment. The Chair did request that the Locum Clerk to consider whether any further change were needed to reflect the possibility that even after 19 July, all Covid measures might not be lifted.

Action: Locum Clerk

Code of Conduct

106.6 The Locum Clerk had previously circulated an updated Code of Conduct which he highlighted. He said that further to a review by the Local Government Association in the last year, there has been a number of revisions to the Model Code on which the Council's Code is based. Following the inclusion of the Nolan Principles several years back, the Model Code wording moved from a rules based code to one based more on principles. The latest Model Code had moved to giving more detail. He noted sections from the previous Code which the Council might wish to retain. Following consideration, members **approved** the revised Code of Conduct.

107.7 The Locum Clerk noted a request from the Monitoring Officer for the Council to consider one of the recommendations from the House of Commons Public Standards committee, namely – "**Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances**". Following consideration, members **approved** the adoption of Best Practice 11.

107.8 Bearing in mind the central responsibility of the Monitoring Officer in considering any breaches of the Code of Conduct, the Locum Clerk had sought his advice on local resolution at parish council level. He noted that the Monitoring Officer expressed the view that bearing in mind the limited sanctions available, he would encourage informal local resolution – whether significant or minor, as this is more likely to satisfy the complainant and change behaviour than an investigation by the principal borough. Even though a formal complaint might follow, it was better to try and resolve things informally where possible.

107.9 The Locum Clerk said that further to the Council's decision on Best practice 11 and the Monitoring Officer's view on local resolution, he would consider whether any further changes were needed to the Code of Practice and/or the development of a new policy.

Action: Locum Clerk

21/108/PC Planning

108.1 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. It was noted that the first item had been carried forward from the last meeting, at which Cllr Brooker had been requested to review further.

<u>Application Number</u>	<u>Location</u>	<u>Proposal</u>	<u>Council Comment</u>
P/08385/007	38, Hetherington Close, Slough, SL2 2HP	Demolition of existing two storey extension and construction of 1no new 3 bedroom dwelling	Having viewed the property, noting it was a large plot and parking should not be an issue, Cllr Brooker had no objections.

Y/19375/001	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 4.7m, with a maximum height of 3m, and an eaves height of 2.91m. Earlier application considered in April (Y/19375/000) was for same application -only difference being to extend beyond the rear wall of the original house by 5m	No objections.
P/19452/000	19, Wentworth Avenue, Slough, SL2 2DP	Construction of a single storey rear extension with associated internal alterations	No objections.

108.2 The Locum Clerk to notify Slough BC Planning.

Action: Locum Clerk

21/109/PC Site Vision & Building Works

109.1 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. The Chair however noted that Slough BC were not so focussed on regeneration as previously and it might therefore be necessary for the Council itself now to take lead responsibility for this review.

Action: Cllrs Anderson / Mann

109.2 *Fencing, Exterior Panels & Car Park Barriers* – It was noted that initial work and further fencing had been completed and work was now underway on remaining cladding and guttering. Members were pleased with the work completed save only in respect of the car park barriers , it being noted that certain of the bolts were raised , posing a potential safety risk and it lacked some rigidity. The work to date was **approved** other than for the barriers which would be raised with the builder.

Action: Locum Clerk

109.3 *Bar Disabled Toilet* - The Locum Clerk noted that the up-front payment for materials had been made and work had commenced the previous week. Although the bar tenancy had started, it was hoped work would be completed before the bar re-opened.

109.4 *Bollards*- The quote received from Rhino to replace the two non Rhino bollards close to the police cabin was in line with their previous quote and was **approved**. Cllr Wright noted that in respect of two of the other bollards, one of which had been recently replaced by Rhino and the other which had received maintenance, did not line up when the key was inserted and they should be requested to fix at the same time as doing the two new bollards, the Council not expecting to be re-charged for these two to be fixed. **Action: Cllr. Wright/Locum Clerk**

109.5 *Fire Risk Assessment Update* - The Locum Clerk said that although he had been promised, and he had chased several times for the second quote, for an inspection to certify that the fixed electrical installations complied with British Standard 7671, he had still not received it. In the circumstances and bearing in mind the safety issue and the need to supply

it to the new bar tenant, it was agreed to approve the previous quote received and action the work.

Action: Locum Clerk

21/110/PC Parish Communications

Parish Annual booklet

110.1 The Chair had received one quote for the design and print of an A5 size eight page booklet . Cllr Murphy would provide a contact for the Locum Clerk to get a second quote.

Action: Cllr. Murphy/Locum Clerk

110.2 The Chair said she would hope to distribute by early August. She noted that costs increased where revisions to design were required. She would provide a draft for review. Members were also asked to provide suitable photos with suggestions including the Funfair, Foodbank and K9 dog training.

Action: Cllr Mann / ALL

110.3 Details of the Bar re-opening date would be required.

Action: Locum Clerk

110.4 *Wi Fi* - The Locum Clerk noted Mr Carter had provided a quote ,dependent on work needed ,which would not exceed £500.Members hoped it could be simply achieved at far less cost but otherwise **approved** .

Action: Locum Clerk

21/111/PC Community Centre and Sports Ground

111.1 *The Recycled Teenagers Club* – The Locum Clerk had contacted Mrs Smeaton and had confirmed details with them. They were hoping to have an open day in the Fields on 21 June for which there would just be the caretaker fee. Then from the 4 October for a period, expected to be 4 -6 weeks, use of the Hall on Monday and Wednesday mornings for four hours per session, to be charged at the parishioner local rate, details of which were **ratified** by members. He noted that in light of the delay in the date for the Government lifting Covid restrictions, he expected the 21 June date to be changed.

111.2 *Fun Fair* –The Locum Clerk had received back the signed hire agreement together with insurance details and had also received the hire fee. The fair had set up in the fields earlier in the week and would be open for the following three week-ends.

111.3 *Football Match Incident* – Cllr Wright noted that at a recent match, one of the spectators had assaulted one of the Old Windsor players during the match. This same man had previously assaulted another player at Burnham’s Cherry Orchard grounds. Following discussion, it was agreed that a letter be written to this individual banning him for life from both the Fields and the Bar; Mr Lodhi to be advised.

Action: Cllr Wright/ Locum Clerk

111.4 *Various* - A number of various issues were noted including:-

a) the Locum Clerk had found his office door open at a time the new tenant was present with his own office door open; the tenant said he did not have this key;

b) cleaning cupboard key had gone missing;

c) one of shutter bolts had gone missing.

21/112/PC Finance

112.1 *Income & Expenditure* - Mr Holder highlighted several items in the Cashbook, including the receipt of Precept moneys and the resumption of some Hall hire income. The income and expenditure and bank reconciliation for May 2021 were **approved**.

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

- £95.28 (inc VAT) to Slough BC for 2 months – July & August Waste;
- £2,380.00 to reimburse S Wright for grounds maintenance (Jan – June);
- £11,680.03 (inc VAT) to RH Builders & Decorators for external cladding and fencing ;
- £2,243.62 (inc VAT) to RH Builders & Decorators for additional fencing ;
- £1,717.50 (inc VAT) to Manorcott Legal & Business Services LLP for locum clerk work.

112.3 Subject to resolution of issues (see minute 109.2 above), it was **agreed** to approve the following further payment by BACS :-

- £3,090.00 (inc VAT) to RH Builders & Decorators for the car park barriers.

21/113/PC Chicken Ranch Bar

113.1 Members **ratified** the execution of the Lease which had been signed by the Chair and Cllr Wright. The Lease was completed and started on 9th June. Completion moneys included the deposit which had been placed in a specific bank account.

113.2 Mr Lodhi had made an offer of £500 for remaining stock held by the Council, details of which the Locum Clerk had previously circulated. It was **agreed** to accept the offer.

Action: Locum Clerk

113.3 Cllr Wright noted that at the time Secom had arranged for a new security code to be given for Mr Lodhi, former names had been removed.

113.4 Members had heard a rumour that alcohol might be served at the funfair even though the Bar had not yet opened; Locum Clerk to check.

Action: Locum Clerk

21/114/PC Agenda items for Next Meeting

114.1 There were none specific

21/115/PC Any Other Business

There was none.

21/116/PC Next Meeting

116.1 The next Full Council Meeting to be at 7.00 pm on Wednesday 21st July 2021 in the Community Centre.

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The meeting closed at 8.40pm.

Signed as a true record of the meeting

.....Chair

Dated.....