

BRITWELL PARISH COUNCIL

MINUTES OF THE MEETING OF BRITWELL PARISH COUNCIL HELD ON WEDNESDAY 19th MAY 2021 AT 7.15 P.M., IN THE PARISH COMMUNITY CENTRE

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)

21/77/PC Declaration of Interest

77.1 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 11.

21/78/PC To Elect a Chairman for the coming year

Cllr. Anderson proposed, Cllr Brooker seconded and it was **agreed** that Cllr Mann be elected Chair for the coming year. Cllr Mann signed a Declaration of Acceptance of Office.

21/79/PC To Elect a Vice Chairman for the coming year

Cllr. Murphy proposed, Cllr Mrs Anderson seconded and it was **agreed** that Cllr. Brooker be elected Vice Chairman for the coming year.

21/80/PC Apologies

80.1 There were none.

21/81/PC Minutes of the meetings held on 28th April 2021

81.1 The minutes of the Council meeting held on 28th April were **approved** as an accurate record of the meeting.

21/82/PC Public Forum

82.1 There was none.

21/83/PC Matters Arising (not covered elsewhere on the agenda)

83.1 *Additional bank Signatories (minute 21/15.5)*- - Although the bank had confirmed that Cllr Anderson had been added as an approved signatory, he had still to receive signing in details. **Action: Locum Clerk**

83.2 *Neighbourhood Policing (minute 21/62.1)* –Further to a recent meeting at Slough BC attended by the Police Area Commander which noted the importance of neighbourhood policing ; the Chair to forward the recommendation on that to the Locum Clerk. **Action: Cllr. Mann/ Locum Clerk**

83.3 *Covid Marshalls (minute 21/64.1)* – Further to 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**

21/84/PC Neighbourhood Police

84.1 The report received from Sgt. Shardlow was noted. Members were pleased to note that concerns they had expressed about street drinking on the Farnham Road had been addressed by the police.

84.2 The Locum Clerk was asked to write to express thanks and now that the Council had returned to actual, rather than remote, meetings to suggest a quarterly attendance with reports in between.

Action: Locum Clerk

21/85/PC Updates from Outside Bodies

85.1 *Slough BC Audit & Corporate Governance Committee* –It was **confirmed** that Cllr Wright would represent the Council, it being acknowledged that if meeting dates fell on Youth Club evenings, he would need to give his apologies.

85.2 *Youth Club* - Cllr Murphy said that since the re-opening on 6 April, 68 had been registered, something which would normally take place in January. Whilst they could now increase numbers up to 30, they were currently reluctant to do so because of the Indian variant of Covid 19.

21/86/PC Coronavirus

86.1 *Slough Covid Outbreak group* - Cllr Anderson said that whilst the Indian variant was now present in Slough, currently it had only been identified in travellers back from India. The Borough though was ready to do surge testing if required. Whilst it was secondary school children which had the highest infection rates generally in England, in Slough it was amongst the 17 -25 year age group. As the age groups being vaccinated were now in the mid 30's, this affected age group would be being vaccinated in the Summer. The Chair noted that there was no barrier, such as homelessness or immigration status, to getting vaccinated.

86.2 *Parish* – Mr Holder noted that assuming that the Government confirmed the country was safe, Covid restrictions would cease from 21 June and the Hall would re-open to family and other occasional bookings. Members **agreed** that if there were no Government restrictions in place, then the Council would also discontinue its Covid measures. The Clerk would review and update the Hall booking form.

Action: Locum Clerk

20/87/PC To review and approve the Council's Constitutional Documents

86.1 **Standing Orders** - The Locum Clerk had previously circulated a copy of the Standing Orders; there were no proposed changes. The Standing Orders were **approved**.

86.2 **Financial Regulations** - The Locum Clerk had previously circulated a copy of the Financial Regulations; there were no proposed changes. The Financial Regulations were **approved**.

86.3 **Risk Assessment** - Deferred to the next meeting.

Action: Locum Clerk

86.4 **Code of Conduct** - Deferred to the next meeting.

Action: Locum Clerk

20/87/PC General Data Protection Register: To review data held

87.1 The Locum Clerk had previously circulated a copy of the audit review .The data review was **approved**.

21/88/PC Planning

88.1 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 two items had been carried forward from the last meeting, at which Cllr Anderson had been requested to review further.

<u>Application Number</u>	<u>Location</u>	<u>Proposal</u>	<u>Council Comment</u>
P/19247/001	119, FARNHAM LANE, SLOUGH, SL2 2AT	Construction of a single storey front and rear extension and detached outbuilding	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	No Comment
P/08385/007	38, Hetherington Close, Slough, SL2 2HP	Demolition of existing two storey extension and construction of 1no new 3 bedroom dwelling	Concern expressed about parking, as bays already full as well as amenity space for house with garden. Cllr Brooker to review further

88.2 Cllr Brooker to review further the one application, as noted above, and thereafter advise the Locum Clerk, who would notify Slough BC Planning.

Action: Cllr. Brooker/Locum Clerk

21/89/PC Annual Governance and Accountability Return (AGAR) 2020 -21

89.1. The Locum Clerk highlighted the financial papers provided to the Internal Auditor including the Cashbook and the Income & Expenditure Summary. The main observation was the impact of Covid 19 on income. Aside from a few weeks in the Autumn when two of the regular hirers had used the hall, the Hall had been closed throughout the year and the use of the playing fields had also been restricted. Although income was shown in respect of the Bar, this related to the previous year. The Council **approved** the Income & Expenditure Account and the Balance Sheet for 2020 -2021 which had been prepared following the Internal Audit.

89.2 *Internal Audit Report* - The Locum Clerk highlighted the four issues raised by the Internal Auditor :-

a) A VAT entry error had been made early in the year which was rectified at the audit. As noted at the previous meeting, the closure of the Community building with its shutters down and currently no standalone post box resulted in mail not being delivered. For a short period in the summer, the electricity provider had changed its VAT rate from the standard to a lower rate and in the absence of an invoice, had not been spotted at the time.

b) The second comment was to ensure that the Precept approved sum was minuted and the need to ensure that the correct amount is received. The internal auditor had noted that Slough BC had paid £4 less than it should have done. The Locum Clerk had subsequently raised this with Slough BC which confirmed the missing £4 would be added to the Autumn payment this year.

c) The Auditor had noted that one invoice had been raised late. This too was a consequence of Covid. Despite several requests, Glad Tidings had been slow in confirming their actual dates used in the Autumn. This had now been done and payment received.

d) *Bar payments* –the Internal auditor’s major comment was that it had not been easy to reconcile the final payment and his comment that going forward with a new lease, the format should be clearer. Members were aware, as minuted previously, of the difficulties resulting from late payments and the need to reconcile lump sum amounts against specific invoices. Timely payment of sums due against specific invoices which was expected under the new lease would prevent this concern. Members were pleased that the Locum Clerk had secured repayment from the previous tenant.

89.3 *Annual Governance Statement 2020 -21* - Having reviewed the statements, it was **agreed to approve**, and for the Chair to sign, the Annual Governance Statement.

89.4 *Accounting Statements 2020 -21* – As part of the review of the Accounting Statement, the Locum Clerk highlighted the Explanation of Variances, Explanation for “High” Reserves, the Reconciliation between balances carried forward and cash assets and the Bank Reconciliation. Further to its review, the Council **agreed to approve**, and for the Chair to sign, the Accounting Statements 2020 -21. Cllr Anderson noted that although the Council had taken a lower precept this last year and that there was hardly any hire income, the precept had effectively covered the costs such that Hall income , if available, could have been used to enable the Council to do those further things it would wish to do. In his view, it was as good as it can get.

89.5 The Locum Clerk to forward the Annual Return to the external auditors. He would also arrange for publication of the period for the exercise of public rights. **Action: Locum Clerk.**

21/90/PC Site Vision & Building Works

90.1 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**

90.2 *Fencing, Exterior Panels & Car Park Barriers* – Members were pleased with progress on the work. The new car park barriers were now in place. The work to date had exposed further needs.

a) removing hedgerow had exposed a requirement for a further seven 2 metre high 'V' Mesh security fencing panels. Cllr Wright would be reviewing with the builders the following Tuesday but subject to that, it was **agreed** to approve. **Action: Cllr. Wright/Locum Clerk**

b) replacement of damaged cladding at part of the rear would still leave underlying damp issue which would return . Proposed extra work to replace so as to resolve underlying damp problem. Also some damaged guttering. Subject to the Locum Clerk checking that quote was in line with quote for initial work, it was **agreed** to approve. **Action: Locum Clerk**

90.3 *Bollards*- Cllr Wright noted that when Rhino had attended to replace a bollard and do maintenance on the others, there had been an issue with two close to the police cabin as these were not Rhino . It was agreed to obtain a further quote from Rhino for these two. **Action: Cllr. Wright/Locum Clerk**

90.4 *Bar Disabled Toilet* - The Locum Clerk had circulated quotes from three contractors. One which was double the price of the others was discounted. Following consideration of the two others which were very close to each other in price, it was **agreed** to approve Mr Edwards quote of £ £6,370 and that £3,680 of this could be paid up-front for materials.

Action: Locum Clerk

Fire Risk Assessment Update

90.5 It was agreed that when the Locum Clerk received the second quote, which was shortly expected, he should instruct the provider of the cheaper quote to check and certify that the fixed electrical installations complied with British Standard 7671. **Action: Locum Clerk**

21/91/PC Parish Communications

91.1 The Chair said that she would provide a draft of an A5 size eight page booklet for the next meeting. She would also provide a print quote. **Action: Cllr. Mann**

91.2 Cllr Brooker enquired as to having wi-fi in the Community Centre. The Locum Clerk to make enquiries with Mr Carter. **Action: Locum Clerk**

91.3 The Locum Clerk updated on the May 2019 injury insurance claim.

21/92/PC Community Centre and Sports Ground

92.1 *The Recycled Teenagers Club* – Position remained unclear. The Chair and Locum Clerk to seek clarification. **Action: Cllr Mann/ Locum Clerk**

92.2 *Fun Fair* – The Chair and Locum Clerk had both tried to get a benchmark figure from Kate Pratt at Slough BC but had received no response; it was **agreed** that the rates for use this year should remain unchanged from previous years. **Action: Locum Clerk**

92.3 *Slough Active* – The Chair said that those running the one hour sessions for *Britwell Sweats* (Tuesday morning) and *Yoga Flow* (Friday morning), might now use inside the Hall. Members agreed this had not been approved and indeed Slimming World was resuming this week on a Friday morning. The Locum Clerk to contact them. **Action: Locum Clerk**

21/93/PC Finance

93.1 *Income & Expenditure* - The income and expenditure and bank reconciliation for April 2021 were **approved**.

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

- £665.00 to B Dancer for Internal Audit 2020 -21;
- £525.08 to BALC for annual subscription;
- £710.40 (inc VAT) to Rhino Security for service charge and parts;
- £684.00 (inc VAT) to Rhino Security for replacement bollard
- £47.64 (inc VAT) to Slough BC for April Waste;
- £2,100.00 (inc VAT) to Manorcott Legal & Business Services LLP for locum clerk work;
- £14.39 (inc VAT) to reimburse J Holder for May -June Zoom charge.

93.3 *Write -Off of Field Fees*– The Locum Clerk noted that in respect of Field Hire Fees, set at £850 for the 2020 -2021 season, and payable in the last year, Britwell FC had paid £640 , with an outstanding balance of £210. Wexham Park Hospital, which played on Sundays, had only paid £70 but had that week paid a further £380, being £450 to date, with an outstanding balance of £400. Cllr Wright noted that with Covid restrictions, the fields had not been available for football for much of the season and that the Sunday team had played less games. It was **agreed** that the £210 owed by Britwell FC and the £400 owed by Wexham Park Hospital team be waived and written off. **Action: Locum Clerk**

(Mr Lodhi joined the meeting)

21/94/PC Chicken Ranch Bar

Interim Lease

94.1 The Locum Clerk updated the Council. Since the last meeting, Mr Lodhi had provided a business plan together with emails from the breweries to confirm they were aware of the break clause in the lease. He had met with Mr Lodhi further to confirm arrangements and a revised draft lease had been issued. The following further matters were discussed with Mr Lodhi and **agreed:-**

- a) That subject to the break clause, the term of the lease be extended to five years;
- b) That the lease could be in a company name but with a personal guarantee from Mr Lodhi;
- c) That in light of refurbishment , the Council would allow a three month rent free holiday at the start of the lease;
- d) That in respect of the functional bar, whilst responsibility for renovating the ceiling in the “cellar” should be that of the Council, Mr Lodhi confirmed he would provide for this. Separately it would be his responsibility to arrange with the brewery for a chiller there;
- e) The lease would start from when Mr Lodhi first entered the premises, date expected soon further to completion of lease.

94.2 The Chair and Vice Chair were authorised to sign the lease but it was **agreed** that if either of these were unable to do so, any other councillor was so authorised.

94.3 The Chair said the Council would look forward to Mr Lodhi attending Council meetings on a quarterly basis where he would have the opportunity to inform the Council what he was going and seek their assistance if required.

(Mr Lodhi left the meeting)

21/95/PC Agenda items for Next Meeting

72.1 There were none specific

21/96/PC Any Other Business

There was none.

21/97/PC Next Meeting

97.1 The next Full Council Meeting to be at 7.00 pm on Wednesday 16th June 2021 in the Community Centre.

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The meeting closed at 8.45pm.

Signed as a true record of the meeting

.....Chair

Dated.....