

## BRITWELL PARISH COUNCIL

### MINUTES OF THE MEETING OF BRITWELL PARISH COUNCIL HELD ON WEDNESDAY 21<sup>st</sup> JULY 2021 AT 7.00 P.M., IN THE PARISH COMMUNITY CENTRE

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

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

#### **21/117/PC Declaration of Interest**

117.1 Cllr. Brooker made a general declaration for himself and Cllr R Anderson that each was a member of Slough BC.

117.2 Cllrs Wright and Murphy declared an interest in respect of payments to be made to both of them under agenda item 12.2.

#### **21/118/PC Apologies**

118.1 Cllr P K Mann had given her apologies.

#### **21/119/PC Minutes of the meetings held on 16<sup>th</sup> June 2021**

119.1 The minutes of the Council meeting held on 16<sup>th</sup> June were **approved** as an accurate record of the meeting and signed by the Chair.

#### **21/120/PC Public Forum**

120.1 There was none.

#### **21/121/PC Matters Arising (not covered elsewhere on the agenda)**

121.1 *Code of Conduct (minute 21/107.9)* – The Locum Clerk to still review with the Monitoring Officer whether any further changes were needed to the Code of Practice.

**Action: Locum Clerk**

121.2 *Shutter Bolt (minute 21/111.4)* – Cllr Wright confirmed that the missing shutter bolt had been subsequently found.

#### **21/122/PC Neighbourhood Police**

122.1 Sgt Shardlow had given his apologies as working with the Blue Light Response team today but had advised that he would forward a report tomorrow. Cllr Wright asked if he could attend the September meeting

#### **21/123/PC Updates from Outside Bodies**

123.1 *Youth Club* - Cllr Murphy said that following the lifting of restrictions by the Government on 19 July, there were no bubbles or restrictions but they were being careful and would see how it goes. From Monday 2 August for four weeks, the Club would be open in the daytime between 12.00 -3.00 pm. As previously advised, Lottery funding had run out but staff contracts had been extended to the end of August.

123.2 *SBC Audit and Corporate Governance Committee* – Cllr Wright would be unable to attend the next meeting on 29 July as it clashed with Youth Club; Cllr Brooker noted that he might be able to do the training at a later date.

**Action: Cllr Wright**

## 21/124/PC    Coronavirus

124.1 *Slough Covid Outbreak group* - Cllr Anderson said that although infection rates were rising, Slough was now not so bad as other areas in Berkshire; it could however be that Slough was late for this current wave. Also, the take-up rate for vaccinations amongst the under 30's was very low. It was possible with rising cases nationally that the Government might change its response in early August.

*(Mr Lodhi joined the meeting)*

124.2 *Parish* – In light of the ending of Government restrictions on 19 July, the Locum Clerk had circulated proposed revision to the Council's own Rules which removed most requirements but kept some ongoing requirements. The Council **agreed** to adopt these revised Rules.. Noting Cllr. Anderson's earlier comments that Government restrictions might return, the Council further **agreed** that it might be necessary for the Clerk to revise these before the next meeting if conditions required this.

## 20/125/PC    Slough BC – Section 114 Notice

125.1 Cllr Anderson said that following the issue of the notice, there was a three week period, ending tomorrow, in which there is a ban on new expenditure other than for statutory services spend and a requirement to draw up a plan to deal with the budget. Services such as bin collections were continuing. He said he was not aware that this Section 114 Notice would have any effect on the Parish.

## 21/126/PC    Planning

126.1 Council members reviewed the following applications.

<u>Application Number</u>	<u>Location</u>	<u>Proposal</u>	<u>Council Comment</u>
P/19189/001	13, Egerton Road, Slough, SL2 2LB	Construction of a single storey rear extension with 3no roof lights.	No Objection
P/19244/001	39, Chatfield, Slough, SL2 1SH	Construction of a single storey front and two storey rear extension	No Objection
Y/08940/001	18, Greystoke Road, Slough, SL2 1TT	The erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 4m, with a maximum height of 2.95m, and an eaves height of 2.85m	No Objection
P/19468/000	65, Rokesby Road, Slough, SL2 2ED	Demolition of existing garage at rear and construction of a two storey side and part single storey rear extension.	Cllr Brooker to review further
P/19397/001	18, Woodford Way, Slough, SL2 2DD	Retrospective application for a single storey rear extension.	No Objection
Y/19438/001	87, Long Readings Lane, Slough, SL2 1RG	The erection of a single storey rear extension, which would	No Objection

		extend beyond the rear wall of the original house by 6m, with a maximum height of 3m, and an eaves height of 2.8m	
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126.2 Subject to Cllr Brooker’s review on the one application noted, the Locum Clerk to notify Slough BC Planning. **Action: Cllr Brooker / Locum Clerk**

**21/127/PC Site Vision & Building Works**

127.1 Further to Cllr Mann’s comment at the June meeting that Slough BC were not so focussed on regeneration as previously, it would now be necessary for the Council itself now to take lead responsibility for this review. It was confirmed accordingly that this should continue to be carried forward as an agenda item. **Action: Cllrs Anderson / Mann**

127.2 *Exterior Panels, Guttering & Car Park Barriers* – It was noted that the snagging concerns over the car park barriers had been rectified and the payment for that made (see minute 21/112.3). The further work on remaining cladding and guttering had yet to be completed and the Locum Clerk was seeking details as to when the builders would return to do this. **Action: Locum Clerk**

127.3 *Bar Disabled Toilet* - The Locum Clerk noted that Cllr Murphy and he had met the previous week with the contractor but had not got a definite date for when he would complete. As well as decorating for the disabled toilets, the other Bar toilets were in need of decoration which was outside the works order.

*(Council members took a brief adjournment to view the Bar Toilets).*

127.4 Mr Lodhi said he hoped to open the Bar in early August but that was dependent on gas supply from the brewery. In view of time constraints, following discussion it was **agreed** that following confirmation that the contractor had completed his work, the Locum Clerk should notify Mr Lodhi who would engage a decorator to decorate all the Bar toilets, the cost of such work to be recharged to the Council. **Action: Locum Clerk**

127.5 Mr Holder also noted that there would need to be an emergency cord provided in the disabled toilet and he would engage an electrician for this. **Action: Locum Clerk**

127.6 *Bollards*- Mr Holder noted that Rhino would attend tomorrow to replace the two non Rhino bollards close to the police cabin. He had spoken to Rhino about the two other bollards, which workings did not line up when the key ; they had advised that this would have been caused by an old defective key being used and they would bring further new keys. **Action: Cllr. Wright/Locum Clerk**

127.7 *Fire Risk Assessment Update* - The Locum Clerk said that an electrician had attended last week for inspection to certify that the fixed electrical installations complied with British Standard 7671; inspection part done to date. **Action: Locum Clerk**

**21/128/PC Parish Communications**

*Parish Annual booklet*

128.1 Cllr Mann had still to provide a draft for review. Members were also asked to provide suitable photos . Cllr Brooker noted that the distribution date ,earlier scheduled for early August, would be delayed. **Action: Cllr Mann / ALL**

128.2 Cllr Murphy to provide a contact for the Locum Clerk to get a second quote for the design and print of an A5 size eight page booklet. **Action: Cllr. Murphy/Locum Clerk**

128.3 *Wi Fi* - Although the Locum Clerk had provided the wi-fi password, members at this meeting had not been able to use the wi-fi ; he would therefore contact as approved at the previous meeting. **Action: Locum Clerk**

## **21/129/PC Community Centre and Sports Ground**

129.1 *NHS Blood Donor Use* – The Locum Clerk had previously circulated details from the NHS seeking a centre in the Maidenhead area to use once a quarter for an all day session, for at least a two day period. As this was for a special use, with a social benefit, and not a standard occasional use, members were required to agree the fee, if any, they would wish to charge. Following discussion, it was agreed to charge £20 per hour. **Action: Locum Clerk**

129.2 *Over 50's Craft Club/Tea Dance Club* – The Craft Club had started Monday this week but would resume on 23 August whilst the Tea Dance would resume next Tuesday. Mrs Smith, his contact for both, had requested access to the side room for use of tea making facilities and sink; they had previously used this but during Lockdown, Foodshare had started to use it; it was **agreed** that Mrs Smith should be given a room key to allow access during these sessions.

## **21/130/PC Finance**

130.1 *Income & Expenditure* - Mr Holder highlighted several items in the Cashbook, including the receipt of the Bar Lease deposit which had been placed in a separate account. The income and expenditure and bank reconciliation for June 2021 were **approved**.

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

- £135.11 (inc VAT) to SECOM for a) alarms maintenance (£120 inc VAT) and b) parts (£15.11 inc VAT);
- £72.00 (inc VAT) to Economic Hygiene Solutions for Ladies sanitary bin;
- £984.00 (inc VAT) to PAT Testing Services Ltd for electrical test and inspection;
- £1,890 .00 (inc VAT) to Manorcott Legal & Business Services LLP for locum clerk work;
- £25.66 to reimburse J Holder for the following:-
  - £1.83 for postage
  - £15.84 for 2 books of stamps
  - £7.99 for Hall booking diary;
- £48.75 to reimburse S Wright for keys;
- £97.20 to reimburse P Murphy for :
  - £79.20 (inc Vat) for toilet products
  - £10 for keys
  - £8.00 for a lock.

130.3 *Spend v Forecast/Vires of funds* – Members noted the summary of Spend v Forecast for the first quarter which had been previously circulated. Although limited Hall income in the Quarter, the lifting of Covid 19 Lockdown might lead to a resumption of Occasional Hall hire income, although currently there were no bookings. Also the start of a new Bar lease would also produce rental income (after the initial rent holiday) and reimbursement of utility spend.

130.4 Further to the recent works paid for on the building, the fencing and car park, it was **agreed** for these payments to *vires* :

- a) £6,835 from the Community Hall Building Fund for work on the building;
- b) £9,018 from the General Reserves for work on the car park and fencing.

130.5 *New Bank Deposit Account* – Members noted a paper which had been previously circulated. In addition to the position that there was over twice the moneys in the Unity Trust accounts as protected by the FSCS if a bank were to go bust, the deposit accounts were currently paying no interest. The paper noted options including a 95 day notice account with Close Brothers Bank which gave an interest rate of 0.1% for balances up to £100k and 0.55% for balances of £100k or above. Currently there was over £100k in earmarked Community Hall Building Fund and a 95 day notice to draw down from that should work. Following discussion, it was **agreed** to invest £100k with Close Brothers to get the higher interest rate, subject to confirmation that they had FSCS protection up to £85k . **Action: Locum Clerk**

### **21/131/PC Chicken Ranch Bar**

131.1 Mr Holder reported that he had met Mr Lodhi the previous week to go through a number of issues. As well as work on the Bar toilets, other matters included :-

- in the process of Mr Lodhi or one of his team becoming a designated premises supervisor (DPS) under the Council's licence under the Licensing Act;
- Slough BC advised of the new tenancy for the business rates;
- for the Bar to have its own Covid risk assessment;
- separation between Bar and café area, Mr Lodhi having confirmed there would be no fixed structure partition.

131.2 The kitchen's fridge/freezer was not working; also that the Council's vacuum cleaner also needed replacement; members **agreed** both be replaced. **Action: Locum Clerk**

131.3 Mr Lodhi spoke of his plans. The business would employ about 20 people part-time. He noted the growth of a middle class in the area to whom he believed the café would appeal. Events were planned such as a bonfire night and events for the over 65's. They would hire the Hall also for events. In response to Cllr Anderson, Mr Lodhi said he was considering changing the name from *The Chicken Ranch* to *Bar Brew Hut* . Cllr Wright noted he had heard that the Bar would not open until 6pm but Mr Lodhi said the opening times would meet the requirements of the local community.

### **21/132/PC Agenda items for Next Meeting**

132.1 There were none specific

### **21/133/PC Any Other Business**

There was none.

### **21/134/PC Next Meeting**

134.1 The next Full Council Meeting to be at 7.00 pm on Wednesday 15<sup>th</sup> September 2021 in the Community Centre.

The meeting closed at 8.32pm.

Signed as a true record of the meeting

.....Chair

Dated .....