

BRITWELL PARISH COUNCIL

MINUTES OF THE MEETING OF BRITWELL PARISH COUNCIL HELD ON WEDNESDAY 15th SEPTEMBER 2021 AT 7.00 P.M., IN THE PARISH COMMUNITY CENTRE

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

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

21/135/PC Declaration of Interest

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

21/136/PC Apologies

136.1 Cllr P K Mann had given her apologies as attending a Slough BC meeting. Cllr Barry had also given his apologies.

21/137/PC Minutes of the meetings held on 21st July 2021

137.1 The minutes of the Council meeting held on 21st July were **approved** as an accurate record of the meeting and signed by the Chair.

21/138/PC Public Forum

138.1 There was none.

21/139/PC Matters Arising (not covered elsewhere on the agenda)

139.1 *Annual Governance and Accountability Return (AGAR) 2020 -21 (minute 21/89.5)* – Mr Holder said that the External Auditors had confirmed the AGAR was in order and he had in turn publicised the Notice of Conclusion of Audit.

21/140/PC Neighbourhood Police

140.1 No report had been received. Cllr Wright noted the importance of receiving local statistics; Mr Holder to chase for the next meeting. **Action: Locum Clerk**

21/141/PC Updates from Outside Bodies

141.1 *Youth Club* - Cllr Murphy said that the Club had been open in August for four weeks. There were now about 160 members registered with 57 attending last Thursday.

141.2 *Multifuel Liaison Group* - In Cllr Mann's absence, this item to be deferred to the next meeting. **Action: Cllr. Mann /Locum Clerk**

141.3 *Royal County of Berkshire Civil Military Board* - In Cllr Mann's absence, this item to be deferred to the next meeting. **Action: Cllr. Mann /Locum Clerk**

21/142/PC Coronavirus

142.1 *Slough Covid Outbreak group* - Cllr Anderson said that efforts being made to increase the numbers vaccinated in Slough, noting that only 65% take up in Britwell. To date, there had been no major outbreak in local schools, major being defined nationally as 5 infected but defined as 2 in Slough; there was one school with one case. The Government had recently

decided that 13 -16 year olds should now also be offered the vaccination. Flu vaccinations were now also underway locally.

142.2 *Parish* – Parish Guidelines had been varied since the last meeting. In the event of Government changes, these would be updated.

142.3 *Vaccination Van*- The Council had been contacted for use of the carpark for a Vaccination van to attend; as previously agreed by the Council, this would be permitted without charge.

21/143/PC Planning

143.1 Council members reviewed the following applications.

<u>Application Number</u>	<u>Location</u>	<u>Proposal</u>	<u>Council Comment</u>
P/19498/000	211, Wentworth Avenue, Slough, SL2 2AP	Construction of a single storey rear extension	No Objection
P/19438/002	87, Long Readings Lane, Slough, SL2 1RG	Construction of a two storey rear extension .(At July meeting, considered following application Y/19438/001 - 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 2.8m).	No Objection
P/19527/000	1, Goodwin Road, Slough, SL2 2ES	Construction of a single storey side extension	No Objection

143.2 The Locum Clerk to notify Slough BC Planning.

Action: Locum Clerk

(Mr Lodhi entered the meeting).

21/144/PC Insurance

144.1 The annual insurance was due for renewal in mid October. The insurers , Zurich, had provided a quote for similar cover less than £50 higher than the previous year's quote. Mr Holder noted that despite the current personal injury claim being processed, there had been no increase in consequence of that. Following discussion, it was **agreed** to renew insurance cover with Zurich.

21/145/PC Site Vision & Building Works

145.1 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,for when Cllr Mann was also in attendance.
Action: Cllrs Anderson / Mann

145.2 *Exterior Panels, Guttering & Further Fencing* – Cllr Wright confirmed that he had inspected the remaining work which had been satisfactorily completed. Further to that, Mr Holder noted that the builder’s invoice would be presented later for approval. .

145.3 *Bar Disabled Toilet* – Members ratified their decision, taken since the last meeting, to remove the asbestos flooring in the Bar toilet area, which had been partially exposed when the pedestal had been removed during the disabled toilet installation work. The quote approved for this had been based on one layer of asbestos but during removal, a second layer had emerged. Members **approved** the revised quote for this additional work, which had been completed.

145.4 Mr Lodhi had separately arranged for an installation of an emergency cord in the disabled toilet and for the Bar toilet area to be decorated.

145.5 Cllr Wright noted that the hot water in the Bar toilets was not functioning and it would be necessary to get a plumber. **Action: Locum Clerk**

145.6 *Kitchen Fan Extractor* - Cllr Wright noted that a fan extractor was also needed for the kitchen.. **Action: Locum Clerk**

145.7 *Flooring* - Mr Holder had obtained two separate quotes for flooring in both the Centre corridor area and for the Bar toilet area, details of which were noted. He had had to chase the second firm , further to which it had advised that it was not able to provide the vinyl floor covering with enhanced slip resistance, required for a public building. Following discussion, it was **agreed** :-

- a) to defer a decision on the Centre corridor area; **Action: Locum Clerk**
- b) to approve High Duty Flooring’s quote of £4,596 (plus VAT) for the Bar toilet area; it being noted that 60% would be required on placing the order and balance on completion. **Action: Locum Clerk**

145.8 *Fire Risk Assessment Update* - The Locum Clerk said that further to the electrical inspection, he had received a quote from PAT Testing which had carried out the inspection. Work was required for both the emergency lighting and for corrective works identified during the inspection. It was noted that the works identified were either ones potentially dangerous and needing urgent remedial work or those requiring further investigation. The quotes received from PAT Testing were noted. The Locum Clerk was requested to seek a second quote for the Council to consider. **Action: Locum Clerk**

21/146/PC Parish Communications

Parish Annual booklet

146.1 Cllr Mann had still to provide a draft for review. In view of Cllr Mann’s absence, this item to be deferred to the next meeting. **Action: Cllr Mann / Locum Clerk**

146.2 *Wi Fi* - As members had not been able to use the wi-fi ; the Locum Clerk would to contact Mr Carter as previously approved. **Action: Locum Clerk**

21/147/PC Community Centre and Sports Ground

147.1 *Fu Jau Academy* - Mr Holder highlighted current use of the Hall. The major new user was Fu Jau Academy which since early September had started to use the Hall for martial arts

on three week day evenings. The Hirer did have equipment which for the present, pending a Council decision, was being kept in the store room

(Council members took a brief adjournment to view the items stored)

Following discussion, it was **agreed** that Fu Jau Academy could store its equipment, for the volume currently there, for £30 per month. **Action: Locum Clerk**

147.2 *Mum's Zone* - Mr Holder noted that Council members had agreed a reduced rate for this group, which was being run by Get Berkshire Active to provide exercise for expecting and recent mothers, the previous month. He had however responded to the group which had agreed to pay ,not the reduced rate but the full external rate. However their trainer was no longer available and they were not expected to start use until November.

Action: Locum Clerk

147.3 *Review of Hall Rates for 2021 -2022* - Mr Holder noted that over the last few months, there had been different perspectives on the rate to charge charitable/community organisations. He highlighted the Council decision made at the 28 April 2021 meeting where the Council agreed:-

*" 68.2 ... Following discussion, the rates ... **approved** for the year 2021 - 2022, namely:-*

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

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;"

Mr Holder noted that further to minute 68.2 d) , where the proposed hirer was a community or charitable organisation, he had referred the matter to the Council to determine what would be an appropriate rate. This had been the policy for several years on the basis that there could be a public sensitivity what the Council might charge such organisations, which Council members were best placed to determine. Cllr Anderson said the approach should be at first instance to seek to charge such organisations the standard non resident rate of £25 per hour but if the organisation were to seek some reduction, then only then should it be referred to the Council to consider. The Council **agreed** to follow this interpretation of minute 68.2 d) going forward. **Action: Locum Clerk**

147.4 *Vaccination Van* – Further to the recent request to use the car park space for the van to provide Covid vaccinations, it was *confirmed* that as previously agreed, this would be allowed at no charge.

21/148/PC Finance

148.1 *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 July and August 2021 were **approved**.

148.2 In addition to bank payments and direct debits, it was **agreed** to ratify and approve the following payments which had been made since the last meeting by BACS :-

- £396.00 (inc VAT) to PAT Testing Services – for Emergency Light Testing;
- £1,380.00 (inc VAT) to Rhino Security for new bollards;

- £1,140.00 (inc VAT) to Wellers Law Group for legal work/lease for Bar ;
- £2,690.00 to D Edwards for balance due on Bar disabled toilet;
- £78.30 to Paul Butler for LED lamps ;
- £150.00 to I Care Support for return of £150 deposit from 14 August hire;
- £47.64 (inc VAT) to Slough BC for September Waste;
- £1,627 .50 (inc VAT) to Manorcott Legal & Business Services LLP for locum clerk work;
- £628.99 to reimburse J Holder for the following:-
 - £169.99 (inc VAT) for Henry vacuum cleaner ;
 - £419.00 (inc VAT) for Zanussi fridge;
 - £40.00 for Data Protection annual registration.

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

- £2,194.46 to Zurich Town & Parish – for annual insurance premium;
- £360.00 (inc VAT) to PKF Littlejohn – AGAR External Audit for 2020 -21;
- £1,600.00 to Apex Asbestos Solutions- for removing asbestos flooring in Bar toilets;
- £120.00 (inc VAT) to SECOM for alarms call out;
- £47.64 (inc VAT) to Slough BC for October Waste;
- £900 .00 (inc VAT) to Manorcott Legal & Business Services LLP for locum clerk work;
- £9.99 to reimburse J Holder for vacuum cleaner bags ;
- £6,607.20 to RH Builders for the following:
 - £4,181.51 (inc VAT) for external cladding;
 - £368.00 (inc VAT) for guttering;
 - £8.00 for a lock. £1,468.18 (inc VAT) for further fencing;
 - £589.51 (inc VAT) for fencing opposite bar.

148.4 Further to the earlier decision taken on Flooring (see minute 145.7 b), it was further **agreed** to pay the 60% due when placing the order.

21/149/PC Café Brew Hut (formerly Chicken Ranch Bar)

149.1 The official opening , made by the Mayor Councillor Mohammed Nazir with local MP Tan Dhesi present, had taken place on Saturday 4 September. Mr Lodhi said that the café was now open between 8am -5pm, with mothers coming in after school opening. The café was doing well. However he was having difficulty hiring a bar manager, which he needed in order to open the bar.

149.2 It was noted that there was an issue with hot water in the bar toilets .

Action: Locum Clerk

149.3 Cllr Wright noted that the alarms had recently required attention following a loss of power and suggested the tenant should have access to the fire alarm, which would require the keys to both the hall and to the side room by stage. This was **approved**.

Action: Cllr Wright/ Locum Clerk

149.4 Mr Lodhi also requested a key to access the Council's CCTV which members would consider.

21/150/PC Agenda items for Next Meeting

150.1 There were none specific

21/151/PC Any Other Business

There was none.

21/152/PC Next Meeting

152.1 The next Full Council Meeting to be at 7.00 pm on Wednesday 20th October 2021 in the Community Centre.

20/153/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 17 on the agenda that the public be excluded and the matters dealt with in a subsequent Part Two meeting.

The meeting closed at 8.24 pm.

Signed as a true record of the meeting

.....Chair

Dated