

BRITWELL PARISH COUNCIL

MINUTES OF THE MEETING OF BRITWELL PARISH COUNCIL HELD ON WEDNESDAY 20th OCTOBER 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,

In Attendance : Mr. J. Holder (Locum Clerk) ;
Mr A Akram & Mr. Z Awan (agenda item 6)
Mr N Lodhi

21/156/PC Declaration of Interest

156.1 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.

21/157/PC Apologies

157.1 Cllr R Anderson had given his apologies as attending a Slough BC meeting. Cllrs P Murphy and S Wright had also given their apologies as attending a Youth Club meeting.

21/158/PC Minutes of the meetings held on 15th September 2021

158.1 The minutes of the Council meeting held on 15th September were proposed by Cllr P Brooker, seconded by Cllr S Brooker and **approved** as an accurate record of the meeting and signed by the Chair.

21/159/PC Public Forum

159.1 There was none.

21/160/PC Matters Arising (not covered elsewhere on the agenda)

160.1 *Vaccination Van (minute 21/142.3)* – Mr Holder noted that the Covid Vaccination van had been in the Council car park yesterday morning.

160.2 *Mum's Zone (minute 21/147.2)* – Mr Holder noted that this activity exercise for pregnant ladies and recent mothers would be starting on Tuesday 9 November.

21/161/PC Neighbourhood Police

161.1 No report had been received.

21/162/PC Community Development Proposal

162.1 Aqeel Akram and Zulf Awan from the Slough BC Community Development Team gave a presentation on the Stronger Healthier Attractive Neighbourhood consultation currently being undertaken . Britwell this year is celebrating its 65th anniversary and this consultation would enable local people to express their views. The population of Britwell & Northborough is 10, 832,with nearly 7,500 aged 16 and above. The survey would be open until 30 November and the Council's support was requested to encourage many people as possible to respond. Next week, there would be a leaflet drop of 5,000 copies .

162.2 The data provided by the consultation would provide strong feedback which could then be acted upon. When a similar exercise took place four years ago in Manor Park, the data had been used to develop an action plan. The data had shown concerns over health and obesity

but for many, Gym clubs would be expensive. Community groups had formed to address issues and external funding had been sought for a Green Gym; two of those Community groups were still working with Slough BC on this. Following the consultation, the Community Development Team would analyse the data and identify clear priorities and going forward would work as closely with the parish Council as it wished.

162.3. Following discussion, it was **agreed** that:-

a) the Council would encourage local people to respond to the consultation before the 30 November deadline; **Action: ALL**

b) Cllr Mann would share the updated Ward profile in advance of the next Council meeting; **Action: Cllr. Mann**

c) the Council would separately review and consider its own development priorities at the next meeting and submit those; **Action: ALL/ Locum Clerk**

d) Aqeel Akram and Zulf Awan to be invited to report back on Survey findings at the January meeting. **Action: Locum Clerk**

21/163/PC Updates from Outside Bodies

163.1 *Youth Club* - Cllrs Murphy and Wright being absent, there was no report..

163.2 *Multifuel Liaison Group* - Cllr Mann's had attended this meeting three weeks before. There had been a number of complaints from those near the site, including people in the Britwell area, of late night noise. However the Group had been advised that this noise was not from the site and the source of it was still being investigated.

163.3 *Royal County of Berkshire Civil Military Board* - Cllr Mann said there would be a meeting later this month and she would update at the next meeting. **Action: Cllr. Mann**

21/164/PC Coronavirus

164.1 *Slough Covid Outbreak group* - Cllr Mann said that the key priority was the vaccination programme. Whilst initially there had been lower uptake amongst the Pakistani community, focus now was on East Europeans. The other key priority was to encourage take up of the flu jab which was available this year to a wider cohort.

164.2 *Parish* – Whilst the briefing today had stated that the Government were retaining its current approach, nonetheless there were increasing concerns. In the event of Government changes, the Parish guidelines would be updated.

21/165/PC Planning

165.1 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>
Y/12724/001	141, Farnham Lane, Slough, SL2 2AS	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 3.2m, and an eaves height of 3m	No Objection

Y/17638/001	232, Long Readings Lane, Slough, SL2 1QE	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 4m, and an eaves height of 3m	No Objection

165.2 The Locum Clerk to notify Slough BC Planning.

Action: Locum Clerk

165.3 Cllr Mann noted that she and Cllr Anderson had raised issues about the effect some extensions might have on building lines and that for those applications in the parish, the Council might wish to request site plans.

Action: Locum Clerk

21/166PC Site Vision & Building Works

166.1 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 Cllrs Mann and Anderson are both in attendance.

Action: Cllrs Anderson / Mann

166.2 *Bar Disabled Toilet* – The asbestos flooring in the Bar toilet area had been removed and the new flooring had been laid. Subsequently, a plumber had also fixed the hot water to the Bar toilets. Mr Lodhi noted that two further issues had now arisen, namely a leak from the overflow pipe from the water tank and low pressure for the tap in the disabled toilet. Members **approved** this work to be done by the plumber.

Action: Locum Clerk

166.3 *Boiler* – The central heating had not been working and there had been complaints from regular Hall users, as well as from the bar. The plumber had advised that a new boiler was required and had provided a quote. Although it was usual practice to get several quotes, members noted that there was an urgency to action this and that different plumbers had recently been approached for work just done (see minute 166.2) and accordingly **agreed** to approve this quote.

Action: Locum Clerk

166.4 *Fire Risk Assessment Update* – To be taken forward to the next meeting.

Action: Locum Clerk

21/167/PC Parish Communications

167.1 *Parish Annual booklet* - Cllr Mann circulated subject heads for an 8 page draft. It was agreed that Cllr Mann and the Locum Clerk would draft copy, with Mr Nazar being requested to provide copy for the Bar page, for review at the next meeting.

Action: Cllr Mann / Locum Clerk

167.2 *Proposed Yellow Lines on local roads* – As Cllr Wright, who had raised this issue, was absent, it was agreed to defer this matter to the next meeting.

Action: Locum Clerk

167.3 *Wi Fi* - The Locum Clerk had contacted Mr Carter and this should be shortly actioned.

Action: Locum Clerk

21/168/PC Community Centre and Sports Ground

168.1 *Containers* - Mr Holder had received two recent requests to place containers near to the building. One was from a local company to store their marquees and the other was from the Fu Jau Academy to store their equipment. Members raised a number of issues including size, fixtures and security. Mr Holder was requested to seek further information from the Fu Jau Academy.
Action: Locum Clerk

168.2 *K9 Dog Training* – The Council had deferred a decision on charging to allow an initial period for this to get started. Following discussion, it was **agreed** to set the rate at £8 per session; the Clerk to liaise. It was further noted that with winter approaching, sessions would move from Wednesday early evenings to Saturday mornings.
Action: Locum Clerk

21/169/PC Internal Auditor for 2021 - 2022

169.1 The appointment of Mr Barrie Dancer to undertake an interim as well as the full March 2022 year end audit on similar terms as last year as provided in a Letter of Representation was **approved**.
Action: Locum Clerk

21/170PC Finance

170.1 *Income & Expenditure* - Mr Holder highlighted several items in the Cashbook. The income and expenditure and bank reconciliation for September 2021 were **approved**.

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

a) By cheque:-

- £150 to R Khehra to refund Hall deposit for 9 October hire ;
- £150 to T Chademunhu to refund Hall deposit for 16 October hire ;

b) by BACS :-

- £150 to The Slough Job Creation Hub, to refund Hall deposit for 15 October hire ;
- £82.50 to B Makusa, being the balance of the £150 Hall deposit following deduction for August hire fees;
- £2,481.60 (inc VAT) to High Duty Flooring for the remaining 50% cost for flooring in Bar toilets (the initial 50% of £2,481.60 (inc VAT) having been paid further to minute 21/148.4) ;
- £72.00 (inc VAT) to Economic Hygiene Solutions for ladies sanitary bin;
- £113.10 (inc VAT) to Slough BC for November & December Waste;
- £1,267 .50 (inc VAT) to Manorcott Legal & Business Services LLP for locum clerk work;
- £185.00 to reimburse J Holder for SLCC annual subscription .

21/171PC Café Brew Hut (formerly Chicken Ranch Bar)

171.1 Mr Lodhi said that there would be an informal opening of the Bar on Friday 22 October with the formal opening to take place on Saturday 30 October.

171.2 *Ice Maker* – The ice maker sited in the kitchen was no longer working and needed to be replaced. The Clerk had sourced a like for like replacement but the cost, including installation and removal of the old model was £1,950 (ex VAT). Bearing in mind that the primary if not total use would be made by the Bar, there was an issue as to who should bear this cost. Following discussion, it was **agreed**:-

a) the Council should fund this and the Clerk was requested to proceed;

Action: Locum Clerk

b) that a schedule should be drawn up, to confirm which non fixture items were owned by the Council and which by the Tenant;

Action: Locum Clerk

171.3 *CCTV* - It was noted that that as with the previous Bar tenant, Mr Lodhi could request the Clerk to view footage where required but that he could not have his own key to access the Council's CCTV . As well as the Council CCTV, it was noted that the previous tenant also had their own CCTV for the Bar area.. However the Clerk would explore the feasibility to allow Mr Lodhi to view the Council's CCTV via mobile phone.

Action: Locum Clerk

171.4 *Management Accounts*- The Chair noted that now that the Bar was about to open, it was necessary for the Tenant to start providing regular management accounts. Bearing in mind that the first six months trading period would run through to December, Mr Lodhi should make these 6 month period accounts available for the January 2022 meeting.

Action: Locum Clerk

21/172/PC Meeting Dates for 2022

172.1 The meeting dates for 2022 were **agreed**, being on the third Wednesday of the month (with none in August and December. The Chair requested that meeting dates for the municipal year 2022 -23 be provided in advance of that municipal year.

Action: Locum Clerk

21/173/PC Agenda items for Next Meeting

173.1 The Council should set aside about 20 minutes to discuss its own development proposals for the parish (see minute 21/162.3 b)).

Action: Locum Clerk

21/174/PC Any Other Business

174.1 The Locum Clerk referred to the recent murder of Sir David Amess MP for Southend at his constituency surgery; whilst there was limited action the Council could do, it was confirmed that the Clerk should contact local MP Tan Dhesi's office.

Action: Locum Clerk

21/175/PC Next Meeting

175.1 The next Full Council Meeting to be at 7.00 pm on Wednesday 17th November 2021 in the Community Centre.

The meeting closed at 8.30 pm.

Signed as a true record of the meeting

.....Chair

Dated