

BRITWELL PARISH COUNCIL

MINUTES OF THE MEETING OF BRITWELL PARISH COUNCIL HELD ON WEDNESDAY 18th MAY 2022 AT 7.05 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) ;
Sgt. C.Shardlow; PCSO Danyal Ghazi; PCSO Lauren Weightman (part only)
Mr Nazar Lodhi ; Sam O'Kelly

22/81/PC Declaration of Interest

81.1 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 12.

22/82/PC To Elect a Chairman for the coming year

Both Cllr Mann and Cllr Brooker were proposed as Chair. Following a vote 4: 2 in favour of Cllr Mann (Cllrs Mann, Brooker, Mrs Brooker and Barry for Cllr Mann and Cllrs Wright and Murphy for Cllr Brooker), Cllr Mann was elected Chair for the coming year. Cllr Mann signed a Declaration of Acceptance of Office.

22/83/PC To Elect a Vice Chairman for the coming year

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

22/84/PC Apologies

84.1 Cllr. R Anderson had given his apologies.

22/85/PC Minutes of the meeting held on 20th April 2022

85.1 The minutes of the Council meeting held on 20th April were **approved** as an accurate record of the meeting and signed by the Chair.

22/86/PC Public Forum

86.1 There was none.

22/87/PC Matters Arising (not covered elsewhere on the agenda)

87.1 *Payment of Invoices (minute 22/75.2)* - Cllr Brooker noted that although he had approved the payment to Cllr Wright following the last meeting, this had still not had its second approval; Cllr Mann subsequently provided this.

22/88/PC Neighbourhood Police

88.1 Sgt Shardlow said that the crime figures for Slough, North were up year on year from 15,140 to 16,792. Britwell crimes were 1,465 for last year compared to 1,546 this year, being a 6% increase. Comparing last year to this year, Drug offences down by 33% from 46 to 31; motor theft down 40% from 118 to 71; Robbery from 10 to 7 whilst burglary static at 26. Many offences were reported via the web; these were reviewed in 10 minutes with a decision either to blue light or check the next day. About 40% of reports were not for the police but for other agencies, such as Slough BC, with whom the Police worked closely.

88.2 The Police Crime Commissioner had recently come to Britwell and had walked around Britwell with Vinay Vyas and had met residents. He had visited flats where entrances were blocked and drugs used, some of them Borough Council flats and some privately owned.

88.3 He attended the Quarterly meeting with Slough Business Watch, giving advice to enhance security. Again working with the Business Watch to reduce speeding, the incidents of which had increased since the return to work. He had been dealing with off road motor bike use in Kennedy Park but noted they could not chase motor bikes. This week, local police had been working with the Met and Transport Police to target knife crime in Slough, which operation was undertaken twice a year.

88.4 His team consisted of two police officers and four PCSO's. He had lost two PCSO's and noted the difficulty of recruiting PCSO's. The restructure of the Neighbourhood Police was not yet in place. There were multi- agency meetings each month such as with the Fire Brigade or Borough representatives, to work as a partnership.

88.5 Members were pleased that the Police Crime Commissioner had visited locally although requested that the Council be advised next time. The Chair noted that there was much anti-social behaviour. Sgt Shardlow said that he walked around to help identify issues .and met with the Neighbourhood Watch co-ordinator. He noted that they would build cocoons in an area and speak to residents, to help reduce burglaries. Cllr Wright noted that three bikes had been stolen and a knife used in the last two months; Sgt Shardlow said that he reviewed the calls each month and based on that, would allocate PCSO presence. Personal electric scooters were illegal on the roads; users would get a warning for first offence but thereafter, the law would be enforced. He did not believe there was an under reporting of crime generally, with increasing web use although shop crime might be under reported. The Chair thanked Sgt Shardlow and his team for attending.

(Sgt Shardlow, PCSO Ghazi; PCSO Weightman left the meeting)

22/89/PC Updates from Outside Bodies

89.1 *Slough BC Standards 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. The Locum Clerk to check meeting days. **Action: Locum Clerk**

89.2 *Youth Club* - Cllr Murphy said that 63 had attended yesterday, with numbers increasing. An application had been made to the Lottery Fund for more funding but noted it would be difficult with no staff if funding not obtained.

89.3 *Royal County of Berkshire Civil Military Board* - Cllr Mann said that the first event launch would be on 23 June in Sandringham and she was seeking that all Council members would be invited to this.

22/90/PC HM The Queen's Platinum Jubilee

90.1 The Locum Clerk updated Members on planning activity. Members approved a Circus Skills attraction at a cost of £250. Mr Holder had still to contact Seagrove who might sponsor prizes. He would also check out provisions for raffles. In terms of putting up street bunting, he would check with Slough BC via Vinay Vyas. **Action: Locum Clerk**

22/91/PC Coronavirus

91.1 *Slough Covid Outbreak group* - Cllr Mann said there was no recent update.

22/92/PC To review and approve the Council's Constitutional Documents

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

92.2 Financial Regulations - The Locum Clerk had previously circulated a copy of the Financial Regulations. The one proposed change to the previous Regulations was the insertion of a new clause 5.4 to deal with the new Fixed Term account set up, both to provide for a restricted responsibility for the Clerk and to enhance the protection on a transfer from the bank. He noted that the proposed wording had been approved by the Internal Auditor. there were no proposed changes. The Financial Regulations, as amended, were **approved**.

92.3 Risk Assessment - The Locum Clerk had previously circulated a copy of the Risk Assessment. He highlighted changes from the previous Assessment. The provisions dealing with Covid 19 had been reduced; the risk from waste outside the building; risks from the setting up of the Close Brothers account, both from dishonesty (primarily dealt with by Financial Regulations change -see 86.2 above) but also cashflow as moneys banked for a fixed term. Following discussion, the Risk Assessment, as amended, was **approved**.

92.4 Code of Conduct - The Locum Clerk had previously circulated a copy of the Code of Conduct. He highlighted changes from the previous Code of Conduct considered and approved by the Council at its meeting in June 2021, which dealt with adopting Best Practice 11 recommended by the House of Commons Public Standards committee and the Monitoring Officer's view on seeking local resolution, were possible, at parish council level. The Code of Conduct, as amended, was **approved**.

92.5 Asset Register - The Locum Clerk had previously circulated a copy of the Asset Register as at 31 March 2022. He highlighted changes from the previous Register, further to the various works and purchases in the year. The Asset Register as at 31 March 2022 was **approved**.

22/93/PC General Data Protection Register: To review data held

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

22/94/PC Planning

94.1 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>
P/08679/004	38 ,Bromycroft Road, Slough,Slough,SL2 2BQ	Construction of a single storey rear extension and dropped kerb	No Objection
Y/19875/001	176,Rokesby Road,Slough,SL2 2EG	The erection of a single storey rear extension, which would extend beyond the rear wall of the original house by	No Objection

		6m,with a maximum height of 3.10m,and an eaves height of 2.90m	

94.2 The Locum Clerk to notify Slough BC Planning.

Action: Locum Clerk

94.3 In respect of a former application relating to Farnham Lane, Cllr Mann noted that the Council is a consultee and that it is Slough BC which is the Planning authority. In respect of that application, Slough BC had refused four earlier applications. On an appeal to the Inspector, that decision was upheld by reason of the size but on that basis, a subsequent application was made for a smaller size development which could be said to fall within what was permissible.

94.4 Slough Multifuel Extension - The Locum Clerk noted the documents he had previously circulated concerning this project on the Slough Trading Estate. He noted the two Consultations scheduled for 18th and 25th May at the SSE Offices in Stirling Road.

22/95/PC Annual Governance & Audit Return 2021 -2022

95.1 The Locum Clerk said that prior to the internal audit, he had noted an error ,both in work items being charged for and the VAT incurred in one invoice from a builder. The builder had acknowledged his miscalculation but how best to treat this from an accounting view was still being considered by the Internal Auditor. The Return therefore would need to be finalised at the June meeting.

Action: Locum Clerk

95.2 *Write Off* – The Locum Clerk said that damage had been done a few years back to some fencing by a banner put up by the previous Bar tenant. Work on fencing had been delayed by Covid and had only been done around the perimeter as a whole in the last year .As part of that work, the Council had replaced the section damaged previously with better quality wire but had got an estimate for like for like of £537.51.The Locum Clerk had not been successful in recovering this sum . Following discussion, it was **agreed** to write this off.

21/96/PC Site Vision & Building Works

96.1 The Locum Clerk said that the quote for the metal grills to protect .the toilet bar windows was awaited but early indications were that the material cost could be near £1800 ;if so, he would seek other quotes. For better protection, the grills should go over the seals rather than sit on the seals.

Action: Locum Clerk

96.2 Mr Holder said that he was still to obtain further quotes for the flat roof work.

Action: Locum Clerk

22/97/PC Parish Communications

97.1 *Parish Annual booklet* – Following discussion, it was **agreed** that :-

- a) Mr Lodhi to provide his copy by end May; **Action: Mr Lodhi**
- b) Cllr Mann to provide her copy and update **Action: Cllr Mann**
- c) It should include copy relating to the Jubilee but still be 8 pages in length;
- d) It should go out in late June , after the Jubilee Celebration; Cllr Mann to arrange printing **Action: Cllr Mann/ Locum Clerk**

22/98/PC Community Centre and Sports Ground

98.1 *Rubbish* – Cllr Wright expressed concern about the build up of rubbish both inside the building and outside, which posed both a potential health and fire risk. The Bar had now confirmed that they would get their own waste bin on site. Mr Lodhi said that food was delivered for Recycled teenagers but had not been taken away. The points in the Risk Assessment were noted.

98.2 *Tea Dance Music Equipment* – A request from the Tea Dance, previously circulated for a replacement Numark 3 Twin Deck machine and two Oli POWA 5 speakers for an approximate cost online of £320. On the basis that the equipment would become a Council asset, this was **approved**. **Action: Locum Clerk**

98.3 *Fu Jau*– The club owner had requested an opportunity to discuss further the use of a container, to take place at the June meeting. **Action: Locum Clerk**

22/99/PC Finance

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

99.2 It was **agreed** to ratify the following payment made since the last meeting:-

- £421.56 (inc VAT) to Windsor Glass – repair of bar toilet windows

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

a) by BACS:-

- £75.14 (inc VAT) to Donovan Bros Ltd – toilet products;
- £72.00 to Economic Hygiene Solutions – for sanitary bins;
- £10.58 to Linda Taylor – to reimburse for toilet products;
- £122.82 to reimburse J Holder for :-
 - £1.65 for Postage to insurers;
 - £8.16 for stamps;
 - £104.85 (inc VAT) for Bunting for Platinum Jubilee
- £47.64 (inc VAT to Slough BC – for May waste;
- £2,362.50 (inc VAT) to Manorcott Legal & Business Services LLP for locum clerk work;
- £204.00 (inc VAT) to K & S Signs for Banners for Platinum Jubilee

b) by cheque :-

- £150.00 to N Harding for return of £150 deposit from 7 May hire;
- £150.00 to A Sheraz for return of £150 deposit from 8 May hire.
- £150.00 to S Josyula for return of £150 deposit from 14 May hire;
- £150.00 to F Saleem for return of £150 deposit from 15 May hire.

99.4 In respect of the above approved spend, the following being for the Jubilee event, to be vired from the Strategic Community Fund :-

- £204.00 (inc VAT) to K & S Signs for Banners for Platinum Jubilee;
- £104.85 (inc VAT) for Bunting for Platinum Jubilee

99.5 The following payments to RH Builders & Decorators were also **approved** :-

- £104.26 (inc VAT) for installation of LED floodlight;
- £200.10 (inc VAT) to replace and repair damaged V mesh fence;
- £299.40 (inc VAT) to provide emergency temporary covering for leak from roof over Christmas period.

The Locum Clerk said that he would advise when these payments should be made, following resolution of AGAR issue (see minute 95.1). **Action: Locum Clerk**

99.6 Cllr Murphy noted that it was sometimes difficult to get a second bank signatory where she was unable to fulfil that role (see minute 87.1 above). It was **resolved** that Cllr Barry be appointed as a further signatory to the Unity Trust accounts. **Action: Locum Clerk**

99.7 *Water Invoice* - The Locum Clerk noted that he had picked up just before this meeting an invoice from Castle Water for over £3,000; he would look into this but noted that water charges were mainly suspended during Covid. Cllr Murphy noted she had at work experienced a similar type bill. **Action: Locum Clerk**

22/100PC Café Brew Hut/ Chicken Ranch Bar

100.1 The Locum Clerk noted that there were three items to be purchased, to replace equipment no longer functioning namely:-

- a) an ice maker , approximate cost £492 ; this was smaller and cheaper than the previous one ;
- b) a beer bottle fridge, approximate cost £440 ; for the Function Bar;
- c) a beer cooler fridge, approximate cost £467 ; for the Function Bar.

It was noted that these would be owned by the Council. It was **agreed to approve** these purchases.

100.2 It was further **agreed** that a locksmith could be engaged to release the pool balls from their box.

100.3 Mr Lodhi said that he had been involved with the community for 60 years. They had held a Christmas dinner for the Church, with a recent function for the Blind and their carers. It was not a well off area. Mr O'Kelly noted there was a zero tolerance towards bad behaviour. Cllr Wright expressed concern at children in bar after 8pm and said this would lose custom for the bar. Mr O'Kelly said that up to 9pm was the rule .He confirmed they also enforced a "no bare chest" policy.

100.4 It was noted that the management accounts for trading for the first nine months and rental for year 2 would be considered in Part 2.

22/101/PC Agenda items for Next Meeting

101.1 There were none specific.

22/102/PC Any Other Business

102.1 The Locum Clerk said that he had received Notice of a Hearing scheduled for 21 December at Slough County Court for the child injury case, noting as previously advised that although the case has settled, there is a requirement for a formal hearing where a child is involved. He had forwarded the Notice to insurers.

22/103/PC Next Meeting

103.1 The next Full Council Meeting to be at 7.00 pm on Wednesday 15th June 2022 in the Community Centre.

22/104/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 Items 22 and 23 on the agenda that the public be excluded and the matters dealt with in a subsequent Part Two meeting.

The meeting closed at 8.55 pm.

Signed as a true record of the meeting

.....Chair

Dated