

## BRITWELL PARISH COUNCIL

### MINUTES OF THE MEETING OF BRITWELL PARISH COUNCIL HELD ON WEDNESDAY 18th JANUARY 2023 AT 7.00 P.M., IN THE PARISH COMMUNITY CENTRE

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

**In Attendance** : Mrs. J. Finn (Clerk)

Mr N Lodhi, Mr D Khan

**23/01/PC Apologies**

1.1 Cllr P Brooker gave his apologies for not attending

**23/02/PC Declaration of Interest**

2.1 Cllr. P Mann made a general declaration for herself and Cllr R Anderson that each was a member of Slough BC. Cllrs Wright and Murphy declared an interest in respect of a payment to be made to Cllr Wright under agenda item 14 and an interest in Grounds Maintenance Tender.

**23/03/PC Minutes of the meetings held on 16th November 2022**

3.1 The minutes of the Council meeting held on 16th November were **approved** as an accurate record of the meeting and signed by the Chair.

**23/04/PC Matters Arising (not covered elsewhere on the agenda)**

4.1. The cleaner confirmed she tried to clean the marks off the wall, but recommended a touch up of paint. **Action: Parish Clerk**

4.2 Cllr Wright confirmed that The Boiler pipe in the Cleaning Cupboard had been repaired.

**23/05/PC Updates from Neighbourhood Police & Outside bodies**

5.1 **Police:** No update from Police. Cllr Mann asked the Clerk to contact the Police to give an update for the next meeting. **Action: Parish Clerk**

5.2. **Outside Projects:** Cllr Murphy said the youth Project re-opened 03.01.23 after the Christmas activities. She said a man comes in on Tuesday's, to instruct Dance, and the children really enjoy and appreciate it and stay till the end of the session. Boxing is still ongoing. The Youth Project will be open over the February half term.

**23/06/PC Planning**

6.1 There were no local planning applications.

6.2 It was noted that SSE Thermal requested an extension for the proposed Multifuel project on Edinburgh Avenue, Slough Trading Estate. The proposed project comprises works to increase the efficiency and output of the Consented Development from just under 50MW peak electrical output to up to 60MW peak electrical output. Cllr R Anderson asked the Clerk to ask SSE for

the construction route, where's the fuel coming from, deliveries etc. Cllr Anderson also confirmed that there is an event for this project at The Curve.

**Action: Parish Clerk**

**23/07/PC      Decision on New Councillor**

7.1 As the May Elections are less than 6 months away, the Monitoring Officer confirmed we can co-opt or wait until the parish elections which will be held on the 4 May 2023 if we have the required quorum within the parish. The six-month rule has passed now, and we cannot hold a by-election for our parish. All Councillors **agreed** to wait until Elections in May.

**23/08/PC      Café Brew Hut/Chicken Ranch Bar**

8.1 *Management Accounts* – The Management Accounts for the six month period from June 2022 to date were **not** circulated as Mr Lodhi confirmed that these would be offered at the next meeting on 15<sup>th</sup> February 2023.

**Action:Mr. Lodhi / Parish Clerk**

**Uplift of Community Café and Bar**

8.2 Mr Lodhi had sent a letter to the Council requesting an extension of a further 15 years to his Lease making his Lease 20 years. Cllr Mann confirmed that the council could not extend to 20 year Lease, but would consider for a further 5 years bringing the Lease to 10 years. Mr Lodhi also asked the Council to supply and install a new Kitchen at their expense, as Hirers often use the Kitchen.

8.3 Cllr Anderson asked Mr Lodhi to present a Business Plan showing how he intends to increase his sales as the Gas and Electric will be increasing substantially in August 2023, and for the extra Rent that will incur should the Council agree to pay for a new kitchen.

**Action:Mr. Lodhi / Parish Clerk**

8.4The Clerk recommended to the Council that they should seek Legal advice prior to signing a new Lease, as this may have implications for the Council; this was **agreed**. Cllr Mann also confirmed that should Mr Lodhi present his Business Plan before the next meeting, then the Council could call an Extraordinary meeting to discuss. Cllr S Brooker requested that the Council make no decision on the Lease as Cllr P Brooker must be present when making the decision.

**Action: Parish Clerk**

**23/09/PC      Building Works -**

9.1 All Councillors **agreed** that the upgrade for CCTV, installation for 4 cameras, and installation of replacement electric Bulkheads were to go on the Assets Register.

**Action: Parish Clerk**

**23/10/PC      Parish Communication:**

**Parish Annual booklet**

10.1–Cllr Mann updated the draft and the Clerk circulated it. Cllr Mann made a few changes and said Photos of the Jubilee have to be inserted. Cllr Murphy said that the 'What's On' section needs to be updated as items on there no longer take place in the Community Hall. Cllr Mann and the Clerk will sit together and check for changes and anything else that needs to be included.

The Clerk asked Mr Lodhi to submit photos of the Bar for inclusion, as the draft is going to the printers within the next few weeks. The clerk informed Cllr Mann that the pamphlet needs to go out by 28.02.2023 the latest, as any later could be deemed preference for the Election. **Action: Cllr Mann; Parish Clerk**

## **22/11/PC Community Centre and Sports Ground:**

### **Waste Bins:**

11.1 The clerk informed the Council that Slough Borough Council will be increasing the price for the Waste Bin by 14.2%. The increase will be within the Invoice Jan-Feb 23. Cllr Anderson asked the Clerk to contact SBC to see if we can move the Bin Emptying to fortnightly or monthly. **Action: Parish Clerk**

## **22/12/PC Precept/ Budget 2023-2024**

12.1 -Slough BC had advised that the Tax Base had increased from 836.40. (2022-2023) and would be 841 for 2023-2024. The draft Budget for 2023-24 showed two options for the Precept:

a) applying the same Band D rate of £62.88, applicable this year, but with the higher Tax Base of 841, the Precept would be £52,882.08; and

b) applying a 5% increase to this year's Band D rate of £62.88 would increase it to £66.19 and with the higher Tax Base of 841, the Precept would be £55,665.79.

The council **agreed** on Option A. The Clerk will contact Slough Borough Council with the Councillors decision. **Action: Parish Clerk**

12.2 -All Councillors reviewed and **agreed** the Budget for 2023-2024. Due to the impact of Utilities increase in August 2023, Cllr Mann asked the Clerk to re-visit the Budget in July 2023. **Action: Parish Clerk**

## **22/13/PC Finance**

13.1 *Income & Expenditure* - The Clerk highlighted an item in the Cashbook, being a duplicated payment to RH Builders and informed the Council that RH Builders repaid £497.50 on 03.01.2023. The income and expenditure and bank reconciliation for November and December 2022 were **approved**.

13.2 In addition to bank payments and direct debits, it was **agreed** to ratify and approve the following payments which had been made 4.11.22

a) by DD :-

|                        |                             |                                         |
|------------------------|-----------------------------|-----------------------------------------|
| Slough Borough Council | Waste Bin Invoice 804528446 | Payment due 29/12/22                    |
| £101.10                |                             |                                         |
| Waterplus              | Invoice No: 00527845        | £174.48 payment due on 17/12/22         |
| Talk Talk              | Invoice 24366143            | £48.60 payment due on or after 24.12.22 |

b) By BACS:

PAT Testing Services  
16/12/22 Invoice No: 7492  
£714.00

Lighting Works in Ladies Toilet, Entrance and Hall

Donovan Bros Limited  
1194625  
**£77.40**

Black Sacks & Soap Lotion Invoice No:

Active Security Maintenance Service charge for Fire Alarm  
02/01/2023- 01/01/2024 Invoice No: 135650  
**£382.80**

Haymill Computers Support for Training with Website for Parish Clerk and  
Website modifications Invoice No: 20914  
**£180.00**

RH Builders & Decorators Repair Roof leak Invoice No: 292  
**£497.50**

Mrs Preeti - Hall Hire Deposit return £150 - originally cheque number 301371 was raised but refused by the bank due to name spelt incorrectly on cheque.

c) by cheque:-

- £150.00 to Z Malik for return of £150 deposit from 15 October 2022 hire;
- Cheque number 301372
- £150.00 to E Garraway for return of £150 deposit from 12 November 2022 hire. Cheque number 301373
- £150 to J Miia for return of £150 deposit from 5 November 2022 Hire. Cheque number 301374
- £150 to CHRIST Embassy Church for return of £150 deposit from 4 November 2022 Hire. Cheque number 301375. This cheque was cancelled as the customer wanted the cheque in her name
- £150 to Ms A Bullen for return deposit from 30 October 2022. Cheque number 301376
- £150 to Mr R Stevenson for return deposit from 22 November. Cheque number 301377
- £150 to Ms E Bangalan for return deposit from 12 November 2022. Cheque number 301378
- £150 V Napak for return deposit from 6 November 2022. Cheque number 301379
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13.3 In addition to bank payments and direct debits, it was **agreed** to approve the following payments to be made in **January 2023-**

a) by BACS:--

- £693.00 (Incl VAT) to Manorcott legal & Business Services for services November 2022 to January 2023
- £200.00 KDS Services London Ltd for security services 7 January 2023

- £2,100.00 (Inc VAT) to Café Brew Hut /Chicken Range for Glass washer for Function Hall
- ££160.00 (inc VAT) to Manorcott Legal & Business Services LLP for locum clerk work;
- £160.00 to S Wright to reimburse to collect and remove fly tipped rubbish from site,
- £2,670.00 to S Wright for Ground's Maintenance Services.

b) By Cheque:

£150 to R Chada for return of £150 deposit from 23 December 2022. Cheque number 301380

S Humathey for return deposit of £150 from 10 December 2022. Cheque number 301381

£150 to G Najau return deposit of £150 from 7 January 2023. Cheque number 301382

£150 to Mrs Malik return deposit of £150 from 24 December 2022. Cheque number 301383

### **23/14/PC Close Brothers Bank Deposit Account –**

141 The Clerk informed the Councillors that they must make a decision by 4<sup>th</sup> February whether to withdraw and transfer the funds to another account or to reinvest their deposit. Cllr Anderson asked what the interest would be if we continue with this account. The Clerk informed the council that she didn't know and Cllr Anderson asked the Clerk to contact Close Brothers for the requested information.

**Action: Parish Clerk**

### **23/15/PC Grounds Maintenance contract for Renewal:**

15/1 The tender for the Grounds Maintenance was circulated and the Clerk asked Cllr Wright if there were to be any changes to be made. Cllr Wright confirmed that there are no changes. The Clerk was asked to get 3 or more tenders. Cllr Anderson asked the Clerk to ask Slough Borough Council to tender.

**Action: Parish Clerk**

### **22/16/PC Agenda items for Next Meeting**

16.1 There were none specific.

### **22/17/PC Any Other Business**

17.1 The Clerk was asked by the Cleaner of the Parish if the Parish would agree to a Car Boot Sale on the Car Park. The Council agreed they had no issue but asked Linda to submit a letter confirming prices, who and how this would be run, how many cars, and what day.

**Action: Parish Clerk**

17.2 The Clerk informed the Council that Beechwood School are looking to be a Warm Space provider for the local Community of Britwell. Cllr Murphy to provide a copy of the details to put up on the notice board in the Youth Project and the Clerk was asked to put details on the Website and the Parish Board.

**Action: Parish Clerk**

17.3 -The Clerk was requested to advertise for the current vacancy Caretaker as we have had no response to adverts on the Website or local shops. Cllr Mann said to contact Slough Borough Council and ask to put the Vacancy on their website,

The Clerk was informed that when applicants apply, they must complete an application form and apply for their own DBS at their own cost.

***Action: Parish Clerk***

**22/18/PC      Next Meeting**

18.1 The next Full Council Meeting to be at 7.00 pm on Wednesday 15<sup>th</sup> February 2023 in the Community Centre.

The meeting closed at 8.12 pm.

Signed as a true record of the meeting

.....Chair

Dated .....