

BRITWELL PARISH COUNCIL

MINUTES OF THE MEETING OF BRITWELL PARISH COUNCIL HELD ON WEDNESDAY 24th JANUARY 2018 AT 7.00 P.M. IN THE PARISH COMMUNITY CENTRE

Present Cllr. O.Isernia (in the Chair);
Cllrs., Mrs J Finn, P.Murphy and S.Wright;

In Attendance : Mr. J. Holder (Locum Clerk)
2 Members of Public , including Ms Jo Morris

18/1/PC Apologies

Apologies had been received from Cllrs. Anderson and Carter.

18/2/PC Declaration of Interest

Cllr Isernia declared an interest in respect of items 7 and 12.

18/3/PC Public Forum

3.1 Ms Jo Morris, Manager at Britwell Baptist PreSchool, followed up her letter of thanks by expressing her appreciation for the donation of £195 made to the PreSchool by the Council from the Chairman's allowance. Although all originally intended for resources for children's activities, she said that in the event most of the money went towards the cost of replacing fencing damaged by recent winds. The actual sum for fencing was £350 and she enquired if the Council could make any further donation. Before considering such a request, it was noted that the Council would need to see the Preschool's accounts. **Action: Ms Morris.**

The Clerk was also requested:-

- a) To check whether the Council was allowed to do so;
- b) To write to Slough BC, to raise concern about the trees in Monksfield Park, which backs onto the Preschool, which are overgrown and have damaged fencing at the Preschool. **Action: Locum Clerk**

18/4/PC Minutes of the meeting held on 15th November 2017

It was noted that Cllr John Finn had attended the meeting and the names of those present was amended to provide this. Subject thereto, the minutes of the Full Council meeting were **approved** as an accurate record of the meeting and signed by the Chairman.

18/5/PC Matters Arising (not covered elsewhere on the agenda)

5.1 *Hall Hire Agreement (item 17/137.5)* — The revised agreement had been issued.

5.2 *Sports Hire (item 17/137.7)* — Cllr Wright to chase. **Action: Cllr Wright**

5.3 *Precept 2018/19 (item 17/137.7)* — The Locum Clerk had advised Slough BC.

5.4 *Internal Auditor's Interim Assessment (item 17/139.5)* — The Locum Clerk said that the VAT for the six months to September 2017 had been applied for and been received.

18/6/PC NET & Neighbourhood Police Team

6.1 There was no report. Cllr Isernia said that he had received complaints about an incident in Wordsworth Rad earlier in the week. The Police had been involved in respect of a possible firearms offence. In previous such incidents, the Police had warned the local schools which

then went into Lockdown. This had not happened on this occasion and children had been walking in the vicinity. The Locum Clerk was asked to seek future assurances on this from the Neighbourhood Police Team.

Action: Locum Clerk

18/7/PC Outside Bodies

7.1 Cllr Murphy said the Youth Club would be open between 11am -3pm during half term, as well as in the evenings.

18/8/PC Code of Conduct

8.1 The notes of the Review Working Group meeting on 21 December were approved and signed by Cllr Finn.

8.2 It was agreed to defer any revisions to the Code of Conduct until the next meeting. **Action: Locum Clerk**

18/9/PC Planning

9.1 – **46 Travic Road SL2 2DY**– *construction of single storey front ,side and rear extension*– The Locum Clerk noted that the previous application for this property considered at the November 2017 meeting did not include the rear extension. The Council had no observations.

9.2 – **238 Long Readings Lane SL2 1QF**– *construction of single storey front ,side and rear extension*– It was noted that the link to this could not be found on the Slough BC website. The Council had no observations.

9.3 – **135 Farnham Lane** (see item 17/107.2) – Cllr Murphy noted that Mr Damer had sent a letter to Slough BC, copied to the Council, last September and had heard nothing further. It was noted that the letter was sent to Slough BC Planning with a copy for information to the Council; responsibility for decision making was with Slough BC.

18/10 /PC Strategic Review 2017 - 2023

10.1 The notes of the Working Party meeting on 10 January were approved and signed.

10.2 The meeting of the Working Party scheduled for 6.30pm that evening , with Alison Hibbert and Kam Bhatti of Slough BC leisure due to attend, had been cancelled and they would now be attending at the next Working Party meeting on 21 February.

10.3 Mr Holder said that he had confirmed with Mr Traynor for the Summer 2018 Fun Fair to run from Friday 22nd to Sunday 24th June. He was exploring the supply of a firework display. Cllr Murphy said that Vinny was willing to run a Dog Show on Sunday 24th June but would require volunteers. She noted that she had spoken with Yvonne Rolls; she had been planning for NAG to run a community event in May but in light of the Parish one in June had asked if she could get involved in the Parish event. Following discussion, it was **agreed** that Mrs Rolls should be invited to the next Working Party meeting on 21 February. **Action: Cllr Murphy**

10.4 *Gymnastics Club* – The Council **agreed** with the Strategy Working Party proposal that a move by the Gymnastics Club to the Community Centre site would not be appropriate in view of its space requirements and they be so advised. **Action: Locum Clerk**

18/11/PC Community Centre and Sports Ground

11.1 *Works: Gent's Toilets* - Mr Holder reported that the refurbishment of the Gent's Toilets had been completed. However following this, one of the toilet seats had been damaged and it was **agreed** that the builder be re-engaged to repair this. The incident had been during a Glad Tidings booking and they had agreed to reimburse the cost.

11.2 Cllr Murphy noted that the second door handle had a screw loose, which a member of the Premises Working Group should fix. **Action: Cllrs Wright, Osernia and Finn**

11.3 *Works: CCTV* - Mr Holder reported that although the new CCTV was installed and recording, full delivery had not been effected as there was spasmodic broadband which BT would need to address. **Action: Locum Clerk**

11.4 *Premises Working Group* – The next premises review by the Premises Working Group, was agreed to be at 7pm on Wednesday 31 January and should be on a monthly basis.

Action: Cllrs Wright, Osernia and Finn

18/12/PC Finance

12.1 *Income & Expenditure* - The income and expenditure and bank reconciliations for November and December 2017 was **approved**.

12.2 It was **agreed** to ratify the approval of the following cheques which had been issued since the last meeting but prior to this meeting:-

- £2,000 as an advance part payment to Mark Bowerman for Gents Toilets refurbishment;

- £150 to Shailesh Chudri to reimburse Hall deposit for 25 June;

- £150 to Georgia Lamb to reimburse Hall deposit for 26 November;

- £4,434 (inc VAT) to Advision Security Ltd for CCTV installation;

- £150 to Annabel Oraa to reimburse Hall deposit for 2 December;

- £ 33.00 to Bernard Leigh Electrical for annual PAT tests;

- £ 337.20 (inc VAT) to Active Electrical Services for fire alarm maintenance;

- £66.84 to Paula Murphy to reimburse staff Christmas gifts and toilet products ;

- £84.88 to Sean Wright to reimburse for paint and brush for bollards and cut keys;

- £1,635.00 (inc.VAT) to Manorcott Legal & Business Services for Locum Clerk's services;

- £195 payable from the Chairman's Allowance, for Britwell Baptist PreSchool;

- £150 to Mary Magtales to reimburse Hall deposit for 29 December;

- £1,890 to Sean Wright for grounds maintenance services (September – December).

In addition, a further sum of £6,829.92 had been made to Mark Bowerman, being £6,750 as the balance of the original agreed sum, together with a sum of £79.92 for additional materials, in respect of the Gents Toilets refurbishment, which had been made by electronic transfer.

Cllrs Wright and Murphy declared an interest an interest in the payments due to each of them.

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

- £72.00 (inc VAT) to Economic Hygiene Solutions for ladies sanitary bins;

- £55.00 to Mr Edwards to fix timer in Hall and thermostat in Bar;

- £877.50 (inc. VAT) to Manorcott Legal & Business Services for Locum Clerk's services.

In respect of the thermostat, it had been moved from the kitchen and placed on a hot water pipe which had caused the problem. Cllr Osernia noted it had been moved by the Bar Tenant

Mr Jagger and the Locum Clerk was requested to write to him not to move appliances without Council approval.

Action: Locum Clerk

12.4 *Pensions* – There had been an initial meeting with Cllr Janet Finn, Cllr Murphy and the Locum Clerk .Once the remaining online process had been completed, Cllr Janet Finn would take over from Cllr Murphy responsibility for effecting these payments. Cllr Murphy noted that the second employee also wished to take up the pension provision, which she had not previously opted for and the Locum Clerk was asked to take this forward.

Action: Cllrs Murphy & Mrs J Finn / Locum Clerk

18/13 /PC Chicken Ranch Bar

13.1 The Council expressed disquiet that it had still to receive the requested financial information from the Tenant which was required to confirm the Year 2 Rental, which it had expected to consider at this meeting. It was noted that this information was required at least seven days in advance of any meeting. The Locum Clerk was requested to chase the Tenant.

Action: Locum Clerk

13.2 *Fencing* – In respect of the fencing damaged by the banners which the Bar tenants had erected, the Clerk said that the Tenant had stated that they would meet the cost of repair and had wished to engage someone direct. The Clerk had advised that the Council would first need to approve the supplier and work schedule. It was agreed that the Premises Working group would liaise with the Tenant on this.

Action: Cllrs Wright, Osernia and Finn

18/14/PC Next Meeting

The next Full Council Meeting to be at 7.00 pm on Wednesday 21st February 2018.

The meeting closed at 8.50 pm.

Signed as a true record of the meeting

.....Chairman

Dated.....