

## BRITWELL PARISH COUNCIL

### MINUTES OF THE MEETING OF BRITWELL PARISH COUNCIL HELD ON WEDNESDAY 15<sup>th</sup> JULY 2020 AT 7.05 P.M., REMOTELY VIA ZOOM

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

**In Attendance** : Mr. J. Holder (Locum Clerk) ;  
Lorraine Gibbons, Vinay Vyas (Public Forum item )

#### **20/118/PC Declaration of Interest**

118.1 Cllrs. P Brooker and Mann made a general declaration 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.

118.2 Cllrs. Murphy and Wright made a declaration in respect of reimbursement of expenses and payment of invoice, to be considered under agenda item 13.2.

#### **20/119/PC Apologies**

119.1 Cllr R. Anderson would join a few minutes late, due to a Slough BC matter..

#### **20/120/PC Minutes of the meetings held on 17<sup>th</sup> June & 1<sup>st</sup> July 2020**

The minutes of the Council meetings held on 17<sup>th</sup> June and 1<sup>st</sup> July were **approved** as an accurate record of the meeting. The Chair would sign and send a scanned copy to the Clerk.

#### **20/121/PC Public Forum**

121.1 Ms Gibbons said that for several years, she had run a dog training club using the Britwell Scout premises.; however due to Covid 19, these facilities were no longer available and she was looking for a new site. She operated under Kennel Club standards with insurance cover. Sessions were limited to four clients per time. Grass was preferred but could use a hard surface. Any use over week-ends should be done not to interfere with football games. She did charge clients and in turn would be willing to make a contribution per session.

*(Cllr Anderson joined the meeting)*

121.2 Cllr Wright said there was an area of the field, near the bar, but not used by the football, which could be suitable. He stressed the importance of removing dog waste which Ms Gibbons confirmed would take place. The classes were to support responsible dog ownership and Mr Vyas in turn expressed his support for this. She would hope to start 1 August. Following discussion, the Council agreed:-

- a) Ms Gibbons and Mr Vyas to meet with Cllr Wright to agree the area to be used;

**Action: Cllr Wright**

- b) the Council would make no charge for the first 3 months of use;
- c) Mr Holder and Ms Gibbons to confirm terms for use, including a proposed pricing /rent plan.

**Action: Locum Clerk**

#### **20/122/PC Matters Arising (not covered elsewhere on the agenda)**

122.1 AGAR (minute 100.5) – The Locum Clerk had forwarded the Annual Return to the external auditors and published notice of the exercise of public rights.

122.2 *NEST Contributions (minute 100.1/ 109.4)* - The Locum Clerk had discussed with staff and had rectified the discrepancies.

### **20/123/PC Neighbourhood Police**

123.1 There had been no update this month.

123.2. Cllr Murphy noted the anti-social behaviour of groups gathering outside the Co-op and going in to shop lift. The store had to close on Sunday for two hours and she was concerned that if the issue were not addressed, the store might close. PC Ruth Rance was seeking statements from those in the community which could be anonymous. Cllr Brooker said he would check out the position and provide a statement and Cllr Mann said she would enquire further of Slough BC.

**Action: Cllrs Brooker & Mann**

### **20/124/PC Updates from Outside Bodies**

124.1 *Youth Club* - Cllr Murphy said the intention was to open the Youth Club to small numbers between 1.30 -5.00pm from Monday 3<sup>rd</sup> to Friday 28<sup>th</sup> August. They would be in bubbles for two groups.

124.2 *Football* - Cllr Wright said that he was hoping that the free drop-in coaching sessions could shortly restart for ball control which would be at safe distancing. He had had clearance from Bucks & Berks league and was waiting to hear from Slough BC.

### **20/125/PC Coronavirus**

125.1 *Risk Assessment* – Mr Holder highlighted the Risk assessment , which he had previously circulated. There were three main sections – a) general risks to staff, clerk and councillors; b) Risks from re-opening the Hall and c) outdoor risks. Following discussion, members **agreed** that until further notice:-

- a) use of face masks should be mandatory for all in the Community Centre;
- b) use of face masks would enable social distancing to be at 1 rather than 2 metres distance; there would be no need to mark out 1 metre distances on the floor but a suitable sign should be placed in the hall way;
- c) 2 Hand sanitisers which could be fixed to the wall be bought should be bought, with one in the hallway on entry and one by exit on leaving hall; if the Bar were subsequently to be used, a further 2 sanitisers should be obtained;
- d) Only one person at a time to enter the ladies or gents;
- e) As only one person at a time in the toilets, no change from use of hand dryer;
- f) no use of kitchen by Hall users;
- g) no use of sports changing rooms.

In addition, the Chair noted Government regulations on numbers and Cllr Brooker on need for signs such as no entry if you have Covid 19. The Locum Clerk would amend the Risk Assessment.

**Action: Locum Clerk**

125.2 *Fun Fair Risk assessment* – The Locum Clerk noted and highlighted a Risk assessment he had received from Traylens Fun Fair. Members agreed that still too early at present to make the fields available. The Locum Clerk to circulate this risk assessment.

**Action: Locum Clerk**

125.3 *Glad Tidings* – Mr Holder noted that Glad Tidings had indicated that they expected shortly to forward their own risk assessment although this had yet to be received.

### **20/126/PC Planning**

126.1 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.

*126.2 Application S/00308/006 – Construction of single storey extension at 41 -43 Wentworth Avenue, Slough SL2 2ER* – This would involve a slight extension to the centre to provide more consulting rooms but no planned increase in parking space which could be an issue.

*126.3 Application P/04267/010 - pursuant to condition 8 ( External Site Lighting) of planning permission P/04267/004 dated 05/10/2018 at Britwell Ex Servicemens Club, Wentworth Avenue, Slough, SL2 2DG* – There was no concern with increased lighting; it was noted that this was outside the parish.

126.4 The Locum Clerk to notify Slough BC Planning. **Action: Locum Clerk**

### **20/127/PC Site Vision & Building Works**

127.1 Cllrs Anderson and Mann were still to get input from Stephen Gibson , Regeneration director at Slough BC, to help inform possible options. **Action: Cllrs Anderson / Mann**

### **20/128/PC Post Community Governance Review Strategy**

#### *New Website*

128.1 The Locum Clerk had circulated the web biography supplied by Cllr Brooker to other members as a template and requested they now provide their biographies. He also advised Cllr Mann that as she was not present when Mr Carter took members' photos, one for her was still needed. Mr Carter had also requested members to provide any pictures of the Centre or Felds they might have for display on the website. **Action: ALL**

#### *Parishioner Issues*

128.2 The Locum Clerk provided an update from insurers in respect of the child injured in May 2019 .

### **20/129/PC Community Centre and Sports Ground**

129.1 *Slough BC Training Request* - Mr Holder noted an enquiry received from Slough BC for use of the hall on five days in July -August period. Agreed this was feasible, with charge at standard £25 per hour. **Action: Locum Clerk**

129.2 *Slimming World* - Mr Holder noted ongoing enquiries from Slimming World for change of dates .

### **20/130/PC Code of Conduct**

130.1 Mr Holder said that BALC had recently issued a model Code which had been developed by the Local Government Association (LGA).It was not materially different from the current Code but different issues were more clearly highlighted. It was **confirmed** that the current Code and this new model Code be circulated for members to review and consider.

**Action: 1)Locum Clerk;/ 2) ALL**

### **20/131/PC Finance**

131.1 *Income & Expenditure* - Mr Holder highlighted a few items in the cashbook. The income and expenditure and bank reconciliation for June 2020 were **approved**.

131.2 *Income & Expenditure v Budget Forecast* - Mr Holder highlighted income and expenditure against budget forecast for the three months to June. Income was down due to no hall hire since the Covid 19 lockdown as well as loss of Bar moneys also due to lockdown, with the bar lease ending on 20 June. There had however been a reduction in utility charges due to Covid 19. In addition to this, the ongoing uncertainty over rebuild/refurbishment would have an impact. The earmarked reserves now reflected the decision last month to increase the Community Hall Building Fund by £100,000 to £150,000.

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

- £84.72 (inc VAT) to Active Security for fire alarm maintenance
- £49.40 (inc VAT) to reimburse P Murphy re toilet supplies from Booker
- £1,560 .00 (inc VAT) to Manorcott Legal & Business Services LLP for locum clerk work;
- £1,970.00 to S Wright for Grounds maintenance .

In respect of payments to Cllrs Murphy and Wright, these would be made by Cllrs Brooker and Mann.

#### *Additional bank Signatories*

131.3 Following discussion, it was **agreed** that Cllr Anderson be added as a bank signatory for both cheques and electronic payments. **Action: Locum Clerk**

#### **20/132PC Chicken Ranch Bar**

132.1 The Locum Clerk noted that he had requested but not received the keypad code details. Cllr Wright said that he could arrange for a professional person to view the chiller but access was needed; if the lock had to be damaged to gain access, that would be a charge to the former tenants. **Action: Locum Clerk**

132.2 The Locum Clerk said that there were still recharge invoices awaited from third parties and he had not therefore completed and sent to the tenant the reconciliation on moneys owing. The Chair said that she had hoped that the Council would be in a position to make a decision at this meeting. The Locum Clerk noted the exchange of correspondence he had had with the tenant recently and in such circumstances, he believed the reconciliation accounts were needed to get closure. Following discussion, it was **agreed** that a) the tenant should be contacted to confirm repayment arrangements notwithstanding the final sum due could not yet be calculated as recharge invoices outstanding; b) that a solicitor should be instructed and c) that a special meeting be called prior to the next scheduled meeting if a decision on next steps required. **Action: Locum Clerk**

132.3 Cllr Wright noted that there people locally were wondering what would be happening now the Bar had closed. The Locum Clerk said that he had sourced an estate agent with experience of advising on and finding bar tenants earlier in the year pre-Covid. He again noted that if there was to be a new tenancy, a decision first was required on the possibility of a rebuild. Cllr Anderson accepted that the Council needed a debate first about the site although he thought there would be little substantial happening for 18 months. Following discussion it was **agreed** :-

a) Cllrs Anderson and Mann should get input from Stephen Gibson , Regeneration director at Slough BC, on possible site options. **Action: Cllrs Anderson / Mann**

b) the Locum Clerk to sound out a local contact about a possible short term interim arrangement for the bar. **Action: Locum Clerk**

**20/133/PC Agenda items for Next Meeting**

There were none specific.

**20/134/PC Any Other Business**

134.1. Cllr Wright noted the need to erect new goal posts as football was due to start late August. This would cost about £1,500. It could not be recalled if this had been previously approved but if not, members **agreed** to such spend.

**20/135/PC Next Meeting**

135.1 The next Full Council Meeting to be at 7.00 pm on Wednesday 16<sup>th</sup> September 2020 remotely via Zoom, subject to an earlier special meeting being called (see minute 132.2)

The meeting closed at 9.05 pm.

Signed as a true record of the meeting

.....Chair

Dated.....