



# Bray Parish Council

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15<sup>th</sup> April 2008

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## TO ALL COUNCILLORS:

You are hereby summoned to attend the **GENERAL MEETING** of the Bray Parish Council to be held at **7.30pm** on **MONDAY 21<sup>st</sup> APRIL 2008** in the Braywood Memorial Hall, Fifield Road, Fifield, Berks. **MEMBERS OF THE PUBLIC AND THE PRESS ARE WELCOME TO ATTEND.**

Mrs Cherry Woodley  
Clerk to the Parish Council

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## A G E N D A

### 1. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

### 2. HEALTH AND SAFETY

*DC*

A reminder to all in attendance of the fire regulations relating to the venue of this meeting. A review of the current Playground Inspection Report and entries in the Parish Council Accident Book.

### 3. MINUTES OF THE PREVIOUS MAIN COUNCIL MEETING HELD ON 10 MARCH 2008

#### *PUBLIC QUESTION TIME (max. 15 minutes)*

*Councillors – please note: **Red items require a decision or action.** **Blue items are for information only.***

### 4. REPORTS FROM WORKING GROUPS

#### STRATEGY

##### [The Communications Questionnaire](#)

Results have yet to be assessed by the Group who next meet on the 24<sup>th</sup> April.

#### PROJECTS

##### [Bus Shelters](#)

Painting of the Fifield shelters is due to be carried out shortly.

##### [Reeve Road seat](#)

The Clerk has approached The Highways Dept, RBWM who have indicated that they have no objection to the installation of a seat. The land is however owned by the Maidenhead and District Housing Association and permission is therefore being sought from them, for the Parish Council to install the seat.

##### [Vertidrainage - Holyport Green \(Pamela Row to Bourne Bridge\)](#)

This project is on hold owing to the reinstatement work yet to be carried out to the Green. S E Water has agreed to cover the cost of replacement horse matting which was damaged owing to their installation work.

## Car Parking in Bray.

Borough recommended contractors have quoted £720 + VAT to repaint lines and wording in the Causeway Car park and £408 + VAT in the Bray Car Park. The Group has yet to meet with Bray Parking Committee regarding the compilation and printing of a map indicating parking availability and to discuss the proposed increase in parking provision in Bray.

## Pathway around Aysgarth Park

The Clerk has been given a list of contractors from RBWM and met with Borough officers to seek their advice as to the extent of work needed to repair the possible trip hazards to the path. The Group is asked to list this as a Parish Project and the Clerk is currently seeking three quotes.

## IT WORKING GROUP

## OPERATIONS AND FINANCE

Working Groups and Committees – notes circulated to Councillors (attached) to include the proposed new Disciplinary and Grievance Working Group. The new Finance Working Group remains with Operations until after the AGM. An annual meeting schedule is to be drawn up for Working Groups.

Assets and Maintenance – ward Councillors returned a detailed report to the Clerk who is currently examining assets for the purposes of insurance and for inclusion in the Assets register.

Tenders – process earmarked to start in September, with a move to a fixed contractor to carry out all tree work in the Parish to reduce the number of quotes.

Tracking damage to play equipment in the Parish play areas – a spreadsheet already exists. Aim to complete all outstanding work identified in play area inspection report, giving the Clerk delegated authority to deal with Priority 1 jobs.

Burial Fees – now revised. Councillors see attached sheet.

Councillor remuneration – to be taken up with RBWM again.

Review of Parish SID locations – sites to be covered in order of priority ie: all Priority 1's first followed by 2's and 3's, then followed by 1's, then balance of 2's and 3's.

## NEWSLETTER PRODUCTION

It is proposed that the Group meets again on Thursday 1<sup>st</sup> May to commence production of the summer newsletter.

## **5. GENERAL MATTERS**

### Youth Week during Summer 2008

*CW*

A Grand in the Hand grant for £2000 has now been made by the Royal Borough to the Parish Council to cover summer activities for youth in the Parish. **An offer has also been received from the Borough to provide the Mobile Youth facility for a week in the school summer holidays. Discussion on the options available for provision of activities this summer.**

### Street Cleaning by RBWM in the Parish

*HH*

A report from Cllr Mrs H Howard who has examined the Borough's schedules.

### Parish ID Badges

A list will be circulated at the meeting for Councillors to indicate whether they wish to carry a photo ID badge in order that arrangements may be made with the Borough.

### Tree Work in the Parish

The Clerk is carrying out an e mail consultation to Councillors in order to authorise prompt tree work at the following venues, in order that this may be carried out before too much new growth makes the tasks more expensive (costs to be reported at the meeting):

The Gallifords Path hedges, Springfield Park

Dead trees and ivy at Gays Lane field

The cutting back of three willows from the road by Holyport Pond (to be carried out in conjunction with work organised to be done on trees within the curtilage of The Belgian Arms).

The removal of a dead tree on the boundary of St Michael's churchyard.

## 6. HOLYPORT

### Police Surgery at Holyport War Memorial Hall

Dates for forthcoming Police Surgeries are:

Tuesday 29<sup>th</sup> April 2008

Tuesday 20<sup>th</sup> May 2008

Tuesday 24<sup>th</sup> June 2008

Tuesday 29<sup>th</sup> July 2008

### The Parish Occupation Licence – Holyport Memorial Hall

*HH*

Negotiations have now been completed and an increase in the occupation rent for the Parish Office at this venue is proposed from £178 to £194 per month. Cllr Mrs H Howard to report.

### Holyport Youth Club

Further to the recent applications received for funding from the Parish Council towards the new Youth Club building, the Clerk has written to invite Youth Club organisers to attend a Parish Meeting and give a report on developments and awaits a response.

### Neighbourhood Action Group

*DC*

Cllr David Burbage has called for the reinstatement of the Holyport Youth Action Group and it has been suggested by RBWM that this could be integrated by the formation of sub-groups within the newly formed Neighbourhood Action Group, in order to assist in the combat of anti-social behaviour in the area. Does the Parish Council support this idea?

### Holyport Green Reinstatement

After a recent site inspection with attending Holyport Ward Councillors, the Clerk and Mr Kevin Parris from S E Water's contractors, Clancy Docwra, agreement was reached to allow the Parish Council's contractor, Mr P Taylor, to carry out reinstatement to the main area (the triangle opposite the George pub) at a cost of £1100 and a cheque for this amount has now been received from S E Waters' contractors. Clancy Docwra has carried out urgent work to drain covers and insists on undertaking the remainder of the reinstatement work (from the George Pub down to Bourne bridge) once the Green dries out from the wet weather.

A letter has also been received from contractors re-routing drainage around The Cricketers house on the Green. The Clerk is writing to them to ensure that reinstatement work is carried out on any encroachment of the Green.

### Gays Lane Allotments

Five allotments were surrendered over the rent renewal period and all have been reallocated to people on the waiting list.

## 7. OAKLEY GREEN, FIFIELD, ALEXANDER AND DEDWORTH

### The proposed Community Plan for Fifield and Oakley Green

*GA*

Cllr Annetts to give an updated report.

### Open Space next to Hare and Hounds site, Fifield Road

*HH*

Confirmation and discussion on the Parish Council's recent solicitor's letter.

### War Memorial in Braywood Hall

Yet to be discussed with the Hall Committee.

### Footpaths around the Fifield area

RBWM has recently installed new stiles on paths around this part of the Parish. A number of complaints have however been received from dog walkers who have found that the new stiles do not allow their dogs through. This has been reported to the Footpaths Officers who are attempting to rectify the situation.

## 8. BRAY

### St Michael's Lych Gate Trust

The nomination of the Parish Council's two trustee representatives is due for renewal. The current trustees, Mr Peter Sands and Mr Michael Bailey are prepared once again to stand.

### Bray Car Park

*MP*

Refurbishment of the electricity box at the entrance to Bray Car Park has been completed at a cost of £175, within the agreed budget. Cllr Mrs Pierce attended a meeting with Borough representatives who are proposing

to establish a CCTV camera at this location for Borough monitoring and will give a report on this matter at the meeting.

#### Bray Allotments

So far no allotments have been surrendered over the rent renewal period and 19 people remain on the waiting list.

#### Fetes on Bray Green

The Clerk has received two requests for fetes to be held on Bray Green this summer:

Bray Pre-school Playgroup wish to hold a fete on 11 July.

St Michael's Church PCC wish to hold a fete on 6 September.

### **9. FINANCE**

#### Approval of Accounts

A cheque list to be presented at the meeting for approval.

#### Audit for 2007/2008

The Clerk has attended the Audit of Internal Procedures with Mr G Weir, who has made the following report:  
*"I confirm that I believe your systems and procedures to be robust and effective. As discussed with your clerk, there is only one minor issue which I suggest you look at with the new Finance working group, as follows:*

*Financial procedures para.6.4 of finance regulations – I believe that the process followed by the clerk to make payments between council meetings is robust. However, the wording in para. 6.4 does not accurately reflect this process. I suggest that the wording is amended to accurately reflect either the current process or any new process which the new finance working group recommends and which is subsequently approved by the council."*

The Regulations are due to be reviewed by the Finance Working Group, once set up after the AGM. Papers have now been received for the Clerk to carry out the External Audit.

### **10. CHAIRMAN'S BUSINESS**

#### Annual Electors' Meeting

A short report by the Chairman on this meeting taking place on 17<sup>th</sup> April 2008.

DC

"The 10 o'clock rule."

### **11. CORRESPONDENCE AND COUNCILLORS' QUESTIONS**

A list to be circulated at the meeting.

### **12. DATE OF NEXT MAIN COUNCIL MEETING**

The Annual General Meeting will be held on **MONDAY 19<sup>TH</sup> MAY 2008** at 7.30pm in the Braywood Memorial Hall, when the election of Chairman, Vice Chairman and composition of Working Groups will be established for the forthcoming year. *Councillors are asked to consider the Groups they wish to join, in advance of the meeting.*