



Bray Parish Council

The Parish Office
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TO ALL COUNCILLORS:

You are hereby summoned to attend a **GENERAL MEETING** of the Bray Parish Council to be held at **7.30pm** on **MONDAY 20th APRIL 2009** 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

A G E N D A

1. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

2. HEALTH AND SAFETY

An updated report from the Deputy Clerk on the current status of the Parish Play Areas. A report on entries in the Parish Council Accident Book.

CW

3. MINUTES OF THE GENERAL MEETING HELD ON 9th MARCH 2009

PUBLIC QUESTION TIME (max. 15 minutes)

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

4. PARISH FINANCE

FINANCE WORKING GROUP

Approval of funding for this year's Parish Tour

RBWM has approached Parish Councils to offer the usual Parish Tour facility in order to help occupy children/youths for the summer holiday period. The cost of securing the Tour to cover a week in each Parish is £1000. The week commencing 24th August is available for the Parish of Bray. **The Clerk has provisionally booked this week and seeks approval for funding (to include up to £200 booking fee for the Holyport Memorial Hall).** Last year the Parish Council spent £3000 on youth activities in the summer holidays (£1K on the Parish Tour in Holyport, £1K towards youth activities at the Broom Farm Estate and £1k on two separate youth days in Fifield and Bray). A grant of £2K from the Borough had been given towards the cost of this. No such grant is available this year. The Clerk has also had discussions with a committee member for the Community Plan to organise a day of the Tour to attend in the Oakley Green and Fifield area.

Proposal to install a mechanical shutter in the Parish Office

Upon the recommendation of the Operations Working Group, the Clerk sought a quote for the mechanical operation of the large shutter in the Parish Office. Two quotes have now been obtained:

Banham – electrically operated shutter including fixing

£1024.00 + VAT

Street Projects – crank operation shutter and fixing

£ 488.00 + VAT

(deduction of £50 if able to use existing shutter)

Internal and External Audit

An Internal Audit of the Parish Accounts for 2007/2008 has been carried out and the Clerk will read the Auditor's report at the meeting. Papers have now been received for completion of the External Audit for the same financial year.

Consideration of a Grant Application

Two applications have been received for a grant from the Parish Council, from Berkshire Society for the Blind and from the Management Committee at Braywood Memorial Hall. The Deputy Clerk has prepared a report on both (Councillors see reports attached).

Projects scheduled in 2008/2009, yet to be completed

There are a number of outstanding projects namely:

Surface at Springfield Park

Horse matting at Holyport Green

Vertidrainage at Holyport Green

Bray allotment path

Re-surfacing outside The George Pub, Holyport Green

A report for funding to be provided for at Year End will be given at the meeting.

(Finance Working Group)

Approval to pay accounts on the Payments List

List to be circulated at the meeting.

5. REPORTS FROM OTHER WORKING GROUPS**STRATEGY WORKING GROUP**

No meeting to report.

Focus and Fix objectives – the Clerk is seeking items from Councillors, which are proposed to be suitable for Focus and Fix, in order that these items can be prioritised and then addressed.

PROJECTS WORKING GROUP

No meeting to report.

Work carried out to the trees at [Aysgarth Park](#) and path work has been completed and an application was made to RBWM for S.106 funding to cover the cost of this last phase. A cheque is due to be sent shortly.

The paths work at [Bray Allotments](#) and the patching of the surface outside [the George Pub, Holyport Green](#) has been delayed by the contractor, owing to the completion of a large job. However it is now expected that these tasks will be completed in the next two weeks.

OPERATIONS WORKING GROUP

See tenders for contracts in Pt 11.

IT WORKING GROUP

No report.

NEWSLETTER PRODUCTION WORKING GROUP

Distribution of the Spring 2009 newsletter is now complete. The Working Group is due to set a date to begin work on the summer issue.

6. GENERAL MATTERSThe Parish Council's Annual Electors' Meeting

Invitations for the Annual Electors' Meeting, scheduled to take place on Monday 27th April 2009 have now been sent. Mr Tony Carr RBWM has confirmed that he will be speaking at this meeting. The Environmental Planning Award winners have also been invited to attend to receive their awards.

Police Surgery at Holyport War Memorial Hall

Forthcoming dates:

Thursday 30th April

Tuesday 26th May

Tuesday 30th June

Tuesday 16th July

To be held in the shared area of the Holyport Memorial Hall between 18.00 hours and 20.00 hours.

Proposed Amendment to Standing Orders – Planning Process

A proposal had been put forward at the last meeting for the following alterations to the wording of the Standing Orders – Planning process as follows:

Where plans are received by the Clerk at a time when it will be impossible to bring them before the full Planning committee for a decision within RBWM timescales, then the Clerk is given delegated Authority to respond on behalf of the Planning

Committee. In compiling the response the Clerk must consult with the Councillor presenting at the next meeting and with the other Ward Group who, operating within the agreed guidelines, will vote. In the event of a split vote, the application is to be referred to the Chairman of the Planning Committee to make a casting vote. The decision will then be communicated to RBWM by the Clerk. Where these plans relate to a major development an Extraordinary General Meeting of the Planning Committee of the Parish Council will be called.

The Clerk now seeks to ratify this amendment to Standing Orders.

RBWM – Next Parish Conference Thursday 21 May 2009 at 7pm in Windsor Guildhall.

Agenda items requested by 27th April 2009.

Allotments

Rent demands have been sent out and allotment holders informed of the change of tenancy arrangements from October in each year as from 2010. There are currently 32 names on the Waiting list for Bray allotments and 15 names on the Gays Lane allotment Waiting list.

7. BRAY

CCTV in Bray Car Park

The Clerk is pressing for a date for a visit to the CCTV centre in order to view the effectiveness of the system in Bray Car Park. Mr Eric Livingstone has promised to fix a date once he is confident that the system is running smoothly.

Tennis

To consider a request from a regular user of the tennis court.

CW

Tree down in Bray Car Park

Emergency work was carried out recently on a tree that had fallen across the entrance road into Bray Car Park. The tree had been on the Hanover Mead site and the Clerk is currently seeking the cost of the clearance work from the Manager at Hanover Mead.

Fencing at Bray Cemetery

CW

Mr Siddons has reported that a route through fencing from the Cemetery has been created by local footpath users and he has had to lag barbed wire in order to make this safe. **The Clerk will produce photographs of this at the meeting in order that the Parish Council can consider whether or not to make it a permanent route through the Cemetery.**

Proposal to call road “Bowlers Bend”

CW

RBWM has agreed in principle to the proposed naming of the short stretch of road between Ferry Road and Old Mill Lane to be called Bowlers Bend. There is a cost implication which the Clerk will report on at the meeting.

8. HOLYPORT

SID along the Ascot Road

RBWM has reported that their own SID had been installed recently along the Ascot Road near the junction with Hearne Drive and was vandalised beyond repair late one night. **As a result, they are reluctant to include this site in the regular schedule for siting of the Parish SID. Councillors’ views are sought.**

Holyport Green Service Road

The Scheme has now been completed, although there has been no installation of a No Through Road sign at the pond end of the service road, as originally proposed. Tony Carr RBWM is uncertain that this sign would be effective.

Holyport Green Risk Assessment for Events

The Clerk attended a training recently on Management of Village Greens and Open Spaces. In order for the Parish Council to be assured that events held on Holyport Green are run in a responsible manner, three checks should be carried out:

1. Ensure that no admission fee is charged.
2. Ensure that Public Liability Insurance is in place.
3. Ensure that a basic risk assessment has been made.

The Clerk is preparing a short document to show that this criteria is met for any event on the Green.

Grass Verge at The Surgery, Holyport

RBWM has suggested that they install bollards along the edge of the tarmac area in order to prevent erosion by cars of the grass verge.

9. OAKLEY GREEN, FIFIELD, ALEXANDER AND DEDWORTH

The Community Plan for Fifield and Oakley Green

GA

Cllr G Annetts to report.

Open Space in Fifield (at former Hare and Hounds site)

HH

A report on progress.

10. CHAIRMAN'S BUSINESS

DC

Confirmation of 2008 Pay Awards to Clerks, a Part 11 item.

Tenders for Maintenance and Gardening Contracts in the Parish

DC

Councillors please see the Part 11 report and recommendation.

11. CORRESPONDENCE AND COUNCILLORS' QUESTIONS

12. DATE OF NEXT MAIN COUNCIL MEETING

The Annual General Meeting of the Parish Council will be held at 7.30pm on Monday 18th May 2009 in the Braywood Memorial Hall, Fifield.