



Bray Parish Council

MINUTES OF THE ANNUAL GENERAL MEETING OF THE BRAY PARISH COUNCIL HELD AT 7.30PM ON MONDAY 19TH MAY 2008 IN THE BRAYWOOD MEMORIAL HALL, FIFIELD ROAD, FIFIELD, BERKS

PRESENT:

Alexander Ward:	Cllr Mrs H Howard
Bray Village Ward:	Cllrs C Graham, K Elvin,
Holyport Ward:	Cllrs N Basterfield, D Coppinger, P Janikoun, A Monks, C Langridge
Oakley Green and Fifield:	Cllr G Annetts, J Foulger
	Mrs C Woodley – The Clerk
	1 member of the public

95/2008. APOLOGIES FOR ABSENCE

Cllr Monks as former Vice-Chairman took the Chair and received apologies for absence from Cllrs D Moores Mrs M Pierce, A Sharma, Mrs C Aspey and L Walters.

96/2008. HEALTH AND SAFETY

Cllr Monks gave a reminder to all in attendance of the fire regulations relating to the venue of this meeting. There were no entries recorded in the Parish Council Accident Book.

97/2008. ELECTION OF CHAIRMAN FOR THE FORTHCOMING YEAR AND SIGNATURE OF DECLARATION OF ACCEPTANCE

Cllr Monks then called for nominations for the post of Chairman for the ensuing year. Cllr Mrs Howard proposed Cllr D Coppinger, seconded by Cllr Foulger. No further nominations. All in favour. Cllr Coppinger agreed to take the Chair and accordingly signed a Declaration of Acceptance.

98/2008. ELECTION OF VICE-CHAIRMAN FOR THE FORTHCOMING YEAR AND SIGNATURE OF DECLARATION OF ACCEPTANCE.

Cllr Coppinger called for nominations for the post of Vice Chairman for the ensuing year. Cllr Mrs Howard proposed Cllr Monks, seconded by Cllr Foulger. No further nominations. All in favour. Cllr Monks agreed to take the post of Vice-Chairman and accordingly signed a Declaration of Acceptance.

99/2008. ELECTION OF CHAIRMAN AND VICE CHAIRMAN OF THE PLANNING COMMITTEE FOR THE FORTHCOMING YEAR.

Cllr Graham was proposed as Chairman of the Planning Committee which consists of all members of the Parish Council and Cllr Foulger as Vice-Chairman. No further nominations. All in favour.

100/2008. ELECTION OF CHAIRMAN AND VICE CHAIRMAN OF THE FINANCE WORKING GROUP AND ELECTION OF MEMBERS

Cllr Graham was proposed as Chairman of the new Finance Working Group. No further nominations. All in favour. Cllr Monks proposed that the Vice-Chairman of the Working Group is elected at the first meeting of the Group. Agreed. Membership of the Group was confirmed as Cllr Graham, Cllr Mrs Howard, Cllr Moores, Cllr Langridge and the Chairman Cllr Coppinger, ex officio.

101/2008. ELECTION OF MEMBERS TO OTHER PARISH WORKING GROUPS

Cllr Mrs Howard reminded members that all Councillors may have input onto any Working Group and co-optation onto Groups was also available. Membership of each Working Group was confirmed as follows:

Strategy Working Group

Cllr D Coppinger, Cllr C Langridge, Cllr G Annetts, Cllr A Monks, The Clerk

Projects Working Group

Cllr A Sharma, Cllr C Aspey, Cllr K Elvin, Cllr P Janikoun, Cllr J Foulger.

Operations Working Group

Cllr N Basterfield, Cllr D Coppinger, Cllr Mrs Howard, Cllr D Moores

IT Working Group

Cllr C Graham, Cllr P Janikoun

Newsletter Production Working Group

Cllr G Annetts, Cllr K Elvin, The Clerk

Disciplinary Panel

Cllr N Basterfield, Cllr Mrs Pierce, Cllr P Janikoun

Grievance Panel

Cllr N Basterfield, Cllr Mrs Pierce, Cllr P Janikoun

102/2008. DECLARATIONS OF INTEREST

Cllr Basterfield declared an interest in the application for funding from Holyport Memorial FC. Cllr Janikoun declared an interest in the Occupation Licence for the Parish office at Holyport Memorial Hall. Both duly signed the Register of Interests.

103/2008. HEALTH AND SAFETY

The Clerk gave a brief review of the current Playground Inspection Report, pointing out that all Priority 1, 2 and 3 work was being addressed. The Inspection Company had provided a quote for painting railings at Springfield Park and had identified a similar job at Aysgarth Park play area, for which they will also quote. The Clerk is obtaining further quotes for presentation at the next meeting. Work to the surface at the entrance of Springfield Play Area was discussed and it was considered that plastic matting should be installed.

104/2008. MINUTES OF THE PREVIOUS MAIN COUNCIL MEETING HELD ON 21 APRIL 2008

The Minutes of the Main Council meeting held on 21st April 2008 were signed as a true record.

105/2008. PUBLIC QUESTION TIME

Mr W Emmett was in attendance and spoke to Councillors about his membership on the Committee of Maidenhead Waterways Restoration Project. It was agreed to invite the Committee to give a power point presentation about the Project at the next Main meeting of the Parish Council. Mr Emmett also invited Councillors to attend the Open Day at Hornbuckle Farm, Drift Road on 1st June 2008.

Mr Emmett finally urged the Parish Council to write to RBWM to find a long term solution to the state of land at Silver Springs, Drift Road, suggesting that compulsory purchase of the land may be an answer.

106/2008. GENERAL MATTERS

Standing Orders

The Parish Council was asked to consider the following inclusion to Standing Orders for ratification at the next Main Council meeting:

“If the business of a Parish Council meeting is not concluded before 10pm, *the Chairman will call for a vote in favour of extending that meeting.* Subject to the motion being passed by a two thirds majority, the meeting will continue and be concluded as quickly as possible.”

Discussion took place on this “rule” and Cllr Monks proposed extension of the highlighted section to read – “*The Chairman will call for a vote in favour of extending that meeting for a time period of his choosing.*”

To be ratified at the next Main Council meeting. - 35 -

Cllr Graham reminded members of the proposal to verify “the 3 minute rule” in Parish Planning Meetings by way of an addition to the Planning Procedure in Standing Orders and sought to ratify this proposal for the following addition:

“The Chairman will allow a period of three (3) minutes, after the presenting Councillor has concluded and before discussion by the Planning Committee, for attending members of the public to comment in support of, and three (3) minutes for members of the public to comment against, an Application.

A group of attending members of the public with a shared interest in a specific application, will be asked to appoint a spokesman.

In exceptional circumstances the Chairman, at his sole discretion, may extend this period to allow all points of view to be heard (ie: where many of the public are in attendance, the application is controversial or has a major impact on the Parish).”

Cllr Graham proposed ratification of this new “rule”, seconded by Cllr Mrs Howard. **AGREED.**

Youth Week during Summer 2008

The Mobile Youth Facility has been booked to attend the Holyport Memorial Hall for the week commencing 11th August 2008 at a total cost of £1000. Further possible youth activities for the summer were discussed including the hire of Bracknell Forest Borough Council’s Youth Bus which proved too restricting. Cllr Mrs Howard called for further investigation into the Mobile Youth facility at the Community Centre Car Park at Broom Farm Estate in Alexander. The Operations Working Group to explore further options.

Water Leak at the Cemetery

A new tap system has now been installed to combat further leaks during frosty weather. The notice board has once again deteriorated and the Clerk requested permission to arrange for its refurbishment at a cost of £167. Cllr Graham proposed acceptance of this cost, seconded by Cllr Monks. **AGREED.**

Royal Berks Fire and Rescue Service Five Year Integrated Risk Management Plan 2008/09

It was reported that Cllr Moores has investigated and had given a recommendation for consideration by the Parish Council in order for a response by the 2nd June deadline. Cllr Coppinger sought approval to forward a letter objecting to the night time closure of the Windsor Fire Station. **AGREED.**

The Parish Occupation Licence for the Parish Office at Holyport Memorial Hall

Terms of the new Occupation Licence have now been agreed with the Holyport Memorial Hall Committee and the Licence and Cllr Mrs Howard proposed that the Parish Council approved the same, seconded by Cllr Monks. **AGREED** and the document was duly signed by the Chairman.

107/2008. REPORTS FROM FORMER WORKING GROUPS

STRATEGY

A report was circulated to Councillors in advance of the meeting. Cllr Mrs Howard queried the process of circulation of a proposed new Residents Pack and was informed that no recommendation had yet been put forward by the Group but it was anticipated that it could be circulated using updated information on the electoral roll which the Clerk regularly receives.

PROJECTS

A report was circulated to Councillors in advance of the meeting.

Proposal for Improvement to Open Space at Aysgarth Park

Cllr P Janikoun had prepared a proposal to the Parish Council circulated to Councillors in advance of the meeting as at Appendix A, which gave details of three quotations for the plantation of trees along the bund between the M4 motorway and Aysgarth Park and sought approval to accept the quotation from Landmark Tree Surgeons in the sum of £12,020, subject to S.106 funding being available from RBWM, seconded by Cllr J Foulger. **AGREED UNANIMOUSLY.**

Other ongoing projects include the seat at Reeves Road Bus stop, continuation of the bus shelter painting scheme and line painting in Bray Car Parks due to be carried out in the next few weeks.

IT WORKING GROUP

A report was circulated to Councillors in advance of the meeting. Mr S Pringle has attended the Parish Office in order to give the computers a "health check" as well as presenting a report for the Group to consider future IT support. Cllr Mrs Howard sought to ensure that regular back up of SAGE was being carried out. The Council's Seagate System does this weekly and the Clerk will ensure that Year End is backed up separately.

OPERATIONS WORKING GROUP

A report was circulated to Councillors in advance of the meeting.

Annual Contract for Mr R Siddons

This contract is due for renewal in mid-June and it was proposed to extend the existing contract until such time as it can be reviewed in August/ September along with other Parish Council contracts.

Councillor Remuneration

The Borough's Remuneration Panel Report was circulated to Councillors in advance of the meeting. Cllr Coppinger proposed its review by the Working Group in order to return to Main Council with a recommendation. Agreed.

NEWSLETTER PRODUCTION WORKING GROUP

A rough draft of the Summer Newsletter was circulated at the meeting and comment made for certain inclusions and amendments. It is due to be printed and ready for circulation by volunteers by the end of June and into July.

108/2008. HOLYPORT

Police Surgery at Holyport War Memorial Hall

Dates for forthcoming Police Surgeries are:

Tuesday 20th May 2008

Tuesday 24th June 2008

Tuesday 29th July 2008

Holyport Youth Club

The Clerk has written to the Youth Club as instructed but to date no response has been received in order to consider their grant application. It was reported that cladding has recently been stolen from the roof of the new building. More positively, the Club has received a £10K grant from the Royal Borough.

Holyport Green Reinstatement

Now that the better weather has dried out the remainder of the Green, the Clerk is in contact with Clancy Docwra (S E Water Contractors) to return to reinstate the rougher areas and to install new horse matting.

A new water leak was discovered between Pebblescourt and the pond and Clancy Docwra has assured the Parish Council that only two minor bore holes are required to repair this.

109/2008. OAKLEY GREEN, FIFIELD, ALEXANDER AND DEDWORTH

The Community Plan for Fifield and Oakley Green

Cllr Annetts to give an update report. The latest newsletter has been circulated and there are now 28 volunteers who are setting up working groups with their own "spokesperson" and meeting on a regular 5 weekly basis.

The next key step is to conduct a "mini-survey" to gather information from residents. Cllr Mrs Howard commented on the enthusiasm and good work so far carried out.

Open Space next to Hare and Hounds site, Fifield Road

A letter has been received from the Borough confirming that there has been a breach in a condition of the original planning consent which required landscaping of the open space, however the Borough has given the go ahead to the Parish Council to carry out landscaping work to improve this space. The Parish Council's solicitor has produced two letters sent to Claremont Homes solicitor pressing for the return of the transfer document and responses on the boundary situation.

War Memorial in Braywood Hall

The Hall Committee has discussed this matter further and it was agreed that the memorial should be cleaned but not moved, but cannot afford to do this. The Clerk will therefore seek updated quotes to do the job. The Hall Committee has made it clear that they do not intend to alter the access to the hall car park.

Hanging Baskets for Fifield Village

Approval was sought for the purchase of two hanging baskets for the bus shelter in Fifield Village at a cost of up to £50 for the two. **AGREED.** The Fifield Inn will provide these baskets.

Grass Cutting of the verges in Fifield

Cllr Mrs Howard had issued a complaint to the Borough regarding the poor state and infrequent cut of the verges in the village. RBWM has produced a plan indicating which part of the village receives a “rural” cut and which an “urban” cut. It was agreed to press for the urban cutting schedule for the whole village.

110/2008. BRAY

Bray Car Parks

Line Painting in both car parks has been ordered and is due to be carried out shortly.

Footpath Maps

The Clerk has been in contact with the Borough’s Footpaths team to order two new maps to replace the faded ones in the Footpath notice boards in Bray Village and also in Holyport.

111/2008. FINANCE

Applications for Parish Funding Assistance

Two applications have been received, one from Holyport Memorial Football Club and another from Bray Handicapped Club. Cllr Mrs Howard presented both applications as follows:

Holyport Memorial Football Club – it was pointed out that a grant of £500 to FC Holyport was given last year and £400 to Holyport FC given the year before. Cllr Mrs Howard proposed that their request for £450 is met, seconded by Cllr Elvin. **ALL IN FAVOUR.**

Bray Handicapped Club – Cllr Mrs Howard requested more time to ask the Club more questions before making a recommendation to the Parish Council. Agreed.

Approval of accounts for payment

A cheque list was presented at the meeting for approval, as at Appendix B. Cllr Graham proposed acceptance and payment, seconded by Cllr Janikoun. **AGREED.**

112/2008. CHAIRMAN’S BUSINESS

The Chairman reminded members that there will be a Part 2 discussion at the end of the meeting on Parish Administration.

Cllr Coppinger also gave a short report on the meeting he attended with the Clerk and Richard Cowles the new vicar of Bray.

113/2008. CORRESPONDENCE AND COUNCILLORS’ QUESTIONS

RBWM – Notification of date for the next Parish Conference on Wednesday 18th June 2008 in the Town Hall, Maidenhead.

Bray Village Enhancement Committee – letter of thanks for the (part) donation of £582 for purchase of plants to support Britain in Bloom.

RBWM – Highway Notice requesting any objections to proposed “A” board advertising J and C Autos at the entrance to Priors Way, Maidenhead. It was agreed to object to this proposal and point out that a formal process should be carried out and that A frames should be licensed. Cllr Foulger also raised the subject of signage on roundabouts and the Clerk will seek policy advice from BALC.

Request from a resident in Hibbert Road to reconsider including Hibbert Road on the schedule for the installation of the Parish SID from time to time. The Parish Council was concerned that a SID at this point would dilute its effect but that since it is a 30 MPH speed limit along this road and narrows at a certain point, it was agreed to evaluate this with existing sites at the end of the year.

South East Water – Bray Pipeline Scheme – confirmation in early May of commencement of scheme in the Maidenhead area.

RBWM –Parish Paths Initiative 2008/09 – Parish membership Pack.

RBWM – Head of Highways and Engineering – adoption of S.17-19 of Public Health Act 1925 enabling the Borough to charge for street naming, which comes into effect on 1st July 2008.

114/2008. DATE OF NEXT MAIN COUNCIL MEETING

The next meeting of the Parish Council will be held at 7.30pm on Monday 30th June 2008.

The meeting closed at 9.45pm.

**THE ANNUAL GENERAL MEETING OF THE BRAY PARISH COUNCIL HELD AT 7.30PM ON
MONDAY 19TH MAY 2008**

PART 11

The Clerk has written to members of the Operations Working Group requesting that she be allowed to reduce her hours from 30 per week to 20 per week, owing to a change in personal circumstances. This had been discussed fully within the working group and a recommendation was put forward by the group that the Parish Council retains Mrs Woodley as Clerk to the Parish Council and agrees to a reduction on her hours of work to be mutually approved by both sides. AGREED.

The Working Group will be discussing further the cover of Parish Office administration with a view to making a further recommendation at the next Main Council meeting.