



Bray Parish Council

MINUTES OF THE MEETING OF BRAY PARISH COUNCIL HELD ON MONDAY 10TH MARCH 2008 AT 7.30PM IN THE BRAYWOOD MEMORIAL HALL, FIFIELD ROAD, FIFIELD, BERKS

PRESENT:	Cllr D Coppinger (Chairman)
Alexander Ward:	Cllr Mrs H Howard
Bray Village Ward:	Cllrs Mrs M Pierce, C Graham
Dedworth Ward:	Cllr D Moores
Holyport Ward:	Cllrs N Basterfield, P Janikoun, A Monks
Oakley Green and Fifield:	Cllr G Annetts, J Foulger Mrs C Woodley – The Clerk 1 member of the press

47/2008. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Apologies for absence were received from Cllr Mrs C Aspey, Cllr K Elvin AND Cllr L Walters. Cllr Janikoun declared an interest as a member of the Holyport Memorial Hall Committee, as regards discussion on the Holyport Youth Club grant application, the Borough Youth Week and the Parish Council's Occupation Licence for Holyport Memorial Hall. Cllrs Coppinger and Basterfield in similar capacity, declared an interest in the Borough Youth Week and the Parish Council's Occupation Licence for Holyport Memorial Hall. The Interest Register was completed.

48/2008. HEALTH AND SAFETY

Cllr Coppinger issued a reminder to all in attendance of the fire regulations relating to the venue of this meeting. The Clerk gave a short review of the current Playground Inspection Report which reflects the recent remedial work carried out. There are no new entries in the Parish Council Accident Book.

49/2008. MINUTES OF THE FINANCE MEETING AND ALSO OF THE PREVIOUS MAIN COUNCIL MEETING BOTH HELD ON 28 JANUARY 2008

Cllr Annetts had submitted to the Clerk a proposed alteration to the Finance minutes changing the following sentence in Min No.12/2008:

“Discussion took place of a possible 4% increase in the precept to align with the Royal Borough's figure since the difference to ratepayers would be negligible. Last year's precept had reflected a large increase which had not been challenged.”

To read:

“Cllr Annetts asked whether Bray Parish should set the increase in Precept at 2.4% to be in line with the Royal Borough's proposed increase. It was pointed out last year's precept had reflected a large increase which had not been challenged and the difference between 2.4% and 3% to ratepayers would be negligible.”

After allowing Councillors time to read this proposed change and following subsequent discussion, the proposed alteration was **AGREED** and the Minutes of the Finance Meeting held on 28th January 2008 were signed as a true record.

Cllr Mrs Howard proposed a further alteration to part of remove the following sentence under Min No.23/2008 – Operations and Finance, as follows:

“To be with Lloyds TSB, with whom the Parish Council already hold a current account in order to transfer funds from the Halifax Asset reserve Account (*delete - since under the terms of our Finance regulations*), it is not possible to comply with Halifax's signatory requirements.” **AGREED.**

The Minutes of the Main Council meeting also held on 28th January 2008 were then signed as a true record.

NO PUBLIC QUESTION TIME

50/2008. GENERAL MATTERS

Parish Council Vacancies

A recommendation was put forward to the Parish Council by the Interview Panel (Cllrs Coppinger, Mrs Pierce, Graham and the Clerk) for the Councillor vacancies in the Bray Ward and Holyport Ward of the Parish. Mr Christopher Langridge was proposed to fill the Councillor vacancy for Holyport Ward and Mr Ashok Sharma was proposed to fill the vacancy for the Bray Village Ward. **AGREED** on a majority vote of 5 members with the remainder abstaining.

Update on the situation of the Assistant Clerk

Mrs Carol Bennett continues to assist the Clerk on a temporary basis. Mrs Miles is making a good recovery and plans to return to work in the near future.

The Parish's Own SID Unit

The Unit has now been purchased and was first deployed in Bray High Street. Cllr Mrs Pierce reported that she had received favourable comment from residents in Bray village and would welcome a return visit.

It is currently in Oakley Green. It was confirmed that it is Borough policy not to use SIDs on roads with a set national speed limit. Fifield ward Councillors commented that the road humps on Fifield Road render the SID of limited value. The Clerk proposed that the Operations Working Group reviews the suggested sites in order to agree a timing schedule with the Borough. Agreed.

Cllr Coppinger commented that at the recent Neighbourhood Action Group meeting, the police had suggested that the Parish Council arranges to monitor speeding cars at the SID in order to report their registration numbers to the police.

Parish ID Badges

A reminder to Councillors to inform the Clerk if they wish to carry a photo ID badge in order that arrangements may be made with the Borough.

Annual Electors' Meeting

To take place on Thursday 17th April 2007 in the Bray Village Hall, to include an address from Borough Councillor David Burbage. There are now three nominations for a Parish Environmental Planning Award for 2008, which is due to be presented at the Annual Electors' meeting. Cllr Graham proposed and it was agreed that a written report is submitted by each nominee for consideration at the next Planning Meeting.

Priority 1 work at the Play Areas.

As instructed, the Clerk obtained quotations from ARD Ltd to rectify all Priority 1 work identified. Owing to the relative urgency of this work, the Clerk had already sought and received authority from all ward Councillors to accept the quote and initiate the work forthwith as follows:

Springfield Park

2 Tower Park Play Unit & Slide – emergency visit to smooth off sharp edges to slide surface. **£80.00 + VAT**

Jubilee Field

To break out and remove rotting gatepost. Pattern, supply and install new gatepost. **£185.00 + VAT**

To remove and replace 1 broken paving slab on bench base. Scrub off moss and algae using a proprietary moss killer and jet wash clean surface. **£128.00 + VAT**

To replace or fill where plastic cap is missing to bow top barrier. **£28.00 + VAT**

Aysgarth Park

To re tension loose bridge slats on climbing frame. **£30.00 + VAT**

Total Cost - £451 + VAT Approved.

It was agreed that the Clerk e mails an electronic copy of the next Inspection Report to the Operations Working Group to assess recommendations made under all priorities.

Revision of Allotment Fees

Allotments are currently rented at an annual charge of £16 per allotment (£8 for senior citizens). The Parish Council is required to give a year's notice from 1st April, on any increase to be made. Charges were last increased in April 2007. After discussion Cllr Monks proposed and Cllr Mrs Howard seconded an increase in the charge from April 2009 to £17 per allotment (£8.50 for senior citizens). **AGREED.** The Clerk will inform allotment holders in this year's rent demand.

Youth Week during Summer 2008

This event has traditionally taken place around the Borough over the school summer holidays and has been held at Holyport Memorial Hall at the discretion of the Hall Committee. Funding for the event has previously been covered by both the Parish Council (£1000) and matched by the Borough Council by way of a Grand in the Hand grant (£1000). It has now been intimated that this grant is no longer available to Parishes. The Parish Council was asked if it wish to subscribe to this activity for 2008 and bear the full cost (which also includes hall booking fees of around £200). On discussion of this matter Cllr Monks put forward an alternative approach to use the budget and find out what plans the Magnet Leisure Centre has for youth activities during the summer holidays. Cllr Annetts pointed out that other funding sources are often available for youth activities. After further discussion, it was agreed to postpone a final decision on the matter until the Clerk has made further enquiries to RBWM for more information.

51/2008. BRAY

Revision of Burial Charges at Bray Parish Cemetery

Charges were last increased in 2006 in line with the Borough's fees. A Fees Sheet with comparable Borough charges was circulated at the meeting for members to consider a possible increase. It was agreed that the Operations Working Group reviews charges and makes a recommendation to the next Main Council meeting.

Tree Work in St Michael's Churchyard

This work has now been completed as planned and invoiced to Mr D Good.

The Bund at Bray Car Park

Further work has now been carried out at the bund and also the hedges around the Causeway car park at the agreed cost of £135.00. The lighting bollards around the car park have also been removed as agreed, at a cost of £375 + VAT. The electricity box is due to be refurbished shortly.

Leaking Tap in Bray Parish Cemetery

The Clerk sought approval to instruct PSC Services Ltd to install a new galvanised unit to replace a tap and unit damaged by frost in the Cemetery at a cost of £295.00 + VAT. PSC recently installed the tanks and taps at the allotment sites. Cllr Mrs Howard proposed that PSC be instructed, seconded by Cllr Annetts. 5 in favour, 2 against. MOTION CARRIED.

Bray Allotment Path

An allotment holder at Bray has expressed concern over a part of the path that had not been re-surfaced, which is used regularly by the Playschool to access their allotment. It has become slippery and a possible danger to the children. The Clerk is investigating this with the Playschool to consider the option of improvement of the path or alternatively the creation of a new access into their allotment plot.

52/2008. HOLYPORT

Anti-Social Behaviour in Holyport

Further to Mr M Cox's visit to the last meeting to discuss problems on anti-social behaviour he has experienced at his home address, Cllr Coppinger reported on the responses received from the Police and the Borough acknowledging awareness of the situation and that action had been taken to talk to Mr Cox. It was agreed that Brian Martin, the Borough's Community Services Co-ordinator be invited to meet Holyport Ward Councillors to discuss anti-social behaviour in Holyport.

Police Surgery at Holyport War Memorial Hall

Dates for forthcoming Police Surgeries are:

Thursday 13th March 2008

Tuesday 29th April 2008

Tuesday 20th May 2008

Tuesday 24th June 2008

Tuesday 29th July 2008

Holyport Memorial Hall

Cllr Monks and Cllr Mrs Howard to report on a recent meeting with a Hall Committee representative to discuss terms relating to the Parish Office Occupation Licence. A 10% increase in charges has been proposed to commence in the next financial year. There is a clause in the original licence requiring a contribution towards the Hall's insurance premium and it is proposed to remove this taking the contribution as part of the rent requirement. Cllr Monks had suggested that future increases should be annual and based on the published RPI for January every year. Cllr Mrs Howard will run through updates with the Clerk in order to pass on an electronic copy of the proposed licence for the Hall Committee to consider. It is intended that no term of years will be placed on this new licence.

A PAT test was carried out on all electrical equipment in the Hall including the Parish Office, on 11th February 2008.

Holyport Green

Cllr Monks has requested that the Water Board are now contacted to urgently reinstate and make good damage to the Green in order that recovery is complete for the summer events on the Green. Cllr Walters is approaching RBWM to enable lorries using the service road free access by preventing cars parking next to the entrance and exit, in order to protect the verges. The Holyport Show and Carters Fair will be held on the same weekend in September (13th/14th) this year.

Gays Lane Allotments and Field

Further enquiries to allotment holders in Gays Lane has confirmed that the initial problem with deer entering the site, is not in fact as bad as originally thought. No further action is therefore anticipated at this time. The Clerk has identified work to be carried out to some trees around the field and is currently seeking quotes for this.

Concrete Path at Aysgarth Park

The Clerk met on site with two Borough Officers who confirmed the extent of the work required to make safe the path around the estate. A list of Borough approved contractors has been given to the Clerk who is currently seeking quotes for this work.

53/2008. OAKLEY GREEN, FIFIELD, ALEXANDER AND DEDWORTH

The proposed Community Plan for Fifield and Oakley Green

Cllr Annetts handed out to Councillors a copy of the newsletter proposed to be delivered to Fifield and Oakley Green residents reporting on the outcome of the two public presentations held last month and also announcing the winners of the prize draw for those attending these events as Carole Stacey of Memorial Cottages, Fifield Road and Ron Toseland of Marshall Place, Oakley Green Road who each received £25. There had been around 200 responses to the list of residents' suggestions for the area. It is intended that to keep continuity, contact with local residents would be made every 4-6 weeks. Cllr Annetts has also attended a Community Plan network meeting with other Parishes at various stages of their own Community Plan and he reported that this had highlighted the significant steps that could be achieved within a Parish. Cllr Coppinger thanked and congratulated Cllr Annetts on the professional approach he had taken on this project.

Open Space next to Hare and Hounds site, Fifield Road

The receipt of the Transfer Deed is expected in the near future. Cllr Mrs Howard commented that the Community Plan meetings had shown this to be an area of concern within the Community.

Re-siting and cleaning of War Memorial in Braywood Hall

Yet to be discussed with the Hall Committee.

The Entrance to Braywood Memorial Hall

Further discussions with the Hall Committee are anticipated.

54/2008. REPORTS FROM WORKING GROUPS

STRATEGY

The Communications Questionnaire The questionnaire is currently being circulated with the Spring edition of the Parish Newsletter. Results to be reviewed by this working group and a report and recommendation will be made to the Parish Council in due course.

MAJOR PROJECTS

Bus Shelters It was **AGREED** that a quote from Mr O'Keefe in the sum of £455.00 for the painting of two more bus shelters both in Fifield may be accepted.

IT WORKING GROUP

Cllr Graham explained that the group had been looking at ISPs, domain name registration and the current e mail service provided and recommended to the Parish Council to continue with the Parish Domain Name registration, E Mail and Website Hosting through Greg Paine at Maidenhead Advertiser. Costs for this service were unavailable, so it was therefore **AGREED** that the Clerk would e mail them to all Councillors seeking approval and upon receipt of majority approval, would instruct Mr Paine accordingly.

OPERATIONS AND FINANCE

Cllr Coppinger explained that it was felt that more focus was needed on finance within the Parish Council and to raise its profile so a recommendation was made to the Parish Council by this group, to alter the procedure by the formation of a new Finance Working Group (Operations to continue as a separate group). Notes explaining this proposal were circulated as at Appendix B and Cllr Monks proposed acceptance of the same, seconded by Cllr Graham. All IN FAVOUR with one abstention and it was agreed to implement this as at the start of the new financial year.

NEWSLETTER PRODUCTION

The Spring Newsletter is currently being distributed by volunteers.

55/2008. FINANCE

Approval of Accounts

A cheque list was presented for approval as at Appendix A. Cllr Mrs Howard raised a query on the account for work carried out to the bund in Bray Car Park which was answered by Cllr Mrs Pierce, who explained that work would not now be required until the autumn. Cllr Annetts proposed acceptance and payment of all accounts, seconded by Cllr Basterfield. **APPROVED.**

Consideration of Applications for Grants

Cllr Mrs Howard presented three applications which had been received from Berkshire MS Therapy Centre, Mid Thames and Bucks RELATE and Holyport Youth Club. After discussion on all three applications, the following proposals were made:

Berkshire MS Therapy Centre

Cllr Monks proposed a grant of £130, seconded by Cllr Graham. **AGREED** unanimously.

Bucks RELATE

Cllr Coppinger proposed a grant at the same level as the previous one considered, £130. Seconded by Cllr Graham. **AGREED** on a 7 to 2 majority.

Holyport Youth Club

The Club had applied for a grant from the Parish Council's current year's budget, of 20% of the fitting out costs of £30K for the new youth club building and had also submitted a further application for the same amount from the Parish Council's budget in the next financial year. After discussion, Cllr Graham proposed that the Clerk invites representatives from the Club to attend a Parish Council meeting in order to present the current status of the new youth club building project, together with a written report to be received in advance, seconded by Cllr Moores. **AGREED.**

Parish Internal Audit

The Clerk is due to attend a meeting with the Auditor of Internal Controls on Monday 17th March 2008 .

56/2008. CHAIRMAN'S BUSINESS

Cllr Coppinger attended the RBWM Parish Conference on 28 February and reported that the topics covered included the police's Neighbourhood Action Group Launch, the effects of the new Heathrow Airport Terminal and increased NHS charges. Minutes of the meeting are on the Borough website and members are encouraged to e mail any questions and will receive an e mail response.

Neighbourhood Action Group Launch

The first meeting lead by the police was held three weeks ago was attended by Parish Council representatives, Cllrs Mrs Howard, Coppinger, Graham. Mr G Hayes also attended. The NAG area covers Bray, Fifield and Holyport but excludes the Oakley Green and Dedworth area. Concern had been expressed that the area of cover was considerable and dissimilar, but it has already been established. Data is only available for the area as a whole although it was later confirmed that it could be broken down into smaller parts. A “key” person is needed to continue to liaise with the police and Mr Hayes was suggested for this role.

The Commission for Rural Communities Participation Inquiry

It is the Commission’s role to defend rural communities and a paper has now been published and passed to the Government containing ten recommendations to achieve this. Cllr Coppinger holds a copy of this report for Councillors wishing to read it.

57/2008. CORRESPONDENCE AND COUNCILLORS’ QUESTIONS

Thames Valley Police - minutes of the last NAG meeting – next meeting on Tuesday 1st April 2008 at 2pm in the Holiday Inn, Manor Lane, Maidenhead.

RBWM – PMP Open Space, Sport and Recreation Facilities Study – questionnaire to ascertain facilities. The Clerk will complete and return before the deadline of 25 March 2008.

ARD Ltd (the Parish Council’s Play Area Inspectors) to change to ARD Playgrounds.

The Audit Commission – appointment of Mazars LLP as the Parish’s External Auditor for the current financial year.

RBWM – News Release. Free Home Insulation for the over 70’s. (Item for the next newsletter)

Voluntary Action Newsletter Spring 2008.

RBWM – details of Parish Conference held on 28 February 2008.

Revenues and Benefits, RBWM – Changes to Rates Liability of Empty and Partly Occupied Properties to take effect in April 2008.

Heathrow Community and Environment Awards Launch – grants of up to £2500 for exciting community projects.

Postwatch – Post office closure programme – Surrey and Berks Plan 44 closures and 4 outreach services.

Comment was made that the two post offices in the Parish (Windsor Road and Stompits Road) are not scheduled for closure. It was also agreed that more information was needed before comment could be made.

Local Councils Update – January/February 2008 – current legislation changes.

Cllr Janikoun raised a concern over the accuracy of the Borough SIDs which can be taken up with RBWM.

58/2008. DATE OF NEXT MAIN COUNCIL MEETING

Monday 21st April 2008 at 7.30pm in the Braywood Memorial Hall.

The Annual Electors’ Meeting is to be held on Thursday 17th April 2008.

The meeting closed at 9.50pm.