



Bray Parish Council

MINUTES OF A GENERAL MEETING OF THE BRAY PARISH COUNCIL HELD AT 7.30PM ON MONDAY 11TH NOVEMBER 2008 AT THE BRAYWOOD MEMORIAL HALL, FIFIELD ROAD, FIFIELD, BERKS

PRESENT:	Cllr D Coppinger (Chairman)
Alexander:	Cllr Mrs H Howard
Bray Ward:	Cllrs Mrs M Pierce, K Elvin, C Graham, M Hornby,
Dedworth and Alexander:	Cllr D Moores
Fifield and Oakley Green:	Cllrs J Foulger, G Annetts,
Holyport Ward:	Cllrs, N Basterfield, C Langridge, P Janikoun, L Walters The Clerk – Mrs C Woodley

205/2008. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Apologies for absence were received from Cllrs Mrs C Aspey and A Monks.

206/2008. HEALTH AND SAFETY

There were no new entries in the Parish Council Accident Book. The Clerk gave a short review of the current Playground Inspection Report and it was confirmed that she may carry out all Priority 1 jobs and that the Clerk has authority to carry out these jobs provided they are reported to the Parish Council as soon as is practical. By a 6 to 1 majority vote, it was AGREED that the Finance Working Group will review the process by which priority 2 and 3 work may be carried out. Aysgarth Park Path – emergency work was carried out in accordance with instructions and the Clerk's application to RBWM for S.106 funding for this project has been approved. The Projects Working Group is considering work to other parts of the Aysgarth Park path.

207/2008. MINUTES OF PREVIOUS MEETINGS

Cllr Moores requested the deletion of part of the sentence relating to the period of land maintenance contracts under the report of the Operations Working Group under Min. No. 177/2008. AGREED. The Minutes of the General Meeting held on 15 September 2008 and the Extraordinary Meeting held on 6 October 2008, were then signed as a true record.

NO PUBLIC QUESTION TIME

208/2008. PARISH FINANCE

FINANCE WORKING GROUP

A Report on the Group Meeting held on 20th October 2008 had been circulated to Councillors in advance of the meeting together with notes in respect of Guidelines to be applied to all applications for funding (as at Appendix B) made to the Parish Council.

A sheet as at Appendix C, had been circulated from the Working Group for Councillors to consider a number of Budget Preparation Options. After discussion it was generally felt that a 3 to 3.5% increase in line with Contractors' annual cost increases, would be acceptable since the Parish reserves remain healthy enough to cover additional expenses. A formal proposal will be prepared by the Finance Working Group.

The current Actual and Forecast Report had been circulated to Councillors in advance of the meeting, as at Appendix D. Cllr Graham invited questions. Cllr Annetts enquired about the variance shown relating to grants and Land Maintenance and it was explained that this related to expense and subsequent S.106 funding to cover tree planting at Aysgarth Park. This report had been prepared by the Deputy Clerk as the new RFO and it was confirmed that Parish Accounts are now up to date and under control. It was also confirmed that Mrs S Strong still carries out duties as a "remote Clerk" on behalf of the Parish Council.

Consideration of Grant Applications

An application had been received from Berks MS Therapy, Maidenhead Rotaract and reports had been prepared and circulated to Councillors in advance of the meeting.

Cllr Graham proposed that a grant of £120 be made to Berks MStherapy, seconded by Cllr Elvin. AGREED.

After discussion, Cllr Mrs Howard proposed that the funding request from Maidenhead Rotaract be declined, seconded by Cllr Moores. When put to the vote, 4 were in favour with this proposal and 4 were not in favour. The remaining Councillors abstained. Cllr Coppinger, as Chairman, cast the deciding vote in favour of refusing this funding request. It was also confirmed that the usual £200 funding application from Maidenhead and District Royal British Legion in respect of the Poppy Appeal and to provide the Parish wreathes for Remembrance Sunday, should be honoured. The Holyport Youth Club grant application is currently under review and an update on its status is being investigated with the Club, by the Deputy Clerk who will present a report in due course.

Hedge Work at Gallifords Path, Windsor Road – quotations were considered, as follows:

Mr G Powell	£1100 + VAT
Berkshire Tree Surgery	£1200 +VAT
Bartlett Tree Surgery	£2465 + VAT

Cllr Coppinger proposed acceptance of Mr Powell's quotation, seconded by Cllr Walters. AGREED.

Cllr Coppinger also proposed that the Clerk instructs Mr G Powell to carry out the Autumn cut of the Cemetery hedge at a cost of £900 + VAT being the cost charged to do this job by the same contractor in early summer this year, seconded by Cllr Walters. AGREED, after discussion. The Clerk will contact Mr Powell to make arrangements.

Rent paid by Bray Parish Council for allotment land in Bray

The Clothworkers' Guild has approached the Parish Council to increase its annual rent of £100 per annum for the allotment site at Bray. Terms of the lease required a rent review in 2004 but no increase was made at that time. The Clothworkers' Guild are now requesting an increasing of the rent to £350 per annum from 30th September this year, in view of the fact that all plots are in use. It was agreed that the Clerk disputes this increase citing the fact that a high percentage of rent from allotment holders is reduced by half for senior citizens and explaining that maintenance costs often outweigh rent collected. Cllr Moores proposed that the Operations Working Group review the allotment requirement.

Parish Office Computers

The IT Working Group asked members to consider the purchase of the Anti-Virus version of Norton Computer Protection for the following year to cover all three Parish Computers at a cost of £64.99 + VAT and also the purchase of a new wireless presenter for planning powerpoint presentations at a cost of £25 + VAT. AGREED.

Approval to pay accounts on the Payments List from Cheque No. 003032 onwards was sought. Cllr Basterfield proposed payment, seconded by Cllr Graham. AGREED.

209/2008. REPORTS FROM OTHER WORKING GROUPS

STRATEGY WORKING GROUP

Approval was sought from the Group to adopt a four point Parish Communication Strategy and associated processes, with immediate effect, notes of which had been circulated to Councillors in advance of the meeting, as at Appendix E. Discussion took place about the relevance of the proposed Residents' Pack. Finally, Cllr Mrs Howard proposed acceptance of Items 1, 2 and 3 of the proposed Communication Strategy with further work and investigation carried out on Item 4 (Residents' Pack), seconded by Cllr Janikoun. This motion was carried on a 7 to 1 majority.

PROJECTS WORKING GROUP

A report on the Group meeting held on 28th October 2008 had been circulated to Councillors in advance of the meeting. Reeve Road Seat – the concrete base was installed in early October and the contractor advised a month before the seat is fixed to it. This should therefore take place very shortly.

Improvement of Gays Lane – Cllr Mrs Howard reported that a meeting had taken place with officers from RBWM to inspect the state of the surface of this bridleway and the Borough has promised to include its improvement in their budget next year.

Cllr Basterfield enquired where it is intended that a new MUGGA (Multi-Action Game Facility for youth) would be placed and it was confirmed that the site behind the Parish Cemetery and next to Springfield Park is being considered.

OPERATIONS WORKING GROUP

Tenders are due to be sought soon in respect of new Land Maintenance Contracts.

IT WORKING GROUP

No meeting to report.

NEWSLETTER PRODUCTION WORKING GROUP

The Autumn Newsletter is currently being circulated around the Parish by volunteers.

210/2008. GENERAL MATTERS

Proposal to add to Standing Orders – Planning Procedure section

At a Parish Planning meeting, the Clerk was asked to draft an addition to Standing Orders for consideration. The proposed addition (in red italics) was recommended for adoption as follows:

The following must be brought before full Council at a Planning meeting:-

Any new or replacement house

Any development in the Green Belt

Any plans where a member of the public objects or where the Councillor wishes to recommend refusal or where a fellow Councillor wants a plan to be presented.

This should mean that the following are delegated:-

All extensions/porches/conservatories where the Councillor recommends acceptance

All tree plans

All internal listed building changes

All plans where the Parish have already approved which may have been refused by the Borough or where they are renewing plans.

All applications for Certificates of Lawfulness provided they are placed on the Agenda as a Delegated Application, allowing Councillors the opportunity to raise them for discussion at the meeting if deemed appropriate.

After discussion, Cllr Basterfield proposed the removal of most of the sentence in order to read as follows:

All applications for Certificates of Lawfulness. AGREED. To be put forward for ratification at the next Main Council meeting.

Bray Parish Cemetery – Chapel Roof

Work was completed and an insurance claim filed. The gutters and down pipes needed to be cleaned out, so approval was given for the contractor to do this at an additional cost of £75.

Remembrance Sunday – 9th November 2008

The Parish wreath laying at year's services was carried out by Cllr M Hornby for Bray and Cllr A Monks for Holyport. Cllr Coppinger commented on the high attendance at both ceremonies. Cllr Hornby remarked that the service road by The Lodge on the Green had not been closed and Cllr Graham requested that the Clerk asks the Borough for Road Closure notices to be installed a few days before the event next year.

Road Surfacing around the Parish

RBWM has requested suggestions as to the roads in need of re-surfacing around the Parish. Councillors were asked to give their suggestions to the Clerk.

A Schedule of Meetings for the forthcoming year is attached for Councillors to consider and comment on. A proposal was put forward to have an August Recess for the Main Council meeting. The Recess would exclude the postponement of August's Parish Planning meeting which is scheduled for 3rd August 2009. This proposal was REFUSED. The Clerk will revise the meeting schedule accordingly.

211/2008. OAKLEY GREEN, FIFIELD, ALEXANDER AND DEDWORTH

The Community Plan for Fifield and Oakley Green

The results of the recent survey with Fifield and Oakley Green residents are currently being formulated and will be announced in a newsletter to local residents.

Open Space next to Hare and Hounds site, Fifield Road

Plans are under way to erect new fencing at the site as part of the landscaping work for this area. Cllr Foulger reminded members that a vehicle is often parked on the verge behind the bus shelter and will adversely affect this new area. The Clerk will write to the residents concerned again.

212/2008. BRAY

CCTV in Bray Car Park

The system has now been installed and is operational shortly.

Drainage Concerns in Bray village

The Clerk has been pressing RBWM to carry out drainage work outside Jesus Hospital in completion of work to the whole drainage system in the High Street and part of Old Mill Lane.

The un-named road in Bray village

Cllr Mrs Pierce puts forward a proposal to press RBWM to name that part of the road situated between Old Mill Lane and Ferry Road and proposes that it be named "Bowler's Bend" in memory of the late Stan Bowler. It was agreed that the Clerk will talk to RBWM to see if this is possible.

213/2008. HOLYPORT

Police Surgery at Holyport War Memorial Hall

Dates for forthcoming Police Surgeries are:

Thursday 13th November 2008

Wednesday 10th December 2008

Traffic Speed in Holyport

The Clerk wrote again to RBWM and Thames Valley Police to voice concern over yet another accident along the Ascot Road near Cresswells Farm in early October. RBWM has noted this but has commented that safety measures already taken have been effective in reducing casualties but arrangements will be made to carry out a speed survey within the next four to six weeks.

Holyport Green Reinstatement

The last of the reinstatement work by the George Pub, has yet to be carried out by Clancy Docwra on behalf of S E Water. The Clerk is arranging a site meeting to hurry this along.

214/2008. CHAIRMAN'S BUSINESS

Cllr Coppinger gave a short report on the recent Parish Conference which covered topics such as Graham Stallwood's proposals for Parish Planning presentation, road maintenance and a proposal for an annual Parish Walk. Cllr Coppinger pointed out that all members were welcome to attend this Conference. The Borough's planned meeting to discuss Biodiversity and its effect on Parishes was cancelled owing to lack of take up. After discussion Cllr Graham proposed that the Parish Council considers the idea of an Annual Parish Walk and requested that this matter is referred to the Projects Working Group for consideration.

The next DALC Meeting will be held on Thursday 4th December 2008 and newly appointed Police Chief Tim De Mayer will be giving a talk.

A Part 11 item was discussed at this point of the meeting relating to the three month probation period of the Deputy Clerk which expires on 15th December 2008.

Cllr Walters left the meeting at 9.20pm.

215/2008. CORRESPONDENCE AND COUNCILLORS' QUESTIONS

CPRE – Stop the Drop Litter and Fly Tipping Parish Toolkit – Cllr Annetts will examine and report on this at the next Main Council meeting.

Thames Valley Police – Neighbourhood Action Group – attempt to encourage regular and well attended meetings – Conference on evening of 2nd December 2008.

RBWM – encouragement to use new initial e-mail contact point of parish.liaison@rbwm.gov.uk for queries, to be co-ordinated by Tanya Leftwich of Democratic Services. Cllr Coppinger is due to talk to Borough Cllr Mrs Bateson who chairs the Parish Conference, on this matter.

Communities and Local Government – A Consultation for “Communities in Control” Codes of Conduct for local authority members and employees – comments requested by 24 December 2008.

Royal Berks Fire and Rescue Service – Consultation on the Five Year Integrated Risk Management 2009/2010 Action Plan – comments requested by 18 January 2009.

RBWM – Community Services. Update on Flood Activity in the Borough. Confirmation of Parish Flood Warden and requirement of new Flood Board. It was agreed that the Clerk asked Mr G Bett from Bray to continue to represent the Parish Council as flood warden.

RBWM – Parish Council representation on Rural Forum sought.

South East Water – extension of time of Statutory Consultation Period to 30th January 2009 for the Draft Water Resource Management Plan and Environment Report.

Standards Board for England – Sept 08 edition of Newsletter.

VCS Resource Centre – Promotion of Windsor Youth Resource Centre.

CPRE – Invitation to Historic Luncheon on Wednesday 26 November 2008 – speaker on the Boer War.

217/2008. DATE OF NEXT MAIN COUNCIL MEETING

The next meeting of the Parish Council will be held at 7.30pm on Monday 15th December 2008 in the Braywood Memorial Hall, Fifield.

The meeting closed at 9.25pm.

BRAY PARISH COUNCIL GENERAL MEETING
MONDAY 10th NOVEMBER 2008

PART 11

TO DISCUSS THE THREE MONTH PROBATION PERIOD OF THE DEPUTY CLERK WHICH EXPIRES ON 15TH DECEMBER 2008

Cllr Coppinger proposed that the appointment of Miss Pamela King to the post of Deputy Clerk is confirmed on 15th December 2008, seconded by Cllr Walters. AGREED unanimously.