



Bray Parish Council

MINUTES OF THE GENERAL MEETING OF BRAY PARISH COUNCIL HELD ON MONDAY 15TH SEPTEMBER 2008 AT 7.30PM IN THE BRAYWOOD MEMORIAL HALL, FIFIELD ROAD, FIFIELD, BERKS

PRESENT:	Cllr A Monks (Vice- Chairman took the Chair)
Alexander Ward:	Cllr Mrs H Howard
Bray Village Ward:	Cllrs Mrs M Pierce, K Elvin, Mrs C Aspey, C Graham
Dedworth Ward:	Cllr D Moores
Holyport Ward:	Cllrs C Langridge, P Janikoun
Oakley Green and Fifield:	Cllr G Annetts, J Foulger Mrs C Woodley – The Clerk

Cllr Monks opened the meeting by welcoming Miss Pamela King to the meeting. Miss King has accepted the new role of Deputy Clerk to the Parish Council and will be the new RFO, commencing her employment on 17th September 2008.

173/2008. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Apologies for absence were received from Cllr D Coppinger.

There were no declarations of interest.

174/2008. HEALTH AND SAFETY

The Clerk reported an accident that was brought to her attention on 4th September 2008 by the father of a young girl who whilst riding her bike on the path around Aysgarth Park, fell off and broke her arm. The father has informed the Clerk that he is putting the matter with his solicitor who will write to the Parish Council. To date no letter has been received and the Clerk has reported the accident to the Parish Insurers. The path had been identified as uneven and has now been cordoned off. Cllrs Mrs Aspey, K Elvin and the Clerk have met contractors on site to obtain quotations to urgently reinstate the path.

The Projects Working Group had already sought quotes for reinstatement of this part of the path in June this year and three quotes were under consideration, ranging from £1420 + VAT to £3220 + VAT. G and W Groundworks Ltd were recommended by the Group as the contractor providing the most accurate specification for the work required and had asked this company to re-quote to include another hazardous area that had now been identified. A quotation of £4080 + VAT had been provided from G and W Groundworks Ltd.

The Group had also asked the Clerk to contact Landmark Tree Surgery to provide a quote to remove those trees identified as the cause for the path lifting in places. Landmark is currently on site in Aysgarth Park carrying out tree planting on behalf of the Parish Council. A quote of £625 + VAT was provided for removal, stump grinding and clearance of 6 identified trees.

The Projects Working Group therefore put forward a RECOMMENDATION TO APPROVE both quotations totalling £4705 + VAT. Cllr Mrs Aspey proposed acceptance of both quotations, seconded by Cllr Graham. UNANIMOUSLY APPROVED.

The Clerk was asked to ensure that photographs were taken of the path and will manage the project for a speedy conclusion. Cllr Mrs Aspey pointed out that this could be an ongoing problem with the path around Aysgarth Park and that she and Cllr Elvin were due to carry out an overall survey. S.106 funding is likely to be approved for this work.

PLAY AREAS

The Clerk reported on the August Inspection report identifying the following:

Aysgarth Park – litter bin (new inner being fitted), movement in the shelter, holes in the wet pour surface, corrosion in the play tower.

Springfield Park – improvement to pathway and entrance.

Jubilee Field – gate requires attention.

175/2008. MINUTES OF THE GENERAL MEETING

The Minutes of the Parish Council meeting held on 11th August 2008 were signed as a true record.

NO PUBLIC QUESTION TIME

176/2008. PARISH FINANCE

Cllr Langridge proposed payment of the Chairman's Allowance for the current year in the sum of £405 (Chq.No.003006), seconded by Cllr Graham. APPROVED.

The account in respect of bus shelter refurbishment was queried and the Clerk was asked to provide Councillors with a breakdown of original quotes and invoices etc. The account to be honoured. Cllr Janikoun also wished to see a breakdown of Mr Siddons' current invoices.

Approval was then sought for payment of all accounts on the Payments List as at Appendix A. **AGREED.**

FINANCE WORKING GROUP REPORT

Notes on the Group's meeting held on 8 September 2008 were circulated at the meeting.

Working Groups were reminded that their submission for the proposed Budget for 2009/2010 is due by 1st October 2008.

Landscaping Former Hare and Hounds PH. site, Fifield

Approval was sought to commence expenditure of sum of £5000 allocated in the budget for landscaping the open space area. Cllr Mrs Howard explained that the new Community Plan aimed to enter Fifield village in the Britain in Bloom Competition in the future and it was considered that landscaping this site would be a good project to see if residents could work towards this aim. Cllr Mrs Howard has arranged to meet a fencing contractor to obtain a quote for new fencing. Cllr Foulger asked to be kept informed of progress. **Cllr Langridge proposed approval of expenditure for this project up to £5000, seconded by Cllr Graham. AGREED.**

177/2008. REPORTS FROM OTHER WORKING GROUPS

STRATEGY WORKING GROUP

A Report on the Group meeting held on 26 August 2008 was circulated to Councillors at the meeting.

Cllr Langridge introduced to members the Group's Fix and Focus Initiative and the introduction of "SWOT" teams requesting that it be adopted as a policy by the Parish Council. After discussion it was agreed that this policy be trialled for 6 months and then reviewed as to its effectiveness. Councillors were asked to put forward ideas for issues that could be tackled and these will be tabled at the next Main Council meeting.

Notes of the Group's Communications Policy had been circulated with the agenda for this meeting. Cllr Annetts described the process so far, reporting on the results of the Communications questionnaire that was sent to residents with the Spring 2008 Newsletter. These results will be fully reported to residents in the Autumn 2008 Newsletter.

Discussion lead to a request for members to see planning documents in advance of meetings and an item will be put on the Planning agenda to investigate the feasibility of this.

PROJECTS WORKING GROUP

A Report on the Group meeting held on 9th September 2008 was circulated to Councillors at the meeting. The Group requested ideas from Councillors for proposed new projects to be considered.

Reeve Road Seat Installation – the Group has instructed G and W Groundworks Ltd to carry out installation at a cost of £260 + VAT with the purchase of the seat from Glasdon Ltd at a cost of £436.18 + VAT. **Total APPROVED cost = £696.18 + VAT.** This work is due to be done in the next few weeks.

OPERATIONS WORKING GROUP

A Report on the Group meeting held on 18 August 2008 had been circulated to Councillors in advance of the meeting. Cllr Mrs Howard explained that the Group were considering the split of the land maintenance contract currently held with Mr Siddons, into two parts, one covering Bray village and the Cemetery, the other covering work around the rest of the Parish, both contracts to be for a 5 year period with a 2 year extension clause.. Councillors were asked to investigate specific land maintenance work that could be covered in their own wards and to respond to the Group as soon as possible, so that ideas could be discussed when the Group next meet on 20th October. The Clerk was asked to e mail details of the current and proposed Land Maintenance contracts for Councillors to consider.

IT WORKING GROUP

No meeting to report. Extra memory and a new battery has been purchased for the Clerk's laptop in the last month. Plans are underway to create an e mail address for the new Deputy Clerk.

NEWSLETTER PRODUCTION WORKING GROUP

The Group met on 4th September to consider content for the Autumn edition and a note has subsequently been circulated to Councillors for any further input. It is proposed that approval of a draft of the newsletter is sought at the Parish Planning meeting on 6th October to accord with deadlines.

178/2008. GENERAL MATTERS

The Councillor vacancy in Bray village ward

Cllr Coppinger had prepared a report from the panel appointed to carry out interviews of the five candidates who had applied to be co-opted onto the Parish Council. The panel put forward a recommendation to appoint Mr Mark Hornby from Springfield Park in Holyport. Cllr Graham proposed acceptance of this recommendation, seconded by Cllr Mrs Pierce. **AGREED.** The Clerk will contact Mr Hornby to inform him of this and invite him to the next Parish Planning Meeting. The other candidates will be informed that they have been unsuccessful.

Bray Parish Cemetery – Chapel Roof

The Parish Council's Insurers have approved a quotation from Mr J Foran **in the sum of £850** for replacement lead (to include anti-theft paint) and repair of the guttering at the Chapel. Mr Foran intends to complete this work over the next week.

179/2008. OAKLEY GREEN, FIFIELD, ALEXANDER AND DEDWORTH

The Community Plan for Fifield and Oakley Green

GA

Cllr Annetts informed members that a copy of the proposed Community Plan survey to Fifield and Oakley Green residents is available for viewing in the Parish Office and explained some of its content. It had been hoped to distribute it a month ago but it has now been expanded to include a response from every member of a family, up to six people including the children. The survey is being printed this week and will be delivered by volunteers commencing next weekend. Volunteers have been trained to achieve a good response to this survey. Results will be reported in due course.

Open Space next to Hare and Hounds site, Fifield Road

A copy of the transfer deed has now been received from the Parish Council's solicitor, however this was later followed by a letter informing the Clerk that he has been unable to register the land in the Parish Council's name, owing to a prior official search being lodged. Cllr Mrs Howard had found out that the owners of the new houses on the site had been approached to purchase the land to the rear of their houses and their solicitors had registered an interest in order to check title. The matter has now been resolved by a solicitor's letter to the District Land Registry.

The Memorial in Braywood Hall, Fifield

The memorial stone has now been cleaned successfully and the Clerk has written to the Hall Committee about the possible installation of a deeper shelf above the heater, to help protect the stone.

Water Pipeline through Fifield

The Fifield Road and Coningsby Lane have been closed to allow the pipeline to cross each road. Work continues on schedule with the expected completion date in November.

180/2008. BRAY

Britain in Bloom

Congratulations were given to the Bray Enhancement Committee since Bray once again won Best Village at Regional level and were also awarded RHS GOLD plus a special award.

Bray Allotments

Welding of the allotment site gate has now been completed.

CCTV in Bray Car Park

Plans are under way by RBWM to install a new CCTV camera into the car park (at no cost to the Parish Council), now proposed to be placed on a pole installed at the far end (near the allotment site) of the car park where best coverage can be achieved. RBWM require to run a cable underground to be installed along the grass verge and have asked the Parish Council to enter into a Wayleave Agreement allowing this and covering reinstatement to its former condition, by the Borough. **The Clerk was given authority to sign this agreement on behalf of the Parish Council.** Works are planned to commence in the next few weeks.

Drainage Concerns in Bray village

The Clerk has reported a blocked drain situated at the top of Old Mill Lane next to the rear of the Old Dutch House, reinforced by photographs provided by Cllr Graham, who has been in touch with residents in the vicinity about their concerns about a blockage in this drain causing the build up of water. The basement of the Crown Public House has already flooded in recent times. In view of recent extreme bad weather and with the onset of the winter months, the Clerk pressed for an urgent investigation of this drain, in order to establish and then remove the cause of the blockage and this was carried out. A report from RBWM is currently awaited. Other flood issues were raised around the Parish (at Braywood Cricket Club and Coningsby Lane)and it was agreed that they be included as a "Fix and Focus" item on the agenda of the next Main Council meeting.

Sycamore Tree at The Dower House, next to St Michael's Churchyard

Members will recall that RBWM had advised a few years ago that the tree which is partially growing out of the corner foundation of the property, may be removed and the Parish Council placed the responsibility with the owner for this action. The owner has now informed the Parish Council and St Michael's PCC that he is taking action to remove the tree.

Eton Dorney Rowing Lake

The Clerk approached the Rowing Lake organisers about arrangements for the 2012 Olympics and was informed that preparations are not yet scheduled but they will keep the Parish Council informed as to plans and possible effects on local infrastructure.

181/2008. HOLYPORT

Police Surgery at Holyport War Memorial Hall

Dates for forthcoming Police Surgeries are:

Tuesday 23rd September 2008

Tuesday 28th October 2008

Thursday 13th November 2008

Wednesday 10th December 2008

Traffic Speed in Holyport

There has been further correspondence from local residents about traffic speed along the Ascot Road from the Braywick roundabout to Holyport Green, as well as a resident's concerns over traffic along Holyport Street and Cllr Monks reported that another bad accident had recently occurred by the entrance to Cresswells Farm. It was AGREED that the Parish Council once again registers its concern over speed along the Ascot Road with RBWM and the Police.

Aysgarth Park Play Area

The new litter bin by the youth shelter was vandalised during the school summer break. A new aluminium inner has been ordered to reinstate it at a cost of £34.97 + VAT.

Holyport Green Reinstatement

The last of the reinstatement work is being carried out by Clancy Docwra on behalf of S E Water but members raised concerns that it did not include the required horse matting and was not being built up to an appropriate level. The Clerk will organise a site meeting to sort out these concerns.

Carters Steam Fair on Holyport Green

Mrs A Carter contacted the Parish Office in order to cancel the Fair scheduled to take place on the weekend of 13th and 14th September, owing to recent exceptionally bad weather which will make it difficult to bring heavy vehicles onto and off Holyport Green. Mrs Carter is seeking the Parish Council's permission to hold a smaller version of the usual Fair on Holyport Green on 18th and 19th October instead. Given this lesser use of the Green, the Clerk asked the Parish Council to consider a reduction of the usual charge of £750. Cllr Moores proposed a reduction of the fee to £500 with the proviso of reinstatement of Holyport Green if damaged, seconded by Cllr Graham. AGREED.

Problem Trees at Gays Lane field

Further to complaints from a local resident backing onto the field, backed up by the Police, arrangements were put in place for the removal of a crab apple tree along the field boundary. The fruit had been used as missiles by local youths to break household windows. After receiving a high quotation from one Tree Surgeon to carry out the work urgently, a further quote was sought and came in at **£80 + VAT**. This was accepted in order to remove the tree expediently.

A further tree along the same boundary continues to worry two elderly residents so the Clerk is arranged for an updated report from the Borough's Tree Officer to check the state of the tree, which was again pronounced sound and the Borough will include the tree in its annual survey of vulnerable trees.

182/2008. CHAIRMAN'S BUSINESS

The Chairman had called for a PT 11 discussion on an incremental increase in the Clerk's salary from 1st September 2008, in accordance with her contract.

183/2008. CORRESPONDENCE AND COUNCILLORS' QUESTIONS

Letter of thanks from Berkshire County Blind Society for grant of £170.

RBWM – Townscape Assessment – invitation to a workshop/presentation on the evening of 23rd September 2008 in the Town Hall, Maidenhead.

Holyport Youth Club – requested details of costings etc. These details to be passed to the Finance Working group for consideration and a recommendation on their original application for funding.

The Berkshire Communicator – BALC's July 2008 newsletter.

Request from a resident in Meadow Way, Fifield that the Parish Council applies to "adopt" the phone box in Fifield village. It was agreed that since the Parish Council had already responded on the BT Consultation to keep this phone box as a workable facility, it would be inappropriate to adopt it to be used for another purpose.

The Berkshire Echo – Berkshire Record Office's latest Newsletter.

Invitation to join LINK – Local Involvement Network for Health and Social Services in Windsor, Ascot and Maidenhead.

RBWM – Hackney Carriage Policy abolishing three hackney carriage zones across the Borough.

Volunteer Action Newsletter – Autumn 2008.

CPRE – Fieldwork Magazine for September 2008.

184/2008. DATE OF NEXT MAIN COUNCIL MEETING

The next meeting of the Parish Council will be held at 7.30pm on Monday 10th November 2008 in the Braywood Memorial Hall, Fifield.

The meeting closed at 9.25pm.