



# Bray Parish Council

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## MINUTES OF A MEETING OF THE BRAY PARISH COUNCIL HELD AT 7.30PM ON MONDAY 21<sup>ST</sup> APRIL 2008 IN THE BRAYWOOD MEMORIAL HALL, FIFIELD ROAD, FIFIELD, BERKS

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<b>PRESENT:</b>	Cllr D Coppinger (Chariman)
Alexander Ward:	Cllr Mrs H Howard
Bray Village Ward:	Cllrs Mrs M Pierce, C Graham, K Elvin, A Sharma
Dedworth Ward:	Cllr D Moores
Holyport Ward:	Cllrs N Basterfield, P Janikoun, A Monks, C Langridge
Oakley Green and Fifield:	Cllr G Annetts, J Foulger
	Mrs C Woodley – The Clerk
	3 members of the public
	1 member of the press

### 71/2008. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Apologies for absence were received from Cllrs Mrs C Aspey and L Walters. Owing to his term of office as Mayor of the Royal Borough for 2007- 2008, Cllr Walters has been absent from Parish meetings for over six months. Cllr Graham therefore proposed that the Parish Council accepts this leave of absence in view of these circumstances in order for Cllr Walters to continue his role as Parish Councillor for Holyport ward, seconded by Cllr Monks. Unanimously agreed. Cllr P Janikoun declared an interest in respect of discussions relating to the Holyport Youth Club building.

### 72/2008. HEALTH AND SAFETY

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. The Clerk presented a review of the Playground Inspection Reports for March and April 2006. The Operations Working Group recommended that Priority 2 and 3 jobs be addressed and to this end the Clerk sought approval for the following quotes from ARD Playgrounds Ltd:

Priority 2 and 3 work in Aysgarth Park totalling £168.00

Priority 2 and 3 work in Jubilee Field totalling £265.50

Total sum - **£433.50**

Cllr Mrs Pierce recommended approval, seconded by Cllr Mrs Howard. **APPROVED.**

The cutting back of hedges and shrubs as recommended in the reports, will be carried out by the Parish Council's mowing contractors.

### 73/2008. MINUTES OF THE PREVIOUS MAIN COUNCIL MEETING HELD ON 10 MARCH 2008

The Minutes of the meeting of the Parish Council held on 10<sup>th</sup> March 2008 were signed as a true record.

### 74/2008. PUBLIC QUESTION TIME

Mr Ian Anderson, Mr Fred Chappell and Mr Ian Murray attended the meeting at the request of the Parish Council and subsequent to the Holyport Youth Club's application for a Grant from the Parish Council towards the fitting out of the new Youth Club building. The meeting was closed whilst the Accounts of the Club were presented and report of the current situation relating to the unfinished building was given. After discussion with the attending members of the Club, the meeting re-opened at 8.05. Further discussion by members highlighted the requirement of detailed costings and timescales for completion of the building and to this end, the Clerk was instructed to formally write to the Club giving a specific list of requirements before a decision as to funding could be made by the Parish Council, by its next meeting in May.

## **75/2008. REPORTS FROM WORKING GROUPS**

### STRATEGY

#### The Communications Questionnaire

Results have yet to be assessed by the Group who next meet on the 24<sup>th</sup> April.

### PROJECTS

#### Bus Shelters

Painting of the Fifield shelters is due to be carried out shortly.

#### Reeve Road seat

The Clerk has approached The Highways Dept, RBWM who have indicated that they have no objection to the installation of a seat. The land is however owned by the Maidenhead and District Housing Association and permission is therefore being sought from them, for the Parish Council to install the seat.

#### Vertidrainage - Holyport Green (Pamela Row to Bourne Bridge)

This project is on hold owing to the reinstatement work yet to be carried out to the Green. S E Water has agreed to cover the cost of replacement horse matting which was damaged owing to their installation work.

#### Car Parking in Bray.

Borough recommended contractors have quoted £720 + VAT to repaint lines and wording in the Causeway Car park and £408 + VAT in the Bray Car Park. Cllr Mrs Howard proposed approval of this quote, seconded by Cllr Graham. **AGREED.** The Group has yet to meet with Bray Parking Committee regarding the compilation and printing of a map indicating parking availability and to discuss the proposed increase in parking provision in Bray.

#### Pathway around Aysgarth Park

The Clerk has been given a list of contractors from RBWM and met with Borough officers to seek their advice as to the extent of work needed to repair the possible trip hazards to the path. The Group is asked to list this as a Parish Project and the Clerk is currently seeking three quotes.

### IT WORKING GROUP

No report.

### OPERATIONS AND FINANCE

Working Groups and Committees – notes circulated to Councillors to include the proposal to set up a new Disciplinary and Grievance Working Group. The new Finance Working Group remains with Operations until after the AGM. An annual meeting schedule for Working Groups to be considered after the AGM.

Assets and Maintenance – ward Councillors returned a detailed report to the Clerk who is currently examining assets for the purposes of insurance and for inclusion in the Assets register.

Tenders – process earmarked to start in September, with a move to a fixed contractor to carry out all tree work in the Parish to reduce the number of quotes.

Tracking damage to play equipment in the Parish play areas – a spreadsheet already exists. Aim to complete all outstanding work identified in play area inspection report, giving the Clerk delegated authority to deal with Priority 1 jobs.

Burial Fees – now revised and circulated. After discussion, Cllr Coppinger proposed acceptance of the proposal as at Appendix A, seconded by Cllr Monks. Eight votes in favour, two against. **APPROVED.**

Parish Councillor remuneration – to be taken up with RBWM again.

Review of Parish SID locations – sites to be covered in order of priority ie: all Priority 1's first followed by 2's and 3's, then followed by 1's, then balance of 2's and 3's. It was pointed out that Mayfield Road referred to in the Borough's list, was not a road in the Parish.

### NEWSLETTER PRODUCTION

It was agreed that the Group meets again on Thursday 1<sup>st</sup> May to commence production of the summer newsletter.

## **76/2008. GENERAL MATTERS**

### Youth Week during Summer 2008

A Grand in the Hand grant for £2000 has now been made by the Royal Borough to the Parish Council to cover

summer activities for youth in the Parish. An offer has also been received from the Borough to provide the Mobile Youth facility for a week in the school summer holidays. The Clerk outlined other options for youth facilities during the summer holidays, to include the Borough's Youth activities schemes at the Magnet Leisure Centre in Maidenhead. Suggestions included a Bray Parish Day at the Magnet, hire of Alexander School Hall for youth activities and the renting of a youth bus from Bracknell Forest Borough Council. After discussion it was proposed by Cllr Annetts to spend £3000 (to include the £2K Grant) in principal for Youth activities this summer, seconded by Cllr Mrs Howard. **AGREED.** The Clerk was also instructed to confirm with the Borough a week's booking of the mobile Youth Facility to visit Holyport Memorial Hall.

#### Street Cleaning by RBWM in the Parish

A report from Cllr Mrs H Howard was circulated who had examined the Borough's schedules.

#### Parish ID Badges

A list was circulated at the meeting for Councillors to indicate whether they wish to carry a photo ID badge in order that arrangements may be made with the Borough.

#### Tree Work in the Parish

The Clerk carried out an e mail consultation to Councillors in order to authorise prompt tree work at the following venues, so that this may be carried out before too much new growth makes the tasks more expensive and sought ratification of these costs as follows:

The Gallifords Path hedges, Springfield Park - £475.00 + VAT

Dead trees and ivy at Gays Lane field- £555.00 + VAT

The cutting back of three willows from the road by Holyport Pond (to be carried out in conjunction with work organised to be done on tress within the curtilage of The Belgian Arms) - £210 + VAT (to be carried out by a contractor instructed by the Belgian Arms).

The removal of a dead tree on the boundary of St Michael's churchyard- £95.00 + VAT

**APPROVED.**

### **77/2008. HOLYPORT**

#### Police Surgery at Holyport War Memorial Hall

Dates for forthcoming Police Surgeries are:

Tuesday 29<sup>th</sup> April 2008

Tuesday 20<sup>th</sup> May 2008

Tuesday 24<sup>th</sup> June 2008

Tuesday 29<sup>th</sup> July 2008

#### The Parish Occupation Licence – Holyport Memorial Hall

Cllr Mrs Howard reported that negotiations have now been completed and an increase in the occupation rent for the Parish Office at this venue is proposed from £178 to £194 per month reflecting a 10% increase. A new Licence has been drawn up and has been circulated to the Operations Working Group and the Hall Committee which included the removal of items in the Licence (such as terms for setting up the Parish Office) and the agreement to review view the Licence rent annually with reference to the RPI. Cllr Moores proposed acceptance of the rent increase, seconded by Cllr Mrs Howard. **AGREED.** The final document to be presented for signing at the AGM.

#### Neighbourhood Action Group

Cllr David Burbage has called for the reinstatement of the Holyport Youth Action Group and it has been suggested by RBWM that this could be integrated by the formation of sub-groups within the newly formed Neighbourhood Action Group, in order to assist in the combat of anti-social behaviour in the area. It was **AGREED** to support this proposal and Cllr Basterfield put forward that the Borough should be invited to be part of the group.

#### Holyport Green Reinstatement

After a recent site inspection with attending Holyport Ward Councillors, the Clerk and Mr Kevin Parris from S E Water's contractors, Clancy Docwra, agreement was reached to allow the Parish Council's contractor, Mr P Taylor, to carry out reinstatement to the main area (the triangle opposite the George pub) at a cost of £1100 and

a cheque for this amount has now been received from S E Waters' contractors. Clancy Docwra has carried out urgent work to drain covers and insists on undertaking the remainder of the reinstatement work (from the George Pub down to Bourne bridge) once the Green dries out from the wet weather. Cllr Monks reminded members that the horsematting requires renewal in certain areas and the Clerk will liaise with Clancy Docwra about this. A letter has also been received from contractors re-routing drainage around The Cricketers house on the Green. The Clerk is writing to them to ensure that reinstatement work is carried out on any encroachment of the Green.

#### Gays Lane Allotments

Five allotments were surrendered over the rent renewal period and all have been reallocated to people on the waiting list.

### **78/2008. OAKLEY GREEN, FIFIELD, ALEXANDER AND DEDWORTH**

#### The proposed Community Plan for Fifield and Oakley Green

Cllr Annetts reported that the timescales for the Plan were on target and so far had achieved six working groups with the number of volunteers growing. The groups aim to get people engaged to discuss both long and short term achievements. There is a meeting of all volunteers being held on 2<sup>nd</sup> May 2008.

#### Open Space next to Hare and Hounds site, Fifield Road

Correspondence from the Parish Council's solicitor indicated that the Transfer Deed is awaited from Claremont Homes solicitor. Cllr Mrs Howard and the Clerk will approach our solicitor for a meeting to push this forward.

#### War Memorial in Braywood Hall

Yet to be discussed with the Hall Committee.

#### Footpaths around the Fifield area

Cllr Mrs Howard confirmed that the recently installed new stiles on paths around this part of the Parish have been installed by Thames Water as part of the new Bracknell Pipeline Scheme. A number of complaints had been received from dog walkers who have found that the new stiles do not allow their dogs through. Flaps have now been installed to rectify the situation.

Other footpath issues were raised such as the compromise of FPs 45 and 46 which are between a polo playing area and the path next to Pardoes on the Windsor Road, partially blocked by a telegraph pole. To be raised with the Borough's Footpath team.

### **79/2008. BRAY**

#### St Michael's Lych Gate Trust

The nomination of the Parish Council's two trustee representatives is due for renewal. The current trustees, Mr Peter Sands and Mr Michael Bailey are prepared once again to stand. Cllr Mrs Pierce who is also a Trustee proposed that these trustees are re-elected for a further 4 year term. **AGREED.**

#### Bray Car Park

Refurbishment of the electricity box at the entrance to Bray Car Park has been completed at a cost of £175, within the agreed budget. Cllr Mrs Pierce attended a meeting with Borough representatives who are proposing to establish a CCTV camera at this location for Borough monitoring gave a report. It is hoped that the unit will provide good photographic evidence for prosecution. It was however uncertain when this would be implemented.

#### Bray Allotments

So far no allotments have been surrendered over the rent renewal period and 19 people remain on the waiting list.

#### Fetes on Bray Green

The Clerk has received two requests for fetes to be held on Bray Green this summer:

Bray Pre-school Playgroup wish to hold a fete on 11 July. And St Michael's Church PCC wish to hold a fete on 6 September. It was **AGREED** that they could go ahead provided reinstatement of The Green and the collection of litter after each event is carried out.

Bray Tennis Courts - Cllr Mrs Pierce requested that trees around the Court are cut back. The Clerk will organise.

## **80/2008. FINANCE**

### Approval of Accounts

A cheque list was presented as at Appendix B or approval. Cllr N Basterfield proposed acceptance of accounts, seconded by Cllr Mrs Pierce. **APPROVED.**

### Audit for 2007/2008

The Clerk has attended the Audit of Internal Procedures with Mr G Weir, who has made the following report: *“I confirm that I believe your systems and procedures to be robust and effective. As discussed with your clerk, there is only one minor issue which I suggest you look at with the new Finance working group, as follows:*

*Financial procedures para.6.4 of finance regulations – I believe that the process followed by the clerk to make payments between council meetings is robust. However, the wording in para. 6.4 does not accurately reflect this process. I suggest that the wording is amended to accurately reflect either the current process or any new process which the new finance working group recommends and which is subsequently approved by the council.”*

The Regulations are due to be reviewed by the Finance Working Group, once set up after the AGM. Papers have now been received for the Clerk to carry out the External Audit.

## **81/2008. CHAIRMAN’S BUSINESS**

### Annual Electors’ Meeting

Cllr Coppinger hailed the 113<sup>th</sup> Annual Electors’ Meeting a success attended by 44 people. Cllr Coppinger has thanked Borough Cllr Burbage for his attendance and presentation and a short discussion on the taking over of the Parish by MP Mrs Theresa May at the next election took place.

### “The 10 o’clock rule.”

This had been put into practice to close the last Planning Meeting although no Standing Order exists to cover it. Cllr Coppinger explained that it had been custom and practice for the Chairman to seek to extend a meeting beyond 10pm on a two thirds majority vote in favour. Cllr Graham also pointed out that the three minute rule for members of the public to speak at a Planning Meeting was also not included in Standing Orders. It was therefore agreed that the wording of a proposal to include both matters is put together for consideration to add to Standing Orders at the next respective Planning and Main Council meetings.

## **82/2008. CORRESPONDENCE AND COUNCILLORS’ QUESTIONS**

Messrs Lovegroves – letter relating to the transfer of open space are at the former Hare and Hounds site in Fifield.

RBWM – Domestic Rates Demand Notices – rates for The Causeway car park, Bray increased from £67 per month to £69 per month (Total for 10 months = £693) and rates for the High Street car park, Bray increased from £178 per month to £185 per month (Total for 10 months = £1848). **APPROVED.**

RBWM – receipt of copy S.106 agreements relating to development at 18 Windsor Road, Maidenhead and on land at 23 New Road, Holyport.

Jacobs – Highway drainage over The Green, Holyport next to The Cricketers.

RBWM Community Safety Partnership – confirmation of transfer of £2000 Grant in the Hand award to the Parish Council with a report form to monitor its expenditure.

Zurich Municipal – arrangements for Annual Health and Safety Seminars 2008.

RELATE - letter of thanks for the recent donation of £130.

M S Therapy Centre, Berks - letter of thanks for the recent donation of £130.

Copy letter to the Advertsier from a resident in Ferry Road voicing concern over the change of management at The Fat Duck restaurant.

Royal Berks Fire and Rescue Service – an invitation to engage in consultation in the Fire and Rescue Five Year Intergrated Risk Management Plan 2008/09. Comment requested by 2<sup>nd</sup> June. Cllr Moores will investigate and give a report and recommendation at the next meeting.

South East Water – Bray Water Pipeline Scheme Brochure – circulated at the meeting. Cllr Annetts commented that the scheme through the Fifield area was started earlier than scheduled. Local residents are concerned about heavy lorries through the village and this is being discouraged. Cllr Annetts is seeking clarification from S E Water as to dates of local road closures.

RBWM – e mail forwarding the British Standard publication for Gaps, Gates and Stiles BS5709 2006 in respect of public footpaths.

CPRE – Voice Magazine and Fieldwork publication for spring/summer 2008.

The Berks Echo publication from Berks Record office – Issue 42.

Town and Parish Standards Board March 2008 Newsletter.

CCB – Parish and Community Planning Newsletter March 2008.

#### Liaison between Parish Councils

Cllr Foulger sought to encourage regular contact between the Chairman of the Borough's Parish Councils. Cllr Coppinger commented that regular DALC meetings assist with this.

It was also asked if Borough signage requires planning permission. The Clerk to seek BALC's views on this.

#### **83/2008. DATE OF NEXT MAIN COUNCIL MEETING**

The Annual General Meeting will be held on **MONDAY 19<sup>TH</sup> MAY 2008** at 7.30pm in the Braywood Memorial Hall, when the election of Chairman, Vice Chairman and composition of Working Groups will be established for the forthcoming year.

The Meeting closed at 9.22pm.