



# Bray Parish Council

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## MINUTES OF A MEETING OF THE BRAY PARISH COUNCIL HELD AT 7.30PM ON MONDAY 30<sup>th</sup> JUNE 2008 IN THE BRAYWOOD MEMORIAL HALL, FIFIELD ROAD, FIFIELD, BERKS

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

### 123/2008. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

No apologies since all Councillors were present. No declarations of interest.

A letter of resignation has been received from Cllr A Sharma owing to change in personal circumstances. The Clerk is due to advertise this vacancy shortly. An Interview Panel for candidates was appointed to include Cllrs Walters, Graham, Mrs Pierce, Basterfield, Janikoun and the Clerk. It was agreed that prior to appointment, it would be required that candidates attend a Parish Council Main Council or Planning meeting.

### 124/2008. HEALTH AND SAFETY

The Clerk gave a review of the current Playground Inspection Report and reported that no accidents had been entered in the Parish Council Accident Book. As advised by the Playground Inspection Report, the Clerk presented for consideration, quotations for painting railings at the Aysgarth Park and the Springfield Park Play Areas as follows:

ARD Playgrounds Ltd	£1220 + VAT
AP Property Maintenance	£1225 + VAT
Mr T O'Keefe	£2430 (no VAT)

Cllr Walters proposed acceptance of the quote from ARD Playgrounds Ltd, seconded by Cllr Monks. AGREED. The Clerk will arrange for this work to be carried out.

### 125/2008. MINUTES OF THE ANNUAL GENERAL MEETING HELD ON 19<sup>TH</sup> MAY 2008

The Minutes of the Annual General Meeting held on 19<sup>th</sup> May 2008 were signed as a true record.

### NO PUBLIC QUESTION TIME

### 126/2008. PARISH FINANCE

The Report from the Finance Working Group reference their meeting held on 3<sup>rd</sup> June 2008 had been circulated in advance of this meeting, as at Appendix A.

Cllr Mrs Howard gave an explanation and approval was sought in respect of the Parish Council's Income and Expenditure Account and Balance Sheet as at Appendices B and C, to include a report on the Actual versus the Budget for 2007/2008 as at Appendix D and of the External Audit Return for the financial year 2007/2008 as at Appendix E. Cllr Graham proposed approval, seconded by Cllr Monks. ALL IN FAVOUR and documentation was authorised to be signed by the Chairman and the Clerk as RFO. Cllr Graham recorded a vote of thanks to Cllr Mrs Howard for her preparation and time spent in the production of this documentation.

A recommendation from the Finance Working Group was put forward to employ the services of Mr A Harland FCA, in order to update the Parish accounts on SAGE from the commencement of the current financial year.

This service is intended to be a “one off” event at the quoted cost of £250. Cllr Moores proposed acceptance of this quote and instruction to Mr Harland, seconded by Cllr Mrs Aspey. AGREED unanimously. The Clerk will make arrangements for Mr Harland to attend the Parish Office to carry out this service.

#### Requests for Funding:

Cllr Mrs Howard presented a Grant Application from Bray Elderly/Handicapped Club held over from the last meeting and gave a short report on the activities and aims of the Club. A grant would assist in the running costs of the Club. Cllr Graham proposed a grant to the Club of £400, seconded by Cllr Walters. APPROVED. Cllr Annetts put forward an application for further funding towards the printing costs and analysis of a residents’ survey towards the preparation of the Fifield and Oakley Green Community Plan, to include launch of a new website in the sum of £750 (the balance of approved funding to be requested later in the year). After questions and discussion, Cllr Basterfield proposed acceptance of this request, seconded by Cllr Mrs Aspey. APPROVED.

Approval was sought by the Working Group to set up variable direct debits in favour of British Telecom and South East Water. These two companies provide telephone and broadband services in the case of BT and provide water for the allotments at Bray and Holyport and at the Parish cemetery in the case of South East Water. British Telecom impose a £1.50 a month surcharge on their telephone bills if settlement is not by direct debit. In both cases the time period for payment is short and therefore does not easily fit in with the cycle of Parish Council Meetings. In both cases the invoice is received before payment is claimed. At present the Parish Council pays by standing order, monthly, the rent for the Parish Office and by direct debit, for 10 months of the year, the rates on the car parks in Bray. This was APPROVED and it was AGREED that all payments made by standing order or direct debit will be included on the 'cheque list', which will be renamed Payments List, and presented at each Main Council meeting for approval in the Finance Section.

Approval was then sought for payment of accounts on the Payments List as at Appendix F. Cllr Graham pointed out that the cost of clearance of the Bray slipway was intended to be an isolated payment since it is recognised as the Environment Agency’s responsibility to keep clear areas along the Thames. The Clerk was asked to write a letter to the Waterside Inn requesting that they ensure that their jetty was regularly cleared of debris to prevent build up. Cllr Annetts then proposed payment of accounts on the Payments List, seconded by Cllr Langridge. AGREED.

## **127/2008. REPORTS FROM WORKING GROUPS**

### STRATEGY WORKING GROUP

This group is due to meet shortly.

### PROJECTS WORKING GROUP

#### Improvement to Open Space at Aysgarth Park

Confirmation has been received from RBWM that S.106 funding will be released for the cost of the tree planting scheme on the bund at Aysgarth Park. Payment will be released upon receipt of the invoice for this. The Clerk has therefore accepted the quotation from Landmark Tree Surgery in the sum of £12,020 to carry this work out in the autumn.

#### Seat at Reeves Road Bus Stop

The Group is currently considering quotes for the concrete base to be laid and will report at the meeting. The Clerk will then order the chosen seat and arrange for its installation.

#### Bus Shelters

The refurbishment of two further bus shelters have now been completed ie: the shelter on the Fifield Road and the shelter near the junction of Fifield Road with Oakley Green Road. The shelter by Jesus Hospital in Bray village has also been whitewashed and the seat refurbished.

### Path round Aysgarth Park

The Clerk has obtained quotes to repair the path and a site meeting has been held by the Group in order to look at the problem. A project for upgrade of the path and surrounding area is being prepared with a view to obtaining S.106 funding for this work.

### OPERATIONS WORKING GROUP

A report had been circulated to members and discussion was held over to Part II of this meeting.

### IT WORKING GROUP

No meeting to report.

### NEWSLETTER PRODUCTION WORKING GROUP

The Summer edition is currently being distributed by delivery volunteers and a copy of this edition was made available to Councillors at the meeting. The Group was congratulated on this latest Newsletter commented to be the best yet. Delivery will be completed by mid to the end of July.

## **128/2008. GENERAL MATTERS**

### Standing Orders

The Parish Council was asked to ratify the following inclusion in Standing Orders, as put forward at the last 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 for a time period of their choosing. Subject to the motion being passed by a two thirds majority, the meeting will continue and be concluded as quickly as possible."***

Cllr Langridge proposed formal acceptance of this inclusion, seconded by Cllr Walters. AGREED.

### Youth Activities 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. It has also been confirmed that the Borough will provide 2 extra staff and other activities for 10 days at the Multi- Use play area on the Broom Farm Estate, Alexander from Monday 11th August, sponsored by the Parish Council at a further cost of £1000. The activities will include Football, Basketball, Cricket, Lacrosse, Sumo suits for 1 day and the Inflatable castle for 1 day. The Clerk and the Borough are also looking into providing the Parish Tour for separate days in Fifield village and Bray village towards the end of August. Authority was therefore sought to spend £1000 on this further provision. £3000 will then have been spent on Youth Provision in this Parish for the summer, of which £2000 is a Grant in the Hand Grant already awarded by the Borough. Cllr Monks proposed the expenditure of £1000 as detailed, seconded by Cllr Annetts. ALL IN FAVOUR.

### The Occupation Licence for the Parish Office in Holyport Memorial Hall

This licence has now been signed by the Chairman of Trustees to the Hall and was completed on 19th June 2008. Each party holds a copy in their records.

### BT Threat to Phone Boxes

A consultation letter has been received from RBWM over BT's proposal to remove various payphone kiosks around the Borough. Two phone boxes in this Parish are again under threat namely, the Stroud Farm Road box (opposite the newsagents) and the phone box in the middle of Fifield village. Responses to this consultation are required by 11th July 2008. Cllr Annetts reported that residents in Fifield are being encouraged to write in support of retaining the phone box in Fifield and notices have been placed in the box. It was AGREED that the Clerk writes to register the Parish Council's support in retaining both boxes under threat.

### S.106 - Parish Projects

A request from RBWM has been received for Parishes to update their Project list in order to identify future S.106 funding requirements. The deadline for response is 14th July 2008. Councillors were asked to put forward any ideas they may have for this list and it was agreed that the Projects Working Group meet shortly in order to address this.

### Bray Parish Cemetery - Chapel Roof

Lead was stolen from the Chapel roof in early June and duly reported to the Police and the Parish Council's Insurers. Allianz has now indicated that they are not prepared to cover any repair costs since there was no "forceful entry" to the site, although the Clerk is disputing this with our Insurers. Two quotes had been received at their request to replace "like for like". The Clerk has now sought further quotes for repair of the roof with a cheaper option and advised that the job is completed in this manner. The roof is not under immediate threat for leaks. After discussion it was agreed that the Clerk writes to the General Manager of Allianz to strongly press for settlement citing the claim settled by Allianz to the Holyport Memorial Hall for a similar theft.

### Bray Parish Cemetery - Hedge cutting

Quotations have now been received for cutting the boundary hedge during the month of July. This work is required to be carried out twice a year and it is hoped that a satisfactory contractor can be found to carry the work out when required. Quotations were presented as follows:

G Powell – Weirbank	£ 900 + VAT
Bartlett Tree Experts	£1285 + VAT
Berkshire Tree Care	£1600 + VAT

Cllr Walters proposed acceptance of the quotation from Mr G Powell, Weirbank for the work to be done at a cost of £900 + VAT, seconded by Cllr Graham. AGREED.

### Parish Conference - 18th June 2008

The Clerk gave a short report on the subjects covered at RBWM's Parish Conference on the 18<sup>th</sup> June which included the Government's Planning Portal, Townscape Assessment and an update on the Neighbourhood Action Group Initiative from Thames Valley Police. Parishes were encouraged to share experiences by way of a presentation slot at future Parish Conferences.

## **129/2008. BRAY**

### Bray Slipway

The debris caused by recent flooding and highlighted by recent press coverage has now been cleared.

### Britain in Bloom

Judging of the competition takes place on Saturday 5th July 2008. The Environmental Enhancement Committee has asked the Borough for a replacement Bray Village sign at the north entrance to the Village and wishes to establish the same on the Bray Green verge.

### Bray Car Parks

Line Painting in both car parks has now been completed.

### Footpath Maps

New maps have now been received from RBWM and installed into the Map boards in Bray Village and also in Holyport.

### Bray Allotments

The Allotment Competition was held on Monday 16th June and the winning allotment was No. 16b belonging to Mr and Mrs B Blackall who have been sent a £25 garden voucher. A highly commended certificate goes to Mrs M Hughes for Plot 2a who has been sent a £10 garden voucher, with commended certificates to Mrs Marlow, C Graham, Mr and Mrs P McQuire and Mrs Tanner.

The Projects Working Group is currently reviewing possible improvements to the paths and the allotment gate.

### Bray Green

Bray Pre-school have dropped the idea of a fete on Bray Green in July. St Michael's Church PCC still intend to hold their fete on the Green on 20th September.

## **130/2008. HOLYPORT**

### Police Surgery at Holyport War Memorial Hall

Dates for forthcoming Police Surgeries are:

Tuesday 29th July 2008

Tuesday 19th August 2008

Tuesday 23rd September 2008

- 45 -

Tuesday 28<sup>th</sup> October 2008

Thursday 13th November 2008

Wednesday 10th December 2008

#### The service road at Holyport Green

Correspondence between a local resident at The Green and ward Councillors prompted a letter to RBWM to press for a review of the signage to indicate that this road is one way, in order to prevent confusion to drivers turning

#### Holyport Green Reinstatement

The Holyport Fair took place with minimal disruption to the Green. The Parish Mowing Contractor is continuing to monitor and maintain the weaker parts of the Green. Clancy Docwra is due to return to reinstate the area by the George Pub and along the green towards Bourne Bridge.

#### Gays Lane Allotments

Winner of the Allotment Competition was Plot 2 belonging to Mrs C Bennett who has been sent a £25 garden voucher, with highly commended to Mrs P Emmett for Plot 8 who has been sent a £10 garden voucher.

#### Events on Holyport Green - Toilet facilities

The Parish Council has been contacted by the George Pub on the Green expressing concern about the heavy use of their toilet facilities during events held on Holyport Green, particularly when Carters Steam Fair visits. The Clerk has spoken to Mrs A Carter about this concern and was informed that Carters have recently made arrangements with a company who provides Portaloos, to provide these facilities at all future events that require them.

### **131/2008. OAKLEY GREEN, FIFIELD, ALEXANDER AND DEDWORTH**

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

Cllr Annetts gave an updated report on progress. A survey is due to be sent to every household in Fifield and Oakley Green over the next few weeks.

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

The Clerk has written to G Stallwood at the Borough pressing for enforcement action regarding the branch of condition relating to reinstatement of the open space and sent a copy of the request to both solicitors and Claremont Homes.

#### The Memorial in Braywood Hall, Fifield

Quotes for cleaning the Memorial were presented at the meeting as follows:

A F Jones                               £173 + VAT

Cliveden Conservation           £512.40

The third contractor did not submit a quotation.

The quotation from A F Jones was ACCEPTED. The Clerk will organise access to the Hall for this to be carried out and also contact the Hall Committee to suggest the provision of a suitable shelf above the heater to protect the Memorial stone.

### **132/2008. CHAIRMAN'S BUSINESS**

Cllr Coppinger encouraged Working Groups to ensure that their meeting notes are always copied to the Clerk. Key Groups were asked if they could agree a calendar of dates for their future meetings over the forthcoming year and let the Clerk have this also.

#### New Roles

Cllr Coppinger reported on the two new roles he has accepted. He is now Chairman of DALC and Chairman of the Borough's Voluntary Action Group.

### **133/2008. CORRESPONDENCE AND COUNCILLORS' FORUM**

E mail from another resident ref: traffic speeding along Hibbert Road. To be passed onto RBWM.

RBWM – copy letter to resident on cutting of grass verges in Fifield.

Resident's letter requesting Parish Council assistance with residents' parking in Bray village for referral to the Borough.

Letter from Club Secretary, Holyport Memorial FC thanking the Parish Council for the recent grant of £450. Also seeking assistance to find availability of pitches.

Royal Berks Fire and Rescue Service – response to the Parish Council’s letter commenting on the Five Year Integrated Risk Management Plan 2008/09.

RBWM Copy letter to Borough Councillors on BT’s proposal to “re-align payphone provision to meet customer demand” – Proposal to remove kiosks in Fifield village and Stroud Farm Road, Holyport.

CCB – Invitation to attend AGM on 15<sup>th</sup> July 2008 with talk on Surviving Economic Change in Berkshire.

S E Water – Consultation on S E Water’s draft Water Resource Management Plan 2010-2035 and SEA Environmental Report.

Gladys Good Memorial Trust – copy of accounts for 2007-08.

The Berkshire Echo – publication from Berks Record office – issue 43.

Voluntary Action News Summer 08.

RBWM – Roads Programme 2008 commenced 10<sup>th</sup> June to September. Roads to be re-surfaced in this Parish: Ascot Rd M4 to Braywick roundabout – 8/9 July. Cllr Walters commented that the service road at Holyport green is also in need of re-surfacing.

Ascot Rd Stud Green to Bartletts Lane by bridge – 30 July

Windsor Rd A308 Monkey Island Lane to Oakley Green Road – 9/10 July.

Windsor Road A308 Holyport roundabout to Monkey Island Lane (parts – 9 July.

CPRE – Countryside Voice and Fieldwork publications Summer 2008.

#### COUNCILLORS FORUM:

Councillor C Graham – as Chairman of Finance commented on the level of funding approved at this meeting and intends to give Councillors guidance on the reporting by the Working Group to Main Council.

Councillor Mrs H Howard – Flooding of roads in the Parish. After recent flooding, requested that the Parish Council writes to press RBWM to contact landowners to pressure them to keep ditches and water ways clear. Agreed.

Verges in Fifield – Cllr Mrs Howard had met with a Borough officer to discuss the category of verges along Fifield Road and Coningsby Lane and had persuaded the Borough to change them from rural to a more frequent urban cut.

Lorry Watch in Fifield – currently being carried out by Fifield residents in conjunction with NAG to pass information onto the police.

Councillor D Moores – highlighted the flooding at Braywood Cricket Club to ensure RBWM report includes this for the Oakley Green Road.

The Clerk then left the meeting in order for a discussion on future administration in Pt II.

#### **134/2008. DATE OF NEXT MAIN COUNCIL MEETING**

The next meeting of the Parish Council will be held at 7.30pm on Monday 11th August 2008 in the Braywood Memorial Hall, Fifield.