



Bray Parish Council

MINUTES OF A MEETING OF THE BRAY PARISH COUNCIL HELD AT 7.30PM ON MONDAY 20th APRIL 2009 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, Mrs C Aspey, M Hornby, K Elvin
Dedworth Ward:	Cllr D Moores
Holyport Ward:	Cllrs P Janikoun, A Monks, L Walters
Oakley Green and Fifield:	Cllr G Annetts, J Foulger Mrs C Woodley – The Clerk 1 member of the press

65/2009. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

No declarations of Interest. Apologies for absence were received from Cllrs C Langridge and N Basterfield.

66/2009. HEALTH AND SAFETY

A reminder to all in attendance of the fire regulations relating to the venue of this meeting. There are no new entries in the Parish Accident Book.

The Clerk presented a review of the Parish Play Areas as prepared by the Deputy Clerk as follows:

“Last inspection report based on visit 16th March. Aysgarth and Springfield are at satisfactory standard with minor ongoing items requiring monitoring or improvement. ARD have improved the grab handle and after inspection I did have one further comment on an area of roughness .

Bray was not satisfactory – the Sutcliffe roundabout was finally replaced in the week before Easter. One of the “springies” has been damaged on the rubber seat . This new part has been ordered and is due for replacement before the end of April.”

Cllr Annetts queried the fact that repairs were carried out by the Inspection company. Cllr Graham pointed out that regular monitoring is carried out by the Deputy Clerk. It was agreed that this be an item for discussion at the next Operations Working Group meeting.

67/2009. MINUTES OF THE GENERAL MEETING HELD ON 9th MARCH 2009

An amendment was proposed as at Min No. 45/2009 – Approval of Payments List, to read.....Cllr Mrs Aspey queried payment for Mr Siddons services. No bill has yet been submitted for this year by Mr Siddons.” **AGREED.**

The Minutes of the meeting of the Parish Council held on Monday 9th March 2009 were then signed as a true record.

NO PUBLIC QUESTION TIME

68/2009. PARISH FINANCE
FINANCE WORKING GROUP

Approval of funding for this year's Parish Tour

RBWM has approached Parish Councils to offer the usual Parish Tour facility in order to help occupy children/youths for the summer holiday period. The Clerk read out the Borough's letter which highlighted activities available to a 13 to 19 age range. It was acknowledged that younger children attending were not turned away. The cost of securing the Tour to cover a week in each Parish is £1000. The week commencing 24th August is available for the Parish of Bray and the Clerk has provisionally booked this week. Last year the Parish Council spent £3000 on youth activities in the summer holidays (£1K on the Parish Tour in Holyport, £1K towards youth activities at the Broom Farm Estate and £1k on two separate youth days in Fifield and Bray). A grant of £2K from the Borough had been given towards the cost of this. No such grant is available this year. The Clerk has also had discussions with a committee member for the Community Plan to organise a day of the Tour to attend in the Oakley Green and Fifield area.

After discussion it was AGREED to remain within the allocated budget of £1000 for the Tour and that the Clerk approaches the Borough to see if it will split the Tour to attend for three days at Holyport and the remaining two days at Fifield, during the proposed week. In addition, it was also AGREED that the Parish Council will cover the cost of venues at both locations.

Proposal to install a mechanical shutter in the Parish Office

Upon the recommendation of the Operations Working Group, the Clerk sought a quote for the mechanical operation of the large shutter in the Parish Office. Two quotes have now been obtained:

Banham – electrically operated shutter including fixing	£1024.00 + VAT
Street Projects – crank operation shutter and fixing	£ 488.00 + VAT
(deduction of £50 if able to use existing shutter)	

Cllr Walters proposed acceptance of the quote from Street Projects for £488.00 + VAT, seconded by Cllr Monks. AGREED, to be taken from the budget for Parish Administration.

Internal and External Audit

An Internal Audit of the Parish Accounts for 2008/2009 has been carried out and the Clerk read out the Auditor's report at the meeting. Recommendations were made as to payment of the Chairman's allowance and the minuting of the Parish Council's Risk Assessment arrangements. Papers have now been received for completion of the External Audit for the same financial year.

Consideration of a Grant Application

Two applications have been received for a grant from the Parish Council, from Berkshire Society for the Blind and from the Management Committee at Braywood Memorial Hall. The Deputy Clerk had prepared a report on both as at Appendix B and C which were circulated to members in advance of the meeting.

Cllr Walters proposed a grant of £170 be given to Berkshire Society for the Blind, seconded by Cllr Graham. AGREED.

After discussion Cllr Moores proposed rejection of the application by the Braywood Memorial Hall Committee on the grounds that the Parish Council should not consider granting for work already carried out, seconded by Cllr Graham. AGREED TO REJECT on a 7 – 0 vote. It was requested that the Committee is also made aware of the Parish Council's concerns over the Committee's tendering process and what is expected.

Projects scheduled in 2008/2009, yet to be completed

There are a number of outstanding projects at Year End. Cllr Graham explained that the Finance Working Group is not currently in a position to report on Year End accounts but plan to present these at the AGM in May, along with information on these outstanding projects. There will also be a proposal to amend the Parish Finance Regulations to reflect this procedure in the future.

Approval to pay accounts on the Payments List

The Payments List was presented to Councillors as at Appendix A. Cllr Walters proposed approval for payment of the accounts listed, seconded by Cllr Graham. AGREED. It was agreed that the Operations Working Group and the Clerk considers an agenda item on grass cutting in the Parish, at its next meeting.

69/2009. REPORTS FROM OTHER WORKING GROUPS

STRATEGY WORKING GROUP

No meeting to report. Focus and Fix objectives – the Clerk is seeking items from Councillors, which are proposed to be suitable for Focus and Fix, in order that these items can be prioritised and then addressed.

PROJECTS WORKING GROUP

No meeting to report.

Work carried out to the trees at Aysgarth Park and path work has been completed and an application was made to RBWM for S.106 funding to cover the cost of this last phase. A cheque is due to be sent shortly. Cllr Janikoun made a complaint that part of the path at Aysgarth Park under this project had been removed without authority and proposed that it be reinstated. The Group will look into this.

The path work at Bray Allotments and the patching of the surface outside the George Pub, Holyport Green has been delayed by the contractor, owing to the completion of a large job. However it is now expected that these tasks will be completed in the next two weeks.

OPERATIONS WORKING GROUP

See tenders for the Gardening and Maintenance Contracts were discussed as a Pt 11 item.

IT WORKING GROUP

Cllr Janikoun is no longer a member of this Group.

NEWSLETTER PRODUCTION WORKING GROUP

Distribution of the Spring 2009 newsletter is now complete. The Working Group is due to set a date to begin work on the summer issue.

70/2009. GENERAL MATTERS

The Parish Council's Annual Electors' Meeting

Invitations for the Annual Electors' Meeting, scheduled to take place on Monday 27th April 2009 have now been sent. Mr Tony Carr RBWM has confirmed that he will be speaking at this meeting. The Environmental Planning Award winners have also been invited to attend to receive their awards. The Meeting has also been advertised in the local press.

Police Surgery at Holyport War Memorial Hall

Forthcoming dates:

Thursday 30th April

Tuesday 26th May

Tuesday 30th June

Tuesday 16th July

To be held in the shared area of the Holyport Memorial Hall between 18.00 hours and 20.00 hours.

Proposed Amendment to Standing Orders – Planning Process

A proposal had been put forward at the last meeting for the following alterations to the wording of the Standing Orders – Planning process as follows:

Where plans are received by the Clerk at a time when it will be impossible to bring them before the full Planning committee for a decision within RBWM timescales, then the Clerk is given delegated Authority to respond on behalf of the Planning Committee. In compiling the response the Clerk must consult with the Councillor presenting at the next meeting and with the other Ward Group who, operating within the agreed guidelines, will vote. In the event of a split vote, the application is to be referred to the Chairman of the Planning Committee to make a casting vote. The decision will then be communicated to RBWM by the Clerk.

Where these plans relate to a major development an Extraordinary General Meeting of the Planning Committee of the Parish Council will be called.

Cllr Hornby proposed ratification of this amendment, seconded by Cllr Mrs Pierce. AGREED

RBWM – Next Parish Conference Thursday 21 May 2009 at 7pm in Windsor Guildhall.

Agenda items requested by 27th April 2009.

Allotments

Rent demands have been sent out and allotment holders informed of the change of tenancy arrangements from October in each year as from 2010. There are currently 32 names on the Waiting list for Bray allotments and 15 names on the Gays Lane allotment Waiting list. Cllr Janikoun queried whether a rent increase is imminent. Allotment holders have been informed that the new rental period will commence in October 2010 when rent will be increased. Discussion took place of re-opening allotment land to the rear of Bray Cemetery and this was agreed in principal so Projects Working Group will look into its feasibility. Cllr Annetts reported that Fifield residents are considering ground share schemes for allotment plots in private gardens.

71/2009. BRAY

CCTV in Bray Car Park

The Clerk is pressing for a date for a visit to the CCTV centre in order to view the effectiveness of the system in Bray Car Park. Mr Eric Livingstone has promised to fix a date once he is confident that the system is running smoothly.

Tennis

The Clerk reported on a request received from a current keyholder of the tennis court, who is proposing casual ad hoc use of the court without consultation with Mrs Jones, the tennis court manager. It was discussed and decided that this would not give Mrs Jones good control over court bookings and could lead to problems, so it was agreed to maintain the status quo.

Tree down in Bray Car Park

Emergency work was carried out recently on a tree that had fallen across the entrance road into Bray Car Park. The tree had been on the Hanover Mead site and the Clerk is currently seeking the cost of the clearance work from the Manager at Hanover Mead.

Fencing at Bray Cemetery

Mr Siddons has reported that a route through fencing from the Cemetery has been created by local footpath users and he has had to lag barbed wire in order to make this safe. The Clerk produced photographs of this at the meeting and asked the Parish Council to consider whether or not to make it a permanent route through the Cemetery. Cllr Graham proposed reinstatement of the hedge, seconded by Cllr Hornby. It was therefore AGREED that a couple of bushes are planted to cover this route.

Proposal to call road "Bowlers Bend"

RBWM has agreed in principal to the proposed naming of the short stretch of road between Ferry Road and Old Mill Lane to be called Bowlers Bend. The cost to the Parish Council would be the production of the sign costing £110. Cllr Mrs Pierce proposed that this cost be agreed and the Borough instructed to proceed, seconded by Cllr Elvin. TURNED DOWN on a majority vote of 3-2.

72/2009. HOLYPORT

SID along the Ascot Road

RBWM has reported that their own SID had been installed recently along the Ascot Road near the junction with Hearne Drive and was vandalised beyond repair late one night. As a result, they are reluctant to include this site in the regular schedule for siting of the Parish SID. Cllr Janikoun pointed out that the SID had been purchased because this site was a main cause for concern in the first place. It was AGREED that the Clerk instructs RBWM to leave this location on its schedule for placement of the Parish SID.

Holyport Green Service Road

The Scheme has now been completed, although there has been no installation of a No Through Road sign at the pond end of the service road, as originally proposed. Tony Carr RBWM is uncertain that this sign would be effective. It was also reported that the Parish Council's grass cutting contractors had reported that the "gate" area has been created by a soil bank without removing the tarmac road underneath and the Clerk is taking this matter up with Mr Carr.

Holyport Green Risk Assessment for Events

The Clerk attended a training recently on Management of Village Greens and Open Spaces. In order for the Parish Council to be assured that events held on Holyport Green are run in a responsible manner, three checks should be carried out:

1. Ensure that no admission fee is charged.
2. Ensure that Public Liability Insurance is in place.
3. Ensure that a basic risk assessment has been made.

The Clerk is preparing a short document to show that this criteria is met for any event on the Green. It was requested that clarification is sought over the no admission fee requirement.

Grass Verge at The Surgery, Holyport

RBWM has suggested that they install bollards along the edge of the tarmac area in order to prevent erosion by cars of the grass verge. The Clerk to speak to RBWM again.

73/2009. OAKLEY GREEN, FIFIELD, ALEXANDER AND DEDWORTH

The Community Plan for Fifield and Oakley Green

Cllr G Annetts gave an update on progress and the latest resident newsletter was circulated to Councillors. Cllr Annetts also tabled the latest budget versus Actual figures for the Plan.

Open Space in Fifield (at former Hare and Hounds site)

Cllr Mrs Howard reported that work was in progress for the landscaping of the site to include the planting of three trees. Cllr Mrs Howard reminded members that this project had been delegated to the ward Councillors and that three quotations had been sought. A tender of £2014 had been accepted. Future grass cutting costs will be taken into consideration in the budget for this area.

74/2009. CHAIRMAN'S BUSINESS

Confirmation of 2008 Pay Awards to Clerks

A Part 11 item.

75/2009. CORRESPONDENCE AND COUNCILLORS' QUESTIONS

Letter from a resident in Manor Grove looking to carry out work to the bank of a ditch bordering Parish Council land. Cllr Mrs Howard pointed out that the Parish Council does not own this land but maintains it on behalf of Manor Grove residents. It was agreed that she and the other Ward Councillors talk to the resident on this matter.

RBWM – Business Referral Scheme. A Government scheme to help businesses in the current economic climate to defer payment of 60% of the increase in their 2009/10 business rates bills until 2010/11 and 2011/12.

Community Safety Partnership – production of new Anti-Social Behaviour Directory.
Thames Valley Police – request for nominations for Community Policing Awards 2009.

RBWM – Democratic Services. Next Parish Conference 21st May 2009 at 7pm in the Windsor Guildhall. Agenda items requested no later than 27th April.

CPRE – Countryside Voice magazine Spring 2009.

CPRE – Fieldwork magazine - March 2009 and Invitation to AGM on Friday 19th May 2009.

Windsor and Maidenhead Voluntary Action – Spring 2009 Newsletter.

The Ramblers Association – Berkshire Branch – complimentary copy of “The Secrets of Countryside Access” publication.

The Berkshire Echo – latest newsletter from the Berkshire Record Office.

Equality and Human Rights Commission – publication on Public Sector Equality Duties.

Cllr C Graham – reported that he had been approached by two Bray village residents about coaches travelling through the village and who would be interested in operating a hand held speed detection device. He will take this matter to the next NAG meeting.

Cllr Mrs C Aspey – reported the parking of a van parked on a verge at the entrance to Priors Way and in the access drive to a Priors Way property. This van is advertising a conservatory and double glazing business. It was agreed that the Clerk reports this to RBWM.

Cllr K Elvin – enquired whether any of the 20MPH restrictions around the Borough were ever enforced and it was felt that they were not.

Cllr P Janikoun – reported that the new trees planted on the bund at Aysgarth Park were now coming into leaf, but that the oaks seemed dead and there was bind weed around some of the bases. The contractor was due to return to the site to check on their progress. The Clerk was therefore asked to arrange for him to do so.

76/2009. DATE OF NEXT MAIN COUNCIL MEETING

The Annual General Meeting of the Parish Council will be held at 7.30pm on Monday 18th May 2009 in the Braywood Memorial Hall, Fifield.

The meeting closed at 9.20pm

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