



Bray Parish Council

MINUTES OF A GENERAL MEETING OF THE BRAY PARISH COUNCIL HELD AT 7.30PM ON MONDAY 26th JANUARY 2009 AT THE BRAYWOOD MEMORIAL HALL, FIFIELD ROAD, FIFIELD, BERKS

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

9/2009. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Apologies for absence were received from Cllr K Elvin. Cllrs Mrs Pierce and C Graham declared an interest in respect of the application for funding received from the Bray Enhancement Committee.

10/2009. HEALTH AND SAFETY

The Clerk reported that there are no current entries in the Parish Council Accident Book and then read out the following report from the Deputy Clerk:

ARD have completed both monthly and annual inspection since the last meeting.

Work has concentrated on the jubilee field site in Bray as this did not come up to a satisfactory standard. Some minor Priority 1 items were put right on 21st January, (total cost excl VAT £115) and the work on the Sutcliffe Roundabout is ongoing but in the meantime this piece of equipment has been taken out of service so removing a risk of equipment failure or malfunction.

One item of note in the annual report was a Priority 2 item for the tower and slide at Springfield Park. Due to tightening safety regulations this equipment is absent of a horizontal slide infill bar and therefore does not meet current standards. This is now under discussion with ARD to determine why there was no mention in monthly report and what size of costs would be involved in any remedial action.

At Springfield ARD have recommended installing tarmac pathway to the playground but are aware that it is the Parish Council's intention to install mesh matting to reduce the damage to the ground surface and provide a safe surface for passage to the play area. ARD has also mentioned that the Parish Council should ensure wheelchair access over this matting.

It was also reported that ARD is prepared to weld a grab bar unit to the tower and slide at Springfield Park play area at a cost of £148.00 + VAT. Cllr Mrs Howard proposed acceptance of this expenditure, seconded by Cllr Mrs Aspey.

AGREED.

11/2009. MINUTES OF THE GENERAL MEETING HELD ON 15th DECEMBER 2008

The Minutes of the meeting held on Monday 15th December 2008 were signed as a true record.

NO PUBLIC QUESTION TIME

12/2009. PRINCIPALS REGARDING GRANTS AND USE OF PARISH COUNCIL CONTRACTORS

It had been hoped to consider a proposal from the Working Group constituted at the last Main Council meeting to discuss this matter and who met on 21st January, however advice had been sought from NALC and received but raised a query as to the definition of a "constituted body". Cllr Coppinger therefore proposed that a funding decision on both funding applications received, is made "in principal" subject to establishing this information from NALC. **AGREED.**

13/2009. PARISH FINANCE

Confirmation of the Parish Council's Precept Requirement for 2008/2009

A Finance Report had been prepared by the Deputy Clerk as at **Appendix A** on the setting of the Budget for 2009/10 as presented at the last meeting, together with a Review of the Actual and Forecast of Accounts up to 31st December 2009. Options for consideration of the Parish Precept requirement for the forthcoming financial year were presented as

at **Appendix B**. Cllr Graham pointed out that reserves are currently estimated in the region of £97K and all three options would maintain reserves in excess of 50% of the precept requirement. Cllr Graham proposed that the Parish Council approves Option 1 which reflects a 0% increase in the current precept of £122,250.00, taking around £17K from reserves to meet budget requirements. Seconded by Cllr Annetts. **APPROVED** with one abstention. Cllr Graham thanks the Finance Working Group and the Deputy Clerk for their work on this matter.

Consideration of Grant Applications

The Deputy Clerk's presentation and recommendation for the each application had been circulated to Councillors with the agenda.

Application by Music at Bray (as at Appendix C)

Members generally agreed that because no accounts were presented with this application, the group may not be a constitutional body and it was also felt that additional funding could be raised through increase in ticket cost. Cllr Mrs Howard therefore propose that no grant was given in this instance, seconded by Cllr Graham. **AGREED TO REFUSE** on an 8 – 0 vote.

Application by Bray Environmental Enhancement Committee (as at Appendix D)

After discussion, Cllr Mrs Howard proposed a grant "in principal" of £2350, payable once a definition (discussed in 12/2009) from NALC is received, seconded by Cllr Walters. This was **APPROVED** on a 9 – 0 vote.

Approval to pay accounts on the Payments List

Cllr Mrs Howard queried whether the Parish Council was paying the old rent for the Parish Office in November last year or had it reverted to the new by then. Cllr Monks proposed **APPROVAL** of the Payments List, seconded by Cllr Annetts. **AGREED**.

Internal Audit for 2008/2009

Mr G Weir has carried out the Internal Auditor on behalf of the Parish Council for the last four years and quotes a charge for this Audit of £35 plus travel expenses (at 40p per mile). Approval was sought to appoint Mr Weir to carry out the Parish Council's Internal Audit for the current financial year. Cllr Walters proposed **APPROVAL**, seconded by Cllr Annetts. **AGREED**. The Internal Auditor proposes to attend the Parish Office to carry out the Audit on Wednesday 11th March 2009. The Parish Office will therefore be closed that morning.

14/2009.. REPORTS FROM WORKING GROUPS

STRATEGY WORKING GROUP

Cllr Monks had prepared a proposal to adopt a policy on "Focus and Fix" as at Appendix E. It was **AGREED** to try this initiative for the next six months and then review its effectiveness

PROJECTS WORKING GROUP

Consideration of quotations in respect of various projects proposed to be carried out by the Projects Working Group

Notes were circulated to Councillors in advance of the meeting from Projects Working Group, giving a background of proposed work to be carried out at various sites in the Parish. An updated note as at Appendix F was tabled giving quotations for all work described. Decisions were then made in respect of quotes as follows, indicating the accepted quote in italics:

Aysgarth Park Paths

G and W Groundworks - £5885.70 + VAT

Spade Oak Construction - £4452.00 + VAT

Just Fencing – **£3695 +VAT**(proposed by Cllr Monks, seconded by Cllr Foulger **AGREED** on 9-0 vote)

Trees at Aysgarth Park

Watts and Son - £1810 + VAT (supply of 7-8ft trees)

Bartlett Tree Experts - £1700 + VAT (supply of 5 – 10 ft trees)

Landmark - **£800 + VAT** (*supply of 5 – 10 ft trees*) (proposed by Cllr Graham, seconded by Cllr Janikoun. **AGREED**) Cllrs Janikoun and Foulger wish to see the trees before planting.

Bray Allotments Path Extension

Just Fencing - 1950 + VAT

Spade Oak Construction - £1992.00 + VAT

G and W Groundworks - **£1290 + VAT** (proposed by Cllr Walters, seconded by Cllr Coppinger. **AGREED**)

Patching outside The George Pub, Holyport Green

Just Fencing - 1335 + VAT
Spade Oak Construction - £2765.00 + VAT
G and W Groundworks - £600 + VAT (AGREED)

Reinforcement of entrance way to Springfield Park playarea and open space.

The proposal is to lay approximately 4.6m by 4.0m of matting, similar to the horsematting installed on Holyport Green on the horse bridge. Installation of the matting will involve relaying of the granite sets removing some of the existing grass surface and levelling of the land to remove the 'puddles'. The matting will then be covered by soil and grass mix to maintain the green appearance of the area.

Bearing in mind that S.106 funding is available for Springfield Park in the sum of £2519, the Clerk has approached the Parish Council's regular Mowing Contractors to quote for this work and an estimate of £825 has been received, (not taking into account the cost of the horse matting which will cost in the region of £300 which the Clerk will order separately). It was decided that the Projects Working Group will provide a more detailed specification which the Clerk will provide three contractors with for a revised quote.

Repairs to the 'Glass' on two Bus Shelters

Allder Glass £1140.00 + VAT Being a specialist company, Cllr Mrs Howard proposed acceptance of this quotation, seconded by Cllr Mrs Aspey. AGREED unanimously.

Funding up to £8K in principal was also proposed by Cllr Walters, seconded by Cllr Monks for more vertidrainage work to **Holyport Green**, covering the areas either side of the A330 Ascot Road from the Holyport Road junction down to Bourne Bridge. AGREED. The Clerk to seek 3 quotations and circulate for a vote by e mail.

Cllr Annetts made a request for the provision of photos of sites to be considered for funding in future. AGREED.

OPERATIONS WORKING GROUP

Consideration of a proposal from the Operations Working Group relating to conditions for both allotment sites

The Working Group proposed a change in the current annual rental period (which runs from 1st April each year) to run from 1st October 2010 and the same date annually thereafter. This is in keeping with the renewal date of the land lease the Parish Council currently holds on the Bray allotment site with the Clothworkers Guild. It will allow a new allotment holder the winter months to prepare their site ready for the growing season and is also along similar terms to the allotment tenancies issued by RBWM. Commencing this new arrangement in 2010 would give existing allotment holders appropriate notice of the changes. Once accepted, the Working Group proposes to alter the existing allotment tenancy agreement to be in line with the terms of the Borough's current allotment tenancy agreement and would also include a clause prohibiting dogs onto the allotment plots with the exception of "hearing dogs".

Cllr Howard proposed giving a year's notice of this change to allotment holders charging current rent until March 2010 and half rent at the same rate until October 2010. Cllr Monks proposed acceptance of this change, seconded by Cllr Mrs Pierce. **APPROVED.**

IT WORKING GROUP

No report.

NEWSLETTER PRODUCTION WORKING GROUP

Production for the Spring 2009 Newsletter is underway and a final draft will be available for Councillors to comment on at the next Planning Meeting. It is anticipated that delivery will take place during the month of March.

15/2009. GENERAL MATTERS

The Parish Council's Annual Electors' Meeting

The Annual Electors' Meeting is scheduled to take place on Monday 27th April 2009 in the Braywood Memorial Hall. Suggestions put forward for speakers included a representative from the Community Council for Berkshire on Community Planning, two representing Chairman from local Neighbourhood Action Groups, An officer from RBWM on the Planning Portal or roads and speed or an ex-Customs Officer (currently giving talks to local WI groups).

A Local Resident's request for Street Lighting in Upper Bray Road

The Parish Council adopted a policy recently not to install any more Parish street lights. A request has been received for consideration of street lighting in Upper Bray Road. After discussion it was agreed that this road did not warrant a significant safety case and the policy should stand in this instance. Cllr Graham suggested that the ditch safety issue should be taken up with RBWM.

Police Surgery at Holyport War Memorial Hall

Forthcoming dates:

Thursday 26th February

Thursday 26th March

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.

RBWM –Parish Conference

The next Parish Conference takes place on Wednesday 25th February 2009 at 7.00pm in the Guildhall, Windsor. Councillors are asked to submit possible items for the agenda to the Clerk no later than 2nd February.

16/2009. BRAY

CCTV in Bray Car Park

The CCTV system is now in operation and the Clerk is arranging a visit to the CCTV Operations room in order that Councillors will be able to see the system and its effectiveness.

The un-named road in Bray village

The Clerk is making enquiries with the Royal Borough in order to name this road "Bowlers Bend" and hopes to be able to report back shortly.

Flood Preparation

The stock of sandbags previously supplied by the Borough and kept to the side of Bray village hall, is no longer there so the Clerk may order up to 50 sandbags from RBWM provided to seek a dry store to keep them in. Bray village ward Councillors had been asked to consider a possible alternative venue for these sandbags as well as a suitable dry store. It was agreed that the side of the village hall was the most suitable central venue and the Clerk was asked to find out if a tarpaulin cover would be suitable.

17/2009. HOLYPORT

The Service Road on Holyport Green

Cllr Coppinger met with the Manager of Holyport Lodge Nursing home to discuss lorry visits to and from their premises. A subsequent meeting was then held with Tony Carr RBWM, with Cllrs Coppinger, Janikoun, Walters and the Clerk in attendance, in order to discuss issues raised at the last Main Council meeting. After discussion it was agreed that it was not feasible to block off the entrance to the service road from the Ascot Road, since this would force lorries to turn in the road and over The Green. The original proposed gateway features at this point were therefore confirmed with improved signage and Mr Carr also promised to install a No Through Road sign on the right hand side at the pond end of the service road.

Urgent Fencing work in Aysgarth Park

Urgent work was carried out this month on damaged fencing abutting the motorway, by Just Fencing at a cost of £850 + VAT. Approval had been sought and given by e mail as an urgent matter.

Traffic Speed in Holyport

Tony Carr's (RBWM) report on the Borough's speed survey recently carried out along the Ascot Road is still awaited.

Use of Gays Lane field for Football by local Junior teams

Further to the approach to the Parish Council by another team to increase the use of Gays Lane field for youth football, Holyport ward Councillors and the Clerk had met with managers from both teams to discuss this proposal. After consideration of the fixtures and arrangements required by both teams, Ward Councillors are concerned that since Gays Lane field is a recreation ground for the use and enjoyment of the community and not a sports field and until such time as improvement to the drainage of the field takes place, any additional football played there would have an adverse effect on the state of the field.

Holyport Green Reinstatement

S E Water has been given an ultimatum to complete all reinstatement work on the Green by Monday 9th February 2009. If this is not done, Mr P Taylor (grass cutting contractor) will carry out the work and the charge will be passed onto S E Water.

18/2009. OAKLEY GREEN, FIFIELD, ALEXANDER AND DEDWORTH

The Community Plan for Fifield and Oakley Green

Cllr G Annetts to report.

19/2009. CHAIRMAN'S BUSINESS

An item was discussed under Part 11 seeking the agreement from members to approve the salary increase to the Clerk and Deputy Clerk, in accordance with NALC's revised scales for the 2008/09 National Interim Salary Award for Local Council Clerks.

20/2009. CORRESPONDENCE AND COUNCILLORS' QUESTIONS

Letter from resident/owner of property in Forest Green Road regarding regularity of road accidents at the bridge near Gadbridge Farm, Holyport, seeking Parish Council support to press RBWM for safety measures at this point. To be followed up with a letter to RBWM.

Braywood C of E First School – copy of the school's Travel Plan with an invite to attend a meeting. It was agreed to put forward Cllr Annetts as the Parish representative for the Travel Plan.

RBWM – invitation to Parish Councillors to serve on the Borough's Standards Committee – nominations by 12 February 2009.

RBWM – invitation to attend the next Parish Conference on Wednesday 25th February 2009 in the Guildhall, Windsor. Agenda to be announced (items requested by 2 February) and a presentation on the Fifield and Oakley Green Community Plan will be given by Cllr Annetts, Bray Parish Council.

RBWM – Bray Conservation Area Appraisal – summary of consultation exercise with comment on responses and proposed amendments.

Cllr Monks – reported more potholes in the service road at Holyport. To be brought to RBWM's attention.

Cllr Foulger – reported the faded white lines by the Fifield Inn. To be brought to RBWM's attention.

Cllr Moores – raised concerns about more signs on Braywick Roundabout. To be brought to RBWM's attention.

21/2009. DATE OF NEXT MAIN COUNCIL MEETING

The next meeting of the Parish Council will be held at 7.30pm on Monday 9th March 2009 in the Braywood Memorial Hall, Fifield.

The meeting closed at 9.22pm.