



Bray Parish Council

MINUTES OF THE GENERAL MEETING OF THE BRAY PARISH COUNCIL HELD AT 7.00PM ON MONDAY 15th March 2010 IN THE BRAYWOOD MEMORIAL HALL, FIFIELD ROAD, FIFIELD, BERKS

PRESENT:	Cllr D Coppinger (Chairman)
Alexander Ward:	Cllr H Howard
Bray Village Ward:	Cllrs M Pierce, C Aspey, C Graham M Hornby, K Elvin
Holyport Ward:	Cllrs P Janikoun, C Langridge, A Monks (arrived at 7.15pm)
Oakley Green & Fifield:	Cllrs G Annetts, J Foulger Mrs J Eden-Bagley – The Clerk Georgina Smith

Cllr Coppinger opened the meeting by welcoming Georgina Smith, prospective Councillor for Dedworth Ward. Georgina Smith remained in attendance at the meeting until the Part II discussion.

43/2010. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Apologies for absence were received from Cllr Walters. Cllr Pierce and Cllr Graham declared a Personal interested in the refurbishment of Benches in Bray as members of the Bray Enhancement Committee. Cllr Pierce also declared a Personal interest in the Litch Gate Trust as a nominated Trustee. Cllr Helen Howard declared a Personal interested in the land at Camusfearna, Gays lane.

44/2010. HEALTH AND SAFETY

A reminder to all in attendance of the fire safety regulations for the venue of the meeting. The Clerk confirmed that there were no new entries in the Parish Council Accident Book.

The Clerk read a Summary Report on the Play Areas which is taken from ARD's February's Inspection Report. All of the Play Area's are unsatisfactory with a number of P1 items.

Aysgarth Park

The Play Area is unsatisfactory with **two** priority 1 items:

- 1) Bushes encroaching on pathway need to be cutback
- 2) One of the gates is not closing correctly

Springfield

The Play Area is unsatisfactory with **one** priority 1 item:

- 1) The wire is exposed on one of the slide ground level anchors which will be trimmed back and covered by gaffa tape.

Jubilee Fields

The Play Area is unsatisfactory with **four** priority items:

- 1) Gate not closing correctly
- 2) Excessive algae over paving slabs making them slippery when wet.
- 3) Concrete is breaking up around the leg of a Bench
- 4) Bird dropping on a piece of equipment.

The Parish Maintenance contractors will take the necessary actions to resolve the P1 issues.

45/2010. MINUTES OF THE GENERAL MEETING

The Minutes of the General Meeting held on the 25th January 2010 were then signed as a true record.

NO PUBLIC QUESTION TIME

46/2010. PARISH FINANCE

FINANCE WORKING GROUP (refer to Appendix A)

Note from the last meeting of the Finance Working Group had been circulated to the Councillors in advance of the meeting

Finance Report (refer to Appendix B)

Cllr Graham referred to the Finance Report which had been distributed in advance of the meeting.

Agreement is sought for delegated approval of the following projects, details of the expenditure can be found on the Spending Decision Report (refer to Appendix C)

5.1 Gays Lane Field Allotments (refer to Appendix D)

The Clerk outlined the scope of work at Gays Lane Allotments to remove a large Hawthorn Tree. The Clerk is seeking delegated approval to incur expenditure up to £500 complete the work. This was proposed by Cllr Graham, seconded by Cllr Hornby and AGREED on a vote of 9 in favour and 1 against.

Maria Lucas, Head of Legal for the RBWM joined the meeting at 7.15pm. Cllr Coppinger welcomed Marie who then conducted a training session on Standards and Procedures. This was followed by a Questions and Answers session. The training concluded at 20.10 and Cllr Coppinger thanked Maria Lucas on behalf of the Parish Councillors for a very useful and informative session. Maria Lucas then left and the meeting returned to the main Agenda.

5.2 Tree Work to the rear of 22 Byland Drive (refer to Appendix E)

The Clerk reported that 3 Councillors has conducted a site visit and concluded the work was required. Therefore, the proposal is to complete the work as described in Appendix E and delegated approval is sought for the Clerk to incur expenditure up to £1,000 to remove 2 Trees, crown reduce remaining Trees and trim Fir Trees. This was proposed by Cllr Hornby, seconded by Cllr Elvin and AGREED on a vote of 11 in favour and 1 against.

5.3 Hedge at Galifords (refer to Appendix F)

The Parish Council are responsible for cutting the Hedge at Galifords which runs along side the footpath. Whilst the Hedge has been cut on a regular basis, a difference in the height has occurred between the side that is cut by the Parish Contractor and the side that borders no 84 Windsor Rd. The result is a very untidy hedge as shown in the picture in Appendix E. The proposal is to reduce the section on the footpath so that that Hedge is level on both sides. Therefore, delegated approval is sought by the Clerk to incur expenditure up to £500.00 to reduce the height of the Hedge. A debate then took place about the ownership of the Hedge which is partially behind a Fence. It was agreed that the ownership needs to be established and the Clerk agreed to investigate further. It was agreed that the owner would be notified that this work will be completed as a one off and depending on the ownership of the Hedge, may become their responsibility to maintain in the future. The delegated approval for the Clerk to incur expenditure up to £500.00 to reduce the height of the Hedge was proposed by Cllr K Elvin, seconded by Cllr Hornby and unanimously AGREED.

5.4 Area outside Doctors Surgery, Holyport (refer to Appendix G)

The Clerk has been approach by residents to help resolve an issue with damage to the area outside the Doctors Surgery, Holyport which is caused by vehicles parking on the Grass Verge. The Clerk has been in touch with the RBWM and discussed the installation of bollards. However, the RBWM have no funding available to install metal Bollards. Therefore the proposal is that Parish Council consider installing 2 ft high wooden posts as an alternative. The issue of parking in the area was discussed at length and concerns where raised by a number of Councillors at installing any type of Bollard. Before agreeing to any expenditure, the Clerk was requested to contact the RBWM to ascertain if they would be able to proved 2ft high wooden posts.

5.5 Replacement of Printer/Copier in the Parish Office (refer to Appendix H)
The IT Working Group request approval to spend up to £200, included in the Budget for FY 2010/11, to replace the existing old fax/copier/second printer in the Parish Office. This proposed by Cllr Graham, seconded by Cllr Annetts and unaimnously AGREED.

5.6 Parish Tour 2010

The RBWM has invited Bray Parish Council to participate in the annual Parish Tour 2010 which is normally held at the Memorial Hall, Holyport and Braywood School, Fifield. The Clerk has provisionally requested the week commencing 23rd of August and seeks delegated approval to proceed at a cost of £1,200. This was proposed by Cllr Aspey, seconded by Cllr Janikoun and unanimously AGREED.

Approval to pay accounts on the Payments List (refer to Appendix I)

The Payments list had been circulated to Councillors in advance of the meeting. The Clerk reported on 1 new item added to the list and confirmed the revised total of £6,923.08, plus £96.03 vat which make a grand total of £7,019.11. This was proposed by Cllr Piercece, seconded by Cll Monks and unimoulsy AGREED.

47/2010. REPORTS FROM OTHER WORKING GROUPS

STRATEGY WORKING GROUP

Cllr Coppinger refer to the proposed Priority List for 2010/2011 which had been circulated to Councillors in advance of the meeting (refer to Appendix J). The list was discussed and it was agreed to prioritise each item as Low/Medium/High. Cllr Coppinger confirmed this change would be made and ask members to provide the Clerk with any other feed back and/or additions and reported the Strategy Working Group is due to meet on 8th February 2010. Notes will be distributed to all members after the meeting.

PROJECTS WORKING GROUP

No meeting to report.

Windsor Cemetery

Cllr Howard outlined a proposal which is under consideration to block an illegal hole that has been created in the fence and to install a new gate at the rear of the Cemetery.

OPERATIONS WORKING GROUP

No Meeting to report.

Land Maintenance

Cllr Howard outlined the proposal for new Land Maintenance Working Group who will be responsible for managing the ongoing maintenance of open spaces, the Cemetery and any other areas that require this type of work. Cllr Howard will lead the group up to the AGM.

Tennis Court Fees

A professional Tennis Coach would like to hire the Tennis Courts in Bray on a regular basis. It was agreed that the Operations Working Group will review the acceptability of hiring the Tennis Court to a professional Coach.

IT WORKING GROUP (refer to Appendix

Note from the last meeting of the IT Working Group on 15th February had been circulated to the Councillors in advance of the meeting.

48/2010. GENERAL MATTERS

Parish Newsletter

Cllr Annetts gave an update on the production of the Newsletter.

Play Builder Project

Cllr Coppinger reported that the RBWM has been allocated £43k for the development of a Play Area in either Aysgarth Park or Springfield. Cllr Coppinger reminded the members that the Parish Council has been looking for an opportunity to create a Play Area in Fifield. As a result of this allocation of funds, the RBWM and Bray Parish Council have jointly looked at a number of sites in

Fifield, none of which are achievable. Therefore, we are now focusing on the development of the existing Play Areas. The timelines for the project mean that the work has to be completed by March 2011. Due to size and completeness of the project a Play Area Project Working group will be formed and Cllr Coppinger asked for volunteers. Cllrs Howard, Aspey, Janikoun, Hornby volunteered to joining the working group. The Clerk will arrange for an initial project meeting with the Group and representatives from the RBWM.

Administration Assistant Vacancy

Cllr Coppinger reported on the recruitment process and that 80 applications had been received. This initial screening on key competencies has reduced this to 15 which are under review and will be further reduced to around 5 who will be called for interview.

49/2010. Bray

Benches in Bray

Cllr Graham asks BPC if they would be minded to pay for materials, £25 - £50, to enable volunteers, should they come forward, to clean and refinish 2 or 4 benches in Bray. The two pairs in question are those around the War Memorial and the two on the Bray Village Green. This was agreed in principle by the members and will be approved at the next Main Council Meeting.

Bray Litch Gate Trust

Cllr Pierce's term as a nominated Trustee is due for renewal and subject to the Council's approval Cllr Pierce is willing to continue in this role. This was proposed by Cllr Landridge, seconded by Cllr Hornby and unanimously AGREED.

50/2010. HOLYPORT

Holyport Pond

The Clerk reported that a meeting has been scheduled on 17th March with Cllr Janikoun, Land & Water and the Rinders to discuss the schedule of work.

51/2010. ALEXANDER, DEDWORTH AND OAKLEY GREEN & FIFIELD

No items to report.

52/2010. CHAIRMAN'S BUSINESS

Parish Conference

Cllr Coppinger can an update on the Parish Conference held on 16th February 2010.

53/2010. CORRESPONDENCE AND COUNCILLORS' FORUM

Correspondence (please refer to Appendix L)

The Correspondence List was distributed to the Councillors and the Clerk gave a verbal update of items on the list.

St Michael's Church Bray – Restricted Parking Lines

A further letter has been received from the Church Warden thanking Cllr Pierce and Cllr Graham for their comments. Given that the prime concern is to maintain access for emergency vehicles, the PCC would like approval to place white 'restricted parking' lines where the area narrows to form a 'Throat'. After a further debate it was agreed that the Clerk would reply stating that whilst the Parish Council do not agree with the placing of white line, they appreciate the issue and therefore they can proceed.

Oakley Green, Fifield & District Community Association

Cllr Annettes reported that the Association was being setup as a Company Limited by Guarantee. Cllr Annetts and Cllr Howard will be temporary Directors. As a result Cllr Annettes and Cllr Howard will update the Register of Members Personal Interests.

52/2010. DATE OF NEXT MAIN COUNCIL MEETING

The Annual Electors Meeting will be held at 7.30pm on Thursday 22nd April 2010 in the Memorial Hall, Holyport. The next General Meeting of the Parish will be held at 7.30pm on Monday 26th April in the Braywood Memorial Hall, Fifield.

The meeting closed at 9.30pm.

**THE GENERAL MEETING OF THE BRAY PARISH COUNCIL HELD ON
MONDAY 25TH JANUARY 2010**

PART II

1. The Council unanimously delegated to the Operations working group the task of proposing a solution to the provision of legal services.
2. The Council unanimously approved the confirmation of Janice Eden-Bagley as Clerk to Bray Parish Council and the increase in pay that this entails.