



# Bray Parish Council

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## **MINUTES OF THE GENERAL MEETING OF THE BRAY PARISH COUNCIL HELD AT 7.00PM ON MONDAY 26<sup>th</sup> April 2010 IN THE BRAYWOOD MEMORIAL HALL, FIFIELD ROAD, FIFIELD, BERKS**

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<b>PRESENT:</b>	Cllr H Howard (Chairman)
Bray Village Ward:	Cllrs M Pierce, C Aspey, C Graham, K Elvin, Cllr L Walter
Dedworth Ward:	Cllr G Smith
Holyport Ward:	Cllrs C Langridge, N Basterfield, A Monks
Oakley Green & Fifield Ward:	Cllrs G Annetts, J Foulger Mrs J Eden-Bagley – The Clerk Mr N England

### **66/2010. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST**

Apologies for absence were received from Cllr Coppinger. Cllr Graham declared a Personal interested in two items on the agenda 1) the refurbishment of Benches in Bray 2) the proposal to provide a skip at Bray Allotments.

### **67/2010. HEALTH AND SAFETY**

A reminder to all in attendance of the fire safety regulations for the venue of the meeting. The Clerk confirmed 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 April Inspection Report. All of the Play Area's are unsatisfactory with a number of Priority 1 items.

#### Aysgarth Park

The Play Area is unsatisfactory with two Priority 1 items:

- 1) Bushes encroaching on pathway need to be cut back.
- 2) No 2 gate is not closing correctly.

#### Jubilee Fields

The Play Area is unsatisfactory with two Priority 1 items:

- 1) Gate not closing correctly
- 2) Concrete is breaking up around the leg of a Bench

#### Springfield

The Play Area is unsatisfactory with three Priority 1 items:

- 1) Litter Bin is full.
- 2) The wire is exposed on one of the slide ground level anchors.  
This needs to be trimmed back and covered by gaffa tape.
- 3) Timber treads to access steps on the Play Tower Slide are loose.

### **68/2010. MINUTES OF THE GENERAL MEETING**

The clerk reported that an item had been incorrectly reported on the Payments List dated 15<sup>th</sup> March 2010 which was presented at the last meeting. Cheque number 03309 was shown as *Ms D Norley Deputy Clerks Salary February 2010* £86.72. The Grand Total of the Payments List ex VAT was £6653.08.

The correct description for Cheque number 03309 is *Tax and National Insurance Feb 2010* £163.11. The revised Grand Total ex VAT is £6999.47 (please refer to Appendix A for the amended Payments List for 15<sup>th</sup> March 2010).

The Minutes of the General Meeting held on the 15<sup>th</sup> March 2010 were then signed as a true record.

## **PUBLIC QUESTION TIME**

Mr England addressed the Members about the Parish Fire Engine and reported it is being well looked after and is prominently positioned at the Fire Service College. Mr England also advised the Fire Engine may be used in a forthcoming exhibition which will be held at the Heritage Museum in Maidenhead. Cllr Howard thanked Mr England on behalf of the Members who welcomed the feedback.

## **69/2010. PARISH FINANCE**

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

### 4.1 General Maintenance & Tree work Parish Cemetery, Windsor Rd

Cllr Howard referred Members to the paper that had been distributed in advance of the meeting (refer to Appendix C) which describes the proposed Tree work and General Maintenance. An additional document specifically relating to the Tree work (refer to Appendix D) was circulated during the meeting. This included a comparison of three quotes obtained for the Tree work. A number of questions were raised and Cllr Howard confirmed there are no TPO's on the Tree's in the Cemetery. Despite this fact, advice has been sought from the RBWM Tree Officer who attended a site meeting to review the work that will be carried out.

Cllr Monks proposed proceeding with Greenwood Tree Surgeons at a cost of £763.75 which was seconded by Cllr Graham and unanimously AGREED.

The General Maintenance was then discussed and Cllr Langridge proposed delegating approval for the Clerk to incur expenditure up to £1500 to carry out the work. This was seconded by Cllr Monks and unanimously AGREED.

### 4.2 Updates to Bray Parish Website (refer to Appendix E)

The Clerk requests delegated approval to incur expenditure up to £160 to update the Parish Website which is extremely out of date. The Clerk reported that the changes have been documented and reviewed by the IT Working Group. This was proposed by Cllr Graham, seconded by Cllr Basterfield and unanimously AGREED.

### 4.3 Refurbishment of Benches in Bray

Cllr Howard reminded members this had been agreed in principle at the last meeting. Delegated approval is sought for the Clerk to incur expenditure up to £50. This was proposed by Cllr Graham, seconded by Cllr Annetts and unanimously AGREED.

### 4.4 Bray Parish Intranet

Cllr Graham outlined the proposal to use an Intranet Site to store Parish Documents such as Agenda's, Minutes etc. This method will replace the current practice of emailing documents to Councillors. The Clerk will advise Councillors once the documents are available on the site to access and download. The Clerk will continue to send hard copies of all documents by post to those Councillors that do not have Internet access. Delegated approval is sought for the Clerk to incur expenditure up to £70.00 for setup costs. This was proposed by Cllr Basterfield, seconded by Cllr Monks and unanimously AGREED.

### 4.5 Skips at allotments

The provision of Skips at the Allotments was discussed and as in previous years, the proposal is to provide a Skip at Bray so the tenants can prepare for the growing season. The Clerk reported the tenants at Gays Lane did not require a Skip last year and no request has been made for one this year. The overall costs of providing Skips was discussed and concerns were raised that the expenditure is not covered by the Allotment Rent. It was agreed the Operations Working Group will review practice of covering these costs in the future. In the meantime delegated approval is sought for the Clerk to incur expenditure up to £400 (£200 per skip). This was proposed by Cllr Annetts, seconded by Cllr Langridge and unanimously AGREED. The Clerk will arrange for the Skip at Bray and will contact the Gays Lane Tenants to discuss similar arrangements.

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

The Payments List had been circulated to Councillors in advance of the meeting. The Clerk reported on 2 new items added to the list. As there was a problem with the new total on the list, the Clerk agreed to check and confirm the revised figure to Members after the meeting. Approval of the list was proposed by Cllr Basterfield, seconded by Cllr Langridge and unanimously AGREED. The Clerk confirmed the revised total is £9389.84, plus £324.28 VAT giving a Grand Total of £9714.12.

**70/2010. REPORTS FROM OTHER WORKING GROUPS**

**STRATEGY WORKING GROUP**

No meeting to report.

**PROJECTS WORKING GROUP**

No meeting to report.

**OPERATIONS WORKING GROUP**

No Meeting to report.

**IT WORKING GROUP (refer to Appendix G)**

Note from the last meeting of the IT Working Group on 30<sup>th</sup> March had been circulated to the Councillors in advance of the meeting.

**71/2010. GENERAL MATTERS**

Parish Newsletter

Cllr Annetts presented the draft copy of the Spring Newsletter, which apart from a few minor changes is ready to go to print. Cllr Annetts thanks those that had contributed to this edition. The Members were very complimentary on the content and look of the Newsletter and thanked Cllr Annetts and all those involved.

Play Builder Project

Cllr Howard gave an overview of the meeting which took place with the RBWM and the Play Builder Project Working Group. During the meeting the working relationship was agreed and a combined procurement process involving other Parish Council was discussed. Cllr Janikoun has been appointed the Parish representative on the Working Group and will be the point of contact with the RBWM.

Windsor Rd, Parish Cemetery

Cllr Howard reported that a paper on the long term future of the Parish Cemetery is being prepared. This will include a review of the proposal to convert the rear of the Cemetery into Allotments.

**72/2010. Bray**

No items to report.

**73/2010. HOLYPORT**

Holyport Pond

The Clerk reported on the meeting which took place on 17<sup>th</sup> March with Cllr Janikoun, Land & Water and the Rinders to discuss the schedule of work. The proposal is to carry out the work to clear the bottom of the Pond after the August Bank Holiday. However, as this is dependant on the level of the water dropping significantly this schedule will be reviewed by all concerned in June and may be revised depending on the weather conditions.

#### **74/2010. ALEXANDER, DEDWORTH AND OAKLEY GREEN & FIFIELD**

##### Verge adjacent to Manor Grove

Cllr Foulger raised concerns about the verge to one side of Manor Grove which requires attention and needs to be built up and grassed. A number of Members voiced concerns at the Parish Council carrying out the work as there are a number of areas around the Parish that require similar attention. As the verge belongs to the RBWM it was suggested they should carry out the work and the Clerk was asked to make the request.

#### **75/2010. CHAIRMAN'S BUSINESS**

No Chairman's business to report.

#### **76/2010. CORRESPONDENCE AND COUNCILLORS' FORUM**

##### Correspondence (please refer to Appendix H)

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

Cllr Aspey - asked for clarification on the areas of responsibility and boundaries of the Project Working Group, Land Maintenance and other Parish Working Groups. Cllr Howard advised that in terms of the Project Working Group and Land Maintenance these areas will be discussed and clarified at the next meeting of the Project Working Group. After a further debate, it was agreed the current leaders of each of the Working Groups will produce a Terms of Reference which will be circulated to all Councillors.

Cllr Walters - reported that the Taylors are doing a magnificent job on Holyport Green. Cllr Walters also reported that Colin Rayner (RBWM) has been allocated funds to carry out Road repairs in the area. There are a number of Granite set Stones around Holyport Green that are in need of repair and at the request of Cllr Walters, the Clerk has reported this to Colin Rayner, but has not yet had a reply.

#### **77/2010. DATE OF NEXT MAIN COUNCIL MEETING**

The Annual General Meeting of the Parish will be held at 7.30pm on Monday 17<sup>th</sup> May in the Braywood Memorial Hall, Fifield.

The meeting closed at 8.35pm

**THE GENERAL MEETING OF THE BRAY PARISH COUNCIL HELD ON  
MONDAY 26<sup>th</sup> APRIL 2010**

**PART II**

**Councillors Allowances**

Cllr Howard reminded Members that Bray Parish Council pay a fixed amount of £275 (made in two instalments) for Councillors Allowances. The total amount that can be paid is capped at 3% of the Precept. At the moment only 5 Councillors claim expenses, however, if everyone was to claim this would exceed the limit of 3%. If this should occur, the amount would be reduced to £260 and adjusted on the second payment. This was proposed by Cllr Annetts, seconded by Cllr Elvin and unanimously AGREED.

**Parish Handyman Contracts**

The Parish Handyman Contracts are due for renewal and Members discussed the work carried out by Rod Siddons in Bray and Richard Crucefix in the rest of the Parish. Concerns were raised by the Bray Ward Councillors that Rod Siddons may have lost interest in the work and that perhaps the Parish Council should consider expanding Richard Crucefix's contract to include Bray. The Clerk reminded Members that in addition to the work in Bray, Rod Siddons also prepares Cremation Plots and attends Funerals at the Parish Cemetery. It was agreed that the Parish Council should go out to tender to ensure 'Best Value'. However, given the time scales and the work involved Cllr Basterfield proposed extending the existing contracts until 31<sup>st</sup> December 2010 and re-tender for contracts starting from the 1<sup>st</sup> January 2011. This was seconded by Cllr Langridge and AGREED on a vote of 9 in favour and 2 against.

The meeting closed at 9.55pm