

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

PRESENT:	Cllr Coppinger (Chairman)
Alexander Ward:	Cllr H Howard
Bray Ward:	Cllrs C Aspey, M Pierce, C Graham
Dedworth Ward:	Cllr G Smith
Holyport Ward:	Cllrs P Janikoun, A Monks, L Kneen Cllr Basterfield
Oakley Green & Fifield Ward:	Cllrs G Annetts, J Foulger Mrs J Eden-Bagley – The Clerk 3 Members of the Public

281/2010. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Apologies for absence were received from Cllr Elvin.

Before proceeding with Declarations of Interest, Cllr Coppinger reported the Head of Legal at RBWM has confirmed that Councillors Allowances are exempt and therefore no declaration is required.

Cllr Smith and Cllr Howard declared a Personal interest in Camusfearna. Cllr Annetts declared a Personal and Prejudicial interest in respect of the Payments List and printing of the Oakley Green, Fifield and District Association Business Plan. Cllr Howard declared a Personal interest the Oakley Green, Fifield and District Association Bulb Planting.

282/2010. 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 Inspection Reports for September and October:

In September, Jubilee Field and Springfield Park were both satisfactory with no Priority 1 items. However, Aysgarth Park was unsatisfactory with one priority 1 item where concrete had broken up at the base of the Cargo Net exposing projecting bolts. The Clerk reported that ARD have repaired the item.

In October, Jubilee Field and Aysgarth Park were both satisfactory with no Priority 1 items. However, Springfield Park was unsatisfactory with two Priority 1 items to report:

- 1) One of the Gates is not self closing correctly. The Parish Contractors have resolved this issue.
- 2) Part of the bearing assembly unit which is on top of the 'Record Spinner' has become loose. ARD will re-tension the unit at a cost of £64.00. If the unit is found to be worn and unserviceable the cost for a new unit will be £245.00.

283/2010. MINUTES OF THE GENERAL MEETING

The Minutes of the General Meeting held on the 20th September 2010 were then signed as a true record.

PUBLIC QUESTION TIME

Land at Camusfearna (please refer to Appendix A)

Cllr Coppinger requested this item be brought forward to accommodate the Owners of Camusfearna who were in attendance. Cllr Coppinger reminded Members of a previous proposal by the Owners to purchase the piece of land which is currently rented from the Parish Council. This proposal was rejected at the Main Council Meeting on 15th March 2010. The Owners have approached the Parish Council and provided further documentation to support the purchase and would like to resubmit the proposal. Cllr Coppinger and Cllr Janikoun have met with the Owners and discussed the concerns raised by Members previously. Cllr Coppinger invited Mrs O'Shea (Owner) to address the Committee in support of the proposal. Cllr Coppinger thanked Mrs O'Shea and Cllr Janikoun then gave a verbal report of the recent meeting and highlighted the problem faced by the Owners with the current rental arrangements. In terms of possible future development of the Land, this is within the Green Belt and therefore subject to the restrictions contained within Policies GB1 and GB2 of the Local Plan. In addition a Covenant has been placed on the Land which states that "no building of any kind shall be erected". Members debated the proposal at length and also discussed the ownership of the Fence which runs along Gays Lane Field. It was confirmed that if the Land Ownership is transferred this would include responsibility for the Fence. Members asked for clarification on the process of transferring ownership and how the valuation of the Land will be determined. Cllr Coppinger confirmed that an independent valuation will be carried out and that a legal agreement will be drawn up. Cllr Janikoun proposed proceeding with the transfer, which was seconded by Cllr Howard and AGREED on a vote of 11 in favour and 1 abstention.

2 Members of the Public left the meeting at 7.50pm

284/2010. PARISH FINANCE

Finance Working Group (please refer to Appendix B)

Notes from the Finance Working Group Meetings of the 15th September and 2nd November 2010 had been circulated to Councillors in advance of the meeting.

Clerks Treasurer's Account (please refer to Appendix C)

The Clerk referred to proposal sent out with the Agenda. Cllr Graham proposed setting up a Treasurers Account which will be used to pay Salaries electronically and manage Direct Debits and Standing Orders. This was seconded by Cllr Kneen and unanimously AGREED.

Budget 2010/2011

The Clerk reported that Budget submissions have been received from the Working Groups. This information will be used to prepare the draft Budget which will be reviewed by the FWG on 23rd November 2010.

Finance Report for Q2 (to 30th September 2010)

Cllr Graham referred to the Finance Report sent out with the Agenda (please refer to Appendix D). Cllr Graham pointed out that the figures include the cost for Holyport Pond which was intended to be taken out of reserves. Cllr Howard reported the Land Management Working Group may bring forward a number of projects to Main Council for funding approval.

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

The Payments List had been circulated to Councillors in advance of the meeting. The Clerk reported on 5 new items that have been added to the list. The Clerk advised a revised figure of £19,103.40 plus VAT £1,599.64 with a grand total of £20,703.04. Cllr Monks proposed approval of the payments list which was seconded by Cllr Pierce and AGREED on a vote of 10 in favour and 1 abstention.

285/2010. REPORTS FROM OTHER WORKING GROUPS

OPERATIONS WORKING GROUP

Cllr Coppinger gave a verbal report of the Operations Working Group Meeting which was held on 8th November 2010.

Parish Contractors (please refer to Appendix F)

Cllr Coppinger referred to the current Contracts that had been sent out with the Agenda. Cllr Coppinger reminded Members the contracts expire at the end of the Calendar Year. As we need to go out to tender, the proposal is to extend these until the end of the Financial year. Members raised concerns as this is the second time they have been extended. Cllr Howard explained that we have to go through a lengthy process which involves advertising in the local paper and conducting interviews and this can not be achieved by the end of the Year. In addition, the existing contracts need to be reviewed to ensure the activities are correct and up to date. As a result of the recent Land Surveys, the Land Management Working Group may also have input. It was agreed that Councillors would review the current Contracts and advise the Clerk of any amendments. Cllr Kneen proposed extending the Contracts to the end of the Financial year, which was seconded by Cllr Howard and AGREED on a vote of 9 in favour, 2 against and 1 abstention.

LAND MANAGEMENT WORKING GROUP (please refer to Appendix G)

Update on the Land Management Working Group had been sent out with the Agenda.

NEWSLETTER WORKING GROUP

No Meeting to Report. Cllr Annetts did report the process for distributing the last Newsletter had greatly improved.

IT WORKING GROUP

No Meeting to report.

STRATEGY WORKING GROUP

No meeting to report.

286/2010. GENERAL MATTERS

Standing Orders – Planning

Cllr Coppinger referred to the proposed change to the Standing Orders which will be submitted at the next Council Meeting for approval:

“Where Amendments to a Planning Application are received by RBWM after the BPC Planning Committee has considered the Application and made their comments, but before a Decision is taken by RBWM, then the Ward Councillors are entitled to review these Amended Plans and, taking into account the original comments made by the BPC Planning Committee, can request that the Clerk submits additional comments to RBWM. These additional comments will be emailed to all members of the Planning Committee and will be included in the Agenda for the next BPC Planning Committee meeting.”

Salaries

Cllr Coppinger reminded Members that at a recent Accounting Seminar the Clerk had been advised that as Salaries are included in the Budget which is approved by Councillors, it is unnecessary to seek approval for payment at every Main Council Meeting. This has also been confirmed by the RBWM Head of Legal. Cllr Coppinger confirmed this only applies to contracted Salaries and any variance such as overtime would still need approval. Cllr Graham proposed that delegated approval be give to the Clerk to pay monthly contracted Salaries without approval at each Main Council Meeting, with the provision that the Chairman approves the Timesheets and Wage Slips. This was seconded by Cllr Basterfield and unanimously AGREED.

Footpaths

Cllr Coppinger gave his apologies as he had hoped to have a proposal to present to Members. However, as this was not the case, Members agreed to carry the item forward to the next Main Council Meeting.

287/2010. Bray

Gallifords Hedge (please refer to Appendix H)

Cllr Graham reported on the investigation to determine the Ownership of the Hedge and concluded that whilst there is no absolute proof, the indications are strong that it is owned by the Parish Council. Cllr Graham also reported the owner of 84 Windsor Rd is keen to have the height reduced along its full length. Members agreed that if the Parish Council were to take responsibility for the ownership this would also include the height to which the hedge should be kept. Cllr Graham proposed the Parish Council take ownership of the Hedge and to cut the side that borders the footpath and the top. This proposal was seconded by Cllr Howard with the provision that the height to which the Hedge is to be kept should be agreed at the next Main Council Meeting. This was AGREED on a vote of 11 in favour and 1 against.

Bray Guides (please refer to Appendix I)

Cllr Graham referred to the report sent out with the Agenda and gave an update on the meeting which took place between Bray Village Ward Councillors and the Guides. Cllr Graham also referred to a proposed Agreement which would need to be signed between the Parish Council and the Guides. Cllr Graham put forward the proposal of the Bray Village Ward Councillors to proceed with the agreement. This proposal was seconded by Cllr Pierce and unanimously AGREED with the following conditions:

1. That a letter identifying the principles under which the Parish Council would provide Water and Access should be included.
2. There is a clause that states any Legal Costs for the Agreement are borne by the Bray Guides.

Tennis Courts

The Clerk reported the surface of the Courts had become very slippery and therefore emergency work had been carried out to rectify the situation at a cost of £340.00.

Bray Car Park

The Clerk reported that when Cllr Elvin went to investigate the lighting on the footpath, he identified 2 of the lights in the Car Park were not working. Since then one light has been repaired which leaves one light still out of operation. The Electric Company have advised there seems to be no power supply to the Column so they are carrying out further investigations.

288/2010. HOLYPORT

Holyport Pond

The Clerk gave a verbal updated on the recent work to clean the bottom of the Pond and reported the actual cost was £6.5K. This was £2.5K under the approved spend which was due to the Rinders wavering a substantial amount of costs and a change in Environment Agency process which meant there was no longer a charge for the Waste Licence Exemption fee. The Members commended Cllr Janikoun and the Rinders for all their efforts and contribution on the work to the Pond. Cllr Janikoun then presented a proposal to give consent to Holyport Primary School and its Parent Teachers Association (the HSA) to use the pond as a Nature Reserve and for instructing pupils in matters relating to nature and wildlife. Cllr Janikoun also advised that Braywick Centre would be interested in helping and advising the School. A number of issues were discussed as to how the Parish Council would retain control to ensure that no actions would be taken that would endanger the current eco system or introduce problems in the future. It was also agreed the matter of insurance would also need to be looked into. It was agreed the Parish Council should work with the School to understand the access that is required and to produce a letter which outlines the areas of responsibility and insurance implications.

Culverts

Cllr Janikoun gave a verbal report on the Culverts on Holyport Rd which have been cleared. However, the Culverts from Holyport Street are still blocked and appear to have collapsed. As they are on Parish Land, Cllr Janikoun requested the Parish Council look into the cost to repair which will then be presented at a future Council Meeting for funding approval. This was course of action was unanimously AGREED.

Land at Camusferna

This item was dealt with under Public Question Time to accommodate the Owners who were in attendance.

Folly Cottage, Ascot Rd

Cllr Coppinger explained the location of the property which has recently been sold. As part of the sale, the new Owners have approached the Parish Council for a Grant of Easement for access across Holyport Green. Cllr Coppinger reminded Members of the Parish Council strategy of formalising this arrangement with all properties with access across the Green. The Parish Solicitor is preparing a standard Grant of Easement which is currently in place for a number of other properties. Cllr Coppinger requests delegated approval to sign the standard Grant of Easement for Folly Cottage. Cllr Monks proposed delegated approval is given to Cllr Coppinger, which was seconded by Cllr Graham and unanimously AGREED.

The George Pub

The Clerk reported that Cllr Kneen is going to speak to the Landlord about formalising the use of the Table and Chairs.

289/2010. ALEXANDER, DEDWORTH AND OAKLEY GREEN & FIFIELD

Land at the front of Manor Grove

The Clerk reported the Solicitors are still looking into the Registration of the Land.

300/2010. CHAIRMAN'S BUSINESS

The Parish Conference (please refer to Appendix J)

Cllr Coppinger gave a verbal reported on the Parish Conference which was held on 26th October 2010, which included a presentation by Andrew Elkington on The Big Society. Cllr Coppinger then went through the presentation and outlined RBWM's strategy. Cllr Coppinger then took questions and Members debated the way forward. It was agreed that involving the local community is key, so Cllr Coppinger requested that Members advise the Clerk of the Groups that should be part of the consultation process. In an effort to help Members focus on the way forward, Cllr Annetts volunteered to prepare a 'Discussion Paper' for the next Main Council Meeting. It was also noted that Sunningdale Parish Council has held Focus Group meetings, so it was suggest the Clerk should invite a representative to be present at the next Main Council Meeting.

301/2010. CORRESPONDENCE AND COUNCILLORS' FORUM

Correspondence (refer to Appendix K)

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

Farmglade Limited - The Future of Water Oakley

The Clerk reported on an Invitation to an Open Planning Workshop on 22nd November 2010, 4pm – 7pm at The Oakley Court Hotel. Cllr Coppinger advised Members that at this stage any involvement by the Parish Council could be seen as an act of pre-determination. It is therefore important that Members who attend go as individuals and not as a Parish Councillor.

Cllr Graham – Oakley Green Gardens

Cllr Graham reported on problems with cars parking on Yellow Lines or in residents parking opposite Auto Technics.

Cllr Foulger – Style on Footpath

Cllr Foulger reported problems getting over a Style on a footpath. Cllr Foulger will let the Clerk know the exact details to report this to RBWM.

Cllr Howard – Bulbs

Cllr Howard reported that 12-20 Bulbs have been requested from RBWM for the Open Space in Fifield.

Cllr Pierce – St Michaels Churchyard

Cllr Pierce asked if the meeting had taken place with the Hinds Head to address the issues of smoking in the Churchyard and damage to the Lych Gate Kissing Gate. The Clerk reported on the meeting which had taken place with Tony Baker. The staff of the Hinds Head are now forbidden from smoking in the Churchyard. In addition, the Hind Head are prepared to replace the damaged Bench and also offered to help with costs to repair the Lych Gate Kissing gate.

302/2010. DATE OF NEXT MAIN COUNCIL MEETING

The next General Meeting of the Parish will be held at 7.30pm on Monday 13th December 2010 in the Braywood Memorial Hall, Fifield.

The meeting closed at 9.40pm.

**THE GENERAL MEETING OF THE BRAY PARISH COUNCIL HELD ON
MONDAY 15th November 2010**

Part II

Clerk and Administration Assistant Salaries

Approval is sought to pay the items on the Salaries Payment List (refer to Appendix J). This was proposed by Cllr Monks, seconded by Cllr Smith unanimously AGREED.

The meeting closed at 9.50pm