



Bray Parish Council

MINUTES OF THE GENERAL MEETING OF THE BRAY PARISH COUNCIL HELD AT 7.30PM ON MONDAY 17th OCTOBER 2011 IN THE BRAYWOOD MEMORIAL HALL, FIFIELD ROAD, FIFIELD, BERKS.

PRESENT:

Alexander Ward:	Cllr H Howard
Bray Ward:	Cllr Graham (Chairman) Cllrs M Pierce, D Mellor
Holyport Ward:	Cllrs P Janikoun, A Monks, K Elvin, R Bowyer Cllr Walters
Oakley Green & Fifield Ward:	Cllrs J Foulger, C Yates Mrs J Eden-Bagley – The Clerk

194/2011. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Cllr Graham declared a personal interest as Chairman of the Bray Parish Neighbourhood Plan (BPNP), Bray Enhancement Committee Member and Bray Ward Councillor. Cllr Graham, Cllr Janikoun and Cllr Peirce declared a Personal and Prejudicial interest in respect of Councillors Allowances. Apologies for absence were received from Cllr Kneen, Cllr Elvin and Cllr Adams.

195/2011. HEALTH AND SAFETY

The Chairman gave 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 gave a summary report on the Play Areas which is taken from ARD's inspection report for September:

Aysgarth Park

The play area was satisfactory with no priority 1 items.

Springfield Park

The play area was satisfactory with no P1 items

Jubilee Fields

The play area was unsatisfactory with 1 P1 item:

The gate hinge bracket is very loose on post which is causing gate to drop. The Parish Contractors will re-secure the hinge.

196/2011. MINUTES OF THE GENERAL MEETING

The Clerk reported on a change to minute number 160/2011 Apologies for Absence and Declarations of Interest which had been updated to reflect Cllr Graham's interest in the Payments List and as a Bray Allotment Holder. Cllr Pierce also pointed out that minute number 172/2011 Date of Next Main Council Meeting included 'August' which was incorrect. This was amended by the Chairman and the Minutes of the General Meeting held on the 22nd August 2011 were then signed as a true record.

NO PUBLIC QUESTION TIME

197/2011. PARISH FINANCE

Finance Working Group (please refer to Appendix A & B)

Notes from the meeting of the Finance & Operations Working Group (FOWG) held on the 12th September and 12th October 2011 had been circulated with the agenda.

Results of the External Audit

The Clerk reported on the results of the external audit carried out by Mazars. Except for one matter which is reported below, they confirmed the information contained in the annual return is in accordance with the Audit Commission's requirements. It was noted the Council should undertake a risk assessment, which considered both financial and operation risks and this should be formally reviewed on an annual basis.

Cllr Graham reminded members the Parish Council has a risk assessment which is under review and will be presented at a future main council meeting for approval.

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

4.1 Parish Cemetery, Windsor Rd

The Clerk requests delegated approval to incur expenditure up to £900 to cut the hedges on either side of the Cemetery. This was proposed by Cllr Graham, seconded by Cllr Pierce and AGREED on a vote of 10 in favour and 1 abstention.

4.2 Galifords Hedge (please refer to Appendix D)

The Clerk requests delegated approval to incur expenditure up to £300 to cut Galifords hedge as outlined in the proposal sent out with the agenda. Cllr Howard asked if the hedge would be cut to the required height of 7' and not left at 7'6". It was agreed the Clerk will confirm the height with the contractor. Cllr Walters proposed the expenditure which was seconded by Cllr Elvin and AGREED on a vote of 9 in favour and 2 abstentions.

4.3 Parish Office

The Clerk requests delegated approval to incur expenditure up to £300 for an electrical safety test of office equipment. This was proposed by Cllr Monks, seconded by Cllr Foulger and unanimously AGREED.

4.4 Bray Bund Enhancement (please refer to Appendix E)

The Clerk requests delegated approval to incur expenditure up to £1,500 for work to the bund as outlined in the proposal sent out with the agenda. This was proposed by Cllr Graham, seconded by Cllr Walters and AGREED on a vote of 10 in favour and 1 abstention.

4.5 Bray War Memorial (please refer to Appendix F)

Cllr Graham referred to the proposal sent out with the agenda which was to repair the lettering and plinth and pointed out the quote for the repairs to the plinth has not been received. Therefore, delegated approval is sought for the Clerk to incur expenditure up to £210 for repairs to the lettering only.

A revised proposal for the plinth repairs will be submitted at the next main council meeting. This was proposed by Cllr Graham, seconded by Cllr Walters and AGREED on a vote of 10 in favour and 1 abstention.

4.6 Footpath at the rear of 64 Trenchard Rd (please refer to Appendix G)

Cllr Elvin referred to the proposal sent out with the agenda and that delegated approval is sought for the Clerk to incur expenditure up to £768 for tree work. This was proposed by Cllr Elvin, seconded by Cllr Janikoun and AGREED on a vote of 10 in favour and 1 abstention.

4.7 Holyport Green (please refer to Appendix H)

The Clerk requests delegated approval to incur expenditure up to £1,230 to replace the bench on Holyport Green as outlined in the proposal sent out with the agenda.

Members discussed the 3 types of bench which had been put forward and after debate agreed the Classic 1 Long Rail (Oak) £835 ex vat would be the most suitable option. It was noted the installation/removal costs would remain the same. This was proposed by Cllr Walters, seconded by Cllr Pierce and AGREED on a vote of 10 in favour and 1 abstention.

4.8 Allotments

The Clerk requests delegated approval to incur expenditure up to £50 for 3 allotment markers which will be used for new plots. This was proposed by Cllr Walters, seconded by Cllr Pierce and AGREED on a vote of 10 in favour and 1 abstention.

4.9 Aysgarth Park Tarmac Path

The Clerk requests delegated approval to incur expenditure up to £110 for repairs to one section of the path which has been damaged by tree roots. This was proposed by Cllr Janikoun, seconded by Cllr Monks and AGREED on a vote of 10 in favour and 1 abstention.

4.10 S106 Jubilee Play Area Enhancements (please refer to Appendix I)

The Clerk requests delegated approval to incur expenditure up to £4,900 for enhancements to the play area as outlined in the proposal sent out with the agenda. This was proposed by Cllr Graham, seconded by Cllr Walters and AGREED on a vote of 10 in favour and 1 abstention.

4.11 S106 Aysgarth Park Play Area Enhancements (please refer to Appendix J)

The Clerk requests delegated approval to incur expenditure up to £5,100 for enhancements to the play area as outlined in the proposal sent out with the agenda. This was proposed by Cllr Graham, seconded by Cllr Bowyers and AGREED on a vote of 10 in favour and 1 abstention.

Treasurers Account

The Clerk requests delegated approval to transfer an initial amount of £5,000 and then to set up a standing order for £4,000 per month thereafter. This was proposed by Cllr Graham, seconded by Cllr Mellor and unanimously AGREED.

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

The Payments List had been circulated to Councillors in advance of the meeting. The Clerk circulated a revised list to members which included six new items with a total of £23,707.94, plus VAT £556.91, with a grand total of £24,264.85. As the list included a number of payments in respect of councillor allowances, it was generally agreed that those Councillors should not take part in the vote for these items. It was therefore proposed to vote on items on the payment excluding councillor allowances. Cllr Walters proposed approval of the payment list (excluding councillors allowances), which was seconded by Cllr Monks and AGREED on a vote of 9 in favour and 2 abstentions. Members then voted on the six payments made to councillors for allowances. Cllr Monks proposed approval of the payments, which was seconded by Cllr Foulger and AGREED on a vote of 5 in favour and 1 abstention. The councillors in receipt of the payment did not participate in the vote. Cllr Graham took an action to seek advice from BALC on how to deal with councillor allowances.

198/2011. REPORTS FROM OTHER WORKING GROUPS

OPERATIONS WORKING GROUP (please refer to Appendix A & B)

Notes from the meeting of the Finance & Operations Working Group (FOWG) held on the 12th September and 12th October 2011 had been circulated with the agenda.

Parish Maintenance Contracts (please refer to Appendix N)

Cllr Graham referred to the proposal sent out with the agenda and the recommendation to award the contracts as follows:

Lot A	Bray Ward	Rod Siddons
Lot B	Oakley Green, Dedworth & Fifield and Alexander Ward	Richard Crucefix
Lot C	Holyport Ward	Richard Crucefix
Lot D	St Michael's Churchyard and Bray Parish Cemetery	Rod Siddons
Lot E	Bray Parish Cemetery Burials	Rod Siddons

This was proposed by Cllr Graham, seconded by Cllr Foulger and AGREED on vote of 10 in favour and 1 abstention. The Clerk was instructed to advise the contractors and to issue the paperwork.

Land at Manor Grove

Cllr Howard reported the papers to adopt the land will be submitted tomorrow. Once the application has been accepted there will follow a six week consultation period.

LAND MANAGEMENT WORKING GROUP (please refer to Appendix O)

The Chairman's report for September had been circulated in advance of the meeting. Cllr Graham confirmed the FOWG had received the LMWG budget submission for 2012/13.

IT WORKING GROUP

No meeting to report. Cllr Graham confirmed the FOWG had received the ITWG budget submission for 2012/13

STRATEGY WORKING GROUP

No Meeting to report.

S106 WORKING GROUP (please refer to Appendix P)

The notes for the meeting which took place on the 5th October 2011 had been circulated in advance of the meeting.

S016 extensions to the Play Areas

Cllr Howard gave a verbal update on the plans for the play areas.

Potential play area at Trenchard Rd

Cllr Howard gave a verbal update on a meeting with RBWM to see if they would give consideration the Parish Council taking over the land for a play area. Whilst RBWM recognise there is a lack of a play area, the Parish Council would have to demonstrate there is need for one. After further debated some members felt there is a need. However the challenge will be quantify this into a formal proposal. Cllr Janikoun updated members on the request for a Half Pipe Skateboard Ramp and reported initial investigation would indicate the costs will be high.

NEWSLETTER WORKING GROUP

No Meeting to report.

199/2011. GENERAL MATTERS

Holyport Ward Co-option

Cllr Graham reported the interview panel had met again and discussed the possible candidates and recommend that Neil Basterfield is co-opted to Holyport Ward. Cllr Graham made the proposal which was seconded by Cllr Howard and unanimously AGREED.

Remembrance Sunday

The Clerk reminded members that the Parish Council lay wreaths in Holyport & Bray and asked for volunteers. Cllr Pierce and Cllr Monks volunteered to represent the Parish Council at the Remembrance Sunday Memorial Service.

Bray Parish Neighbourhood Plan (BPNP)

Cllr Graham reported on a discussion with RBWM about the funding of the neighbourhood plan and advised they have agreed in principle to the Parish Council managing the funds of 20K. Cllr Graham proposed that RBWM will provide the Parish Council with £10K per year which will then be managed by the Clerk. This was seconded by Cllr Walters and unanimously AGREED.

BPNP Launch

Cllr Graham reported that a launch event will take place on three separate evenings in each of the Village Halls and described the programme. Cllr Graham referred to a flyer which the Clerk had distributed at that start of the meeting. Cllr Graham asked for approval to approach the newsletter volunteers to assist with the distribution of the flyer and this was generally agreed.

Project Status Report

It was generally agreed that as Cllr Kneen was not at the meeting this item would be deferred to the next main council meeting.

200/2011. ALEXANDER, DEDWORTH AND OAKLEY GREEN & FIFIELD

Footway in Fifield

Cllr Howard reported that RBWM have agreed to extend the footpath on the west side of Fifield Rd. Work will start at the end of October and is expected to take 2 weeks.

201/2011. BRAY

Bray Village Car Park (please refer to Appendix Q)

Cllr Elvin reminded members of complaints made to the Parish Council about the lack of lighting between the Village Hall and the Car Park. The initial cost to install additional low level lighting will be in the region of £2,100 and Cllr Elvin asked members if this should be pursued and further quotes obtained. Cllr Pierce added her support for additional lighting. It was generally agreed that additional quotes would be obtained for low level posts and a proposal made at a future main council meeting.

Britain in Bloom

Cllr Graham reported that Bray Village has won a gold award, one of the highest in the competition. This means the Village will be entered into the National Competition next year. Member's congratulated Bray Village on the achievement.

202/2011. HOLYPORT

No Parking Sign

Cllr Walters raised the 'No Parking' sign and explained that in an effort to ensure that Holyport Green remains uncluttered he had sought agreement from both a local resident and Ward Councillors to install wooden stakes as an alternative. Members discussed the most sensible approach and agreed to look at using both methods to deter parking. Cllr Janikoun pointed out that vehicles from the Rails property are also parking on the Green. The Clerk advised this has been reported to the letting company who have been asked to advise the tenants this is not permitted. Cllr Janikoun also raised issues with parking in front of the Brewhouse and asked if the Parish Council would consider 'No Parking' on the tarmac. Members discussed this further and generally agreed that a sign on the building would be more appropriate.

203/2011. CHAIRMAN'S BUSINESS

Christmas

Cllr Graham asked members if they would be interested in meeting for informal Christmas drinks and nibbles. It was generally agreed this is a good idea, so Cllr Graham will look into a venue and possible dates.

204/2011. CORRESPONDENCE AND COUNCILLORS' FORUM

Correspondence (please refer to Appendix R)

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

The Queen's Diamond Jubilee Beacons

The Clerk referred to a guide on taking part and reported that registration must be submitted by the 30th April 2011. It was generally agreed to delegate this to the LMWG to look into further.

Cllr Howard referred to the item on the Boundary Commission and stated that at the appropriate time it may be worth considering moving Alexander Ward as it does not really fit within Bray Parish.

Cllr Walters – NPPF

Cllr Walters complimented Cllr Graham on his comments on the NPPF. Cllr Waters also advised that he has a meeting with a QC to discuss this in more detail and will report the outcome at a future meeting.

Cllr Foulger – land in Fifield

Cllr Foulger made reference to the fact that Bray Parish Council have been looking for land in the area for many years. Cllr Foulger suggested the Parish Council may wish to proactively approach the community and suggested writing to the owner of the Old Mushroom Farm expressing an interest in acquiring the land. It was generally agreed this is a good approach and members suggested that Cllr Foulger liaise with the Clerk to write to the owner.

Cllr Monks – Ascot Rd

Cllr Monks reported on a very overgrown piece of land on the Ascot Rd. The hedge is now posing a danger to Lorries and Cyclists and needs to be cut back. As none of the members were aware of who owns the land, it was agreed that Cllr Monks would try to find out more information and will liaise with the Clerk on any action that needs to be taken.

Cllr Howard – Gays Lane Football Field

Cllr Howard made reference to a request by a football club for a smaller pitch and ask the Clerk for contact details. The Clerk confirmed that Cllr Howard had been given all the contact numbers.

Cllr Janikoun – Springfield Park

Cllr Janikoun reminded members that the Parish Council had a competition for ideas on a meeting place which resulted in the Youth Shelter at Aysgarth Park. Cllr Janikoun suggested a similar shelter might be suitable for older children at Springfield Park.

205/2011. DATE OF NEXT MAIN COUNCIL MEETING

The General Meeting of the Parish will be held at 7.30pm on Monday 22nd October 2011.

The Meeting closed at 9.10pm.