



Bray Parish Council

MINUTES OF THE ANNUAL GENERAL MEETING OF BRAY PARISH COUNCIL HELD AT 7.30PM ON MONDAY 18TH MAY 2015 IN BRAYWOOD MEMORIAL HALL, FIFIELD ROAD, FIFIELD, BERKS.

PRESENT:

Alexander Ward:	Vacancy
Bray Ward:	Cllr K Elvin (Chairman) Cllrs M Pierce, C Graham, D Burbage, S Kiely
Dedworth Ward	Cllr M Airey
Holyport Ward:	Cllrs L Kneen, B Bou-Sreih, S Dudley, D Wilson Cllrs L Walters, P Janikoun
Oakley Green & Fifield Ward:	Vacancy J Eden-Bagley – The Clerk 4 Members of the Public (one member of the public left at 8.50pm)

The chairman welcomed new councillors, re-elected councillors and members of the public.

91/2015. FIRE SAFETY REGULATIONS

The Chairman gave a reminder to all in attendance of the fire safety regulations for the venue of the meeting.

Cllr Elvin handed over the chair of the meeting to Cllr Graham, Vice Chairman for the election of Chairman of the Parish Council.

92/2015. ELECTION OF THE CHAIRMAN

Cllr Graham called for nominations for the post of Chairman for the forthcoming year. The Clerk reported that Cllr Pierce has proposed Cllr Elvin. This was seconded by Cllr Kneen. As there were no further nominations, this was put to the vote of 11 in favour, 0 against and 1 abstention. Cllr Elvin accepted the Chairmanship and duly signed the declaration of acceptance and took the chair.

93/2015. ELECTION OF THE VICE CHAIRMAN

Cllr Elvin resumed chairing the meeting and called for nominations for the post of Vice-Chairman for the forthcoming year. Cllr Pierce proposed Cllr Graham and as there were no further nominations this was seconded by Cllr Elvin and agreed on a vote of 10 in favour, 0 against and 2 abstentions. Cllr Graham accepted the post of Vice-Chairman and duly signed the declaration of acceptance.

94/2015. ELECTION OF THE CHAIR AND VICE CHAIR OF THE PLANNING COMMITTEE

Cllr Elvin called for nominations for the Chairman of Planning. Cllr Graham proposed Cllr Kneen. As there were no further nominations, this was seconded by Cllr Janikoun and agreed on a vote of 11 in favour, 0 against and 1 abstention. Cllr Elvin called for nominations for Vice Chairman of Planning. Cllr Kneen nominated Cllr Airey, which was seconded by Cllr Pierce and agreed on a vote of 11 in favour, 0 against and 1 abstention.

95/2015. WARD VACANCIES

The Chairman reminded members that as no candidates stood in the general election the vacancies will be filled through co-option. The Clerk reported the vacancies have been published on the relevant noticeboards, on the parish website and in the Oakley Green and Fifield District Community Association magazine. The Chairman reported that at this stage no-one has come forward for Alexander Ward and there are 2 candidates, Chris Yates and Nick Pellew, who would like to be considered for Oakley Green & Fifield. Members debated the process and the deadline, which the Clerk confirmed is 35 working days after the election.

Cllr Burbage stated that newly elected councillors may know people who might be interested in joining the parish council and suggested the process be extended to allow candidates to come forward. Cllr Kneen stated that interested parties could have come forward for the general election, as had the members of the parish council, and that the vacancies have been advertised. In view of the varying comments around the table, the Chairman asked for an alternative proposal to co-opting the two candidates as stated on the Agenda. As none was forthcoming, the Chairman suggested the parish council vote on the proposal to co-opt Nick Pellew and Chris Yates.

Decision: Cllr Graham proposed co-opting Chris Yates to Oakley Green and Fifield Ward, which was seconded by Cllr Pierce, vote 6 in favour, 6 against, 0 abstentions. As the vote was tied the Chairman was required to cast his vote in such a way as to maintain the status quo (no change). Therefore, the motion to co-opt Chris Yates was not carried. The proposal to co-opt Nick Pellew to Oakley Green and Fifield Ward was then considered.

Decision: Cllr Graham proposed co-opting Nick Pellew, which was seconded by Cllr Kneen, vote 3 in favour, 7 against and 1 abstention.

As the vacancies were still unfilled, the Chairman asked for an alternative proposal. Cllr Burbage suggested that members contact people who may be interested in joining the parish council to encourage them to come forward. Cllr Graham advised the process that has been used in the past is that a working group evaluates the candidates and makes a proposal to main council. The Clerk pointed out the next main council meeting is after the deadline for co-option and therefore this would need to be considered at an extraordinary meeting.

Decision: Cllr Graham proposed delegating the evaluation process to a working group to consider all candidates, including the two people that have already come forward, and submit a proposal to main council. This was seconded by Cllr Pierce, vote 11 in favour, 0 against, 1 abstention. It was generally agreed the working group will consist of Cllr Graham, Cllr Burbage, Cllr Pierce and Cllr Janikoun.

96/2015. APOLOGIES FOR ABSENCE, DECLARATIONS OF INTEREST AND DISPENSATIONS

There were no apologies for absence. The following declarations of interests and dispensations were declared:

Personal:

Councillor	Agenda Item	Interest
Cllr Dudley	Boundary Review	The member owns a property in Chantry Rd
Cllr Wilson	Boundary Review	The member is a Borough Councillor for Oldfield Ward (which includes the Fisheries area).

Pecuniary:

Councillor	Agenda Item	Interest
Cllr Graham	Allotment Competition	The member is an allotment holder.

97/2015. HEALTH AND SAFETY

The Clerk confirmed there were no entries in the accident book. The Clerk gave a summary report on the Play Areas which is taken from ARD's inspection reports for March & April. In March all 3 play areas were satisfactory with no high priority issues. In April, Jubilee Fields and Springfield Park were both satisfactory with no high priority issues. Aysgarth Park was unsatisfactory with one high priority item; the door of the bin outside the play area had become detached. The parish contractor will see if this can be repaired.

PUBLIC QUESTION TIME

William Emmett addressed the meeting and asked on behalf of concerned residents, why there are five members of the borough on the parish council, three of which are members of the borough cabinet. Cllr Dudley responded that Bray Parish is a lovely place and that he stood to enhance and conserve the area and whilst he is very busy he can always find the time to do good work. He stood as a conservative and his politics is well known and in his view this was appropriate.

Cllr Burbage echoed Cllr Dudley's comments and agreed that it would have been wrong for him to stand for election and not be associated with the party that he is known to represent.

Having been in public service to the borough and the community for 15 years, Cllr Burbage assured members he cares passionately about the community and is very keen that Parish Councils are respected and have the powers to make decisions locally. The borough has not been very proactive in making this happen which Cllr Burbage would like to see changed.

Cllr Wilson responded that he has been involved in the local community for many years and was previously a member of Cox Green Parish Council for 8 years. Cllr Wilson, who is a Holyport resident and first joined the parish council following a local bye election in 2014, stood as he wanted to have the opportunity to represent residents.

Cllr Graham raised concerns at the number of borough councillors on the parish council with a political affiliation. Cllr Graham stated that politicisation of parish councils is an unacceptable trait. The decisions that a parish council makes are in the interest of local residents and must not be driven by political ideology. Cllr Graham also pointed out that two party members stood as independents and for that Cllr Graham welcomed them as part of an independent group. Cllr Graham's view was echoed by other members and Cllr Pierce stated that Cllr Walters, who has been a borough and parish councillor for many years, has managed to hold a correct and proper balance in the way he has served this council and his decisions have not been backed with political bias. Cllr Dudley asked that members should respect democracy and the fact the borough councillors have been voted in place by the electorate. Cllr Dudley gave assurances that the borough councillors are on the council to protect and enhance the area and not as politicians. Cllr Burbage acknowledged the different views on declaring a political party on the nomination papers. However, he stated the borough councillors have not joined the parish council to do anything other than to put residents first and to serve the community.

98/2015. MINUTES OF PREVIOUS GENERAL MEETING

The minutes of the General Meeting held on the 16th March 2015 were then approved and signed as a true record.

99/2015. MINUTES OF PREVIOUS GENERAL MEETING

The Clerk then referred to the minutes of the Extraordinary General Meeting held on the 27th April 2015 and reported that Cllr Walters has requested that "also welcomed" is added to the second paragraph of 78/2015 Bray Neighbourhood Plan:

As originally stated:

Cllr Walters specifically made reference to the statement on page 3 "This plan therefore does not propose any further housing development within Bray Parish" and the paragraph that followed.

Proposed amendment:

Cllr Walters specifically made reference to the statement on page 3 "This plan therefore does not propose any further housing development within Bray Parish" and also welcomed the paragraph that followed.

This was generally agreed and the minutes of the Extraordinary Meeting held on the 27th April 2015 were then approved and signed as a true record.

100/2015. PARISH SUB COMMITTEES

The arrangements of the Disciplinary and Grievance Committee were reviewed. Please refer to Appendix A for the Terms of Reference and Policy documents which had been circulated to members in advance of the meeting. Cllr Dudley and Cllr Bou-Sreih volunteered to join Cllr Pierce and Cllr Janikoun as members.

Decision: Cllr Graham proposed adoption of both committees and members as stated, seconded by Cllr Kneen, vote 10 in favour, 0 against, 2 abstentions.

102/2015. PARISH WORKING GROUPS

The membership of the Parish Working Groups was discussed (please refer to Appendix B).

- Finance and Operations Working Group (FOWG)
- Land Management Working Group (LMG)
- Capital Projects/S106 Working Group
- IT Working Group
- Newsletter and Website Working Group
- Strategy Working Group

Decision: Cllr Burbage proposed acceptance of the working group and members, which seconded by Cllr Wilson and unanimously agreed.

102/2015. PARISH COUNCIL PROCEDURES

The parish council reviewed the following procedures (please refer to Appendix C)

Asset Register

The Clerk reported the new Oakley Green & Fifield Memorial has been added to the register.

Decision: Cllr Airey proposed adopting the revised Asset Register, which was seconded by Cllr Walters and agreed on a vote of 11 in favour, 0 against, 1 abstention.

Risk Assessment

The Clerk reported there have been a number of changes affecting the Risk Assessment which should be reviewed by the FOWG and a proposal submitted to full council, which was generally agreed.

Parish Councils Complaints Procedure

Decision: Cllr Graham proposed adoption of the complaints procedure, which was seconded by Cllr Walters and unanimously agreed.

Press & Media Communications

Decision: Cllr Elvin proposed adoption of the Press & Media Communication, which was seconded by Cllr Graham and agreed on a vote of 11 in favour, 1 against and 0 abstentions.

Subscriptions

Decision: Cllr Walters proposed approval of the subscription payments, which was seconded by Cllr Wilson. Cllr Walters also suggested the Parish Council consider increasing the amount paid to Campaign to Protect Rural England to £100 at the next council meeting which was generally agreed.

103/2015. PARISH FINANCE

Finance Working Group (FOWG)

No meeting to report.

Details of the following expenditure can be found on the Spending Decision Report (please refer to Appendix D).

Parish Office

For the benefit of new members, the Chairman outlined the proposal (please refer to Appendix E) for the new increased and improved Parish Office in Holyport War Memorial Hall. The proposal is to incur expenditure up to £35,000 to refit the expanded Parish Office, subject to obtaining further quotes for the work.

Decision: Cllr Walters proposed the expenditure, which was seconded by Cllr Pierce and unanimously agreed.

Parish Office Rent

Proposal to approve the revised rent up to a maximum of £11.50 per sq. for the expanded Parish Office (please refer to Appendix F).

Decision: Cllr Graham proposed the increase, which was seconded by Cllr Kneen, vote 10 in favour, 0 against and 2 abstentions.

Focus on Your Parish Part II (AEM meeting)

Members discussed the format of the meeting the guest speaker who will be Chris Hilton RBWM who will talk about the Crossrail and the regeneration of Maidenhead.

Decision: Cllr Kneen proposed incurring expenditure up to £1,000 for the production and delivery of a flyer advertising the event on 4th June 2015. This was seconded by Cllr Pierce and unanimously agreed.

Payments List (please refer to Appendix G)

The Clerk confirmed the total of the payments list of £27,748.03, plus VAT £1,150.40 with a grand total of £28,898.43.

Decision: Cllr Airey proposed approval of the payments list which was seconded by Cllr Wilson and unanimously agreed.

104/2015. REPORTS FROM OTHER WORKING GROUPS

OPERATIONS WORKING GROUP (FOWG)

No meeting to report.

Boundary Review Results

Cllr Airey reported that the Fisheries obtained the required number of signatures for the boundary review to be put forward to RWBM cabinet for consideration. Alexander Ward did not reach the required number of signatures so no further action will be taken.

Windsor Rd Bus Stop Improvements and Holyport Rd Replacement Bus Shelter

The Chairman reported there seems to be conflicting information from RWBM about all the bus stop projects that are currently going on in the parish. Therefore, a meeting is going to be schedule with David Coppinger to clarify the position and look at the various options.

Land Management Working Group

No meeting to report.

IT WORKING GROUP

No meeting to report.

S106 WORKING GROUP

No meeting to report.

STRATEGY WORKING GROUP

No meeting to report.

NEWSLETTER WORKING GROUP

No meeting to report.

105/2015. GENERAL MATTERS

M4 Smart Motorway Consultation Feedback and Working Group Membership

The Chairman reminded members that a small working group, led by a former parish councillor, has been tasked at dealing with this. As the group is now short of two members, the Chairman called for volunteers to join Cllr Elvin and Cllr Janikoun. Cllr Kneen and Cllr Walters volunteered to join the group.

Devolution of Planning Powers

The Chairman reported the working group was also led by a former parish councillor and asked for volunteers to join Cllr Elvin, Cllr Kneen and Cllr Airey. Cllr Burbage volunteered to join the group. The Chairman reported that at the last meeting, Suki Coe committed to providing a list of the 22 planning applications that would have been devolved to Bray Parish Council as part of devolution. This list has not yet been received. Cllr Graham also reminded members that the parish council had a draft agreement ready to be signed which is still with the borough and has been for some considerable time. Cllr Kneen stated that parish councillors have spent a great deal of time on this and suggested that an apology from the borough was in order. Cllr Burbage apologised on behalf of the borough's officers for the delays and committed to making this work. Cllr Graham reminded members the parish council has agreed to pursue and investigate this in principle. However, the final decision to go ahead would need to be made at a main council meeting.

Parish Councillors Planning Presenter Schedule

The Clerk asked if all members of the parish council are required to present planning applications on a monthly basis. Members agreed this was the case everyone will participate. The Chairman reminded members on their responsibility to find a replacement if they are unable to present the plans at a meeting.

Focus on Your Parish Part II (AEM meeting)

This item had been covered earlier in the meeting.

Allotment Competition

Judging will take place on 15th June at 4pm starting at Bray Allotments. Volunteers are required to assist with the judging. Cllr Pierce and Cllr Janikoun volunteered to join the Clerk.

Complaint

The Chairman reported on a complaint from a Bray Allotment Holder about the conduct of the Clerk. The Chairman has dealt with this as per the complaints procedure and further details can be found at the Parish Office.

Planning Award Nominations

The Clerk reported any nominations should be proposed at the Planning Meeting on 1st June 2015. For the benefit of the new members, the Clerk has published the nomination criteria on Drop Box.

Parish Conference

The next Parish Conference will take place on 29th June, 7pm at The Guildhall, Windsor.

DALC

The Clerk reported on a request from DALC for information on public transport issues in the parish and the response (as at Appendix H) which was sent from Derek Mellor, who was a member of the parish council and BPNP Steering Group.

DALC Meetings

The next meeting will take place on 9th June, 7.30 and the AGM will take place on the 2nd July.

106/2015. ALEXANDER, DEDWORTH AND OAKLEY GREEN & FIFIELD

No items to report.

107/2015. BRAY

No items to report.

108/2015. HOLYPORT

Anti-social Behaviour

The Clerk reported on anti-social behaviour in a number of areas in Holyport. The Community Warden Clive Dent is working with residents, resident groups and the parish office in dealing with this matter and is doing a good job.

Aysgarth Park Dog Fouling

The Clerk reported on issues with dog fouling on the open space in the vicinity of the play area. The Community Warden has been spraying the dog waste with red paint and this seems to have had a good effect. Parents and local residents have provided positive feedback about the results.

109/2015. CHAIRMAN'S BUSINESS

Assistant Clerk Recruitment

The Chairman reported the efforts to find an Assistant Clerk with administration and bookkeeping skills has not proved successful due to the salary that is being offered. The hourly rate for someone with bookkeeping skills exceeds the parish council's budget. So the alternative is to recruit someone with administration skills and retain the external bookkeeper, currently being used on a monthly basis, for about one year. The Assistant Clerk will then be trained to take over the bookkeeping at this time.

Extraordinary General Meeting

The Chairman will call an Extraordinary meeting of the Parish Council on 1st June at 7.00pm to review the Year End Accounts and approve the Annual Return and Governance Statement.

Holyport Road Safety

The Chairman asked Cllr Walters if the response to Holyport Residents Association (HRA) had been sent. Cllr Walters responded he has seen the response which is about to be sent out. Another meeting with HRA and the parish council is being arranged.

A330 7.5 tonne Weight Limit

The Chairman asked for an update from the borough about the reinstatement of the 7.5 tonne limit on the A330. Cllr Walters reported that a survey is being carried out and this is in hand.

A308 Pedestrian Crossing

The Chairman reported the pedestrian crossing, which was promised in March, has been delayed for reasons that have only just been made known to the parish council. Cllr Burbage apologised and agreed the parish council should have been informed sooner.

110/2015. CORRESPONDENCE AND COUNCILLORS' FORUM

The Clerk referred to two items on the Correspondence List (please refer to Appendix I).

Berkshire County Training CIC - New Councillor Training

Cllr Bou-Srieh and Cllr Kiely are scheduled to attend this course and other members are also welcome to attend. Cllr Graham encouraged other members to do so as this is a very useful session.

Royal Berkshire Fire and Rescue Service (RBF&RS) Fire Pump Renovation

The RBF&RS has invited a member of the Parish Council and former Chairman Geoff Hayes to attend a meeting to review the renovations, details of which will be submitted to the parish council for approval before the work commences. The date of the meeting has yet to be confirmed.

Councillors' Forum

Cllr Walters – Holyport Green Street Light

Cllr Walters reported on the request from residents to replace the street light which was demolished in a car accident. It was generally agreed the LMWG will look at this and a proposal will be made at the next main council meeting.

Cllr Janikoun – Holyport Pond

Cllr Janikoun asked for an update on the high water levels and asked to be involved in any further work. The Chairman reported the LMWG have been working on this and the overflow pipe, which runs under Pebbles Court, has been cleared. Other drains will be cleared and the LMWG will look at clearing the silt traps at the appropriate time.

Cllr Kneen – Safety Issues on Drift Rd and RBWM Daffodil Planting

Cllr Kneen reported on the problems on the Drift Road during cycling events. There has recently been two speed events held on this dangerous road. Cllr Kneen asked if these types of events are supposed to be licensed. Cllr Burbage offered to look into this and report back. Cllr Kneen reported that daffodils planted on Holyport Green by the borough produced a stunning show and thanked the borough on behalf of residents.

Cllr Graham BPNP Pre-Consultation Document and New Councillor Induction

Cllr Graham referred to the consultation which will be distributed to all residents in the parish. Cllr Graham asked if an induction session will be held for new councillors. The Clerk responded that a session is being organised.

111/2015. DATE OF NEXT COUNCIL MEETING

The next General Meeting of the Parish Council will be held at 7.30pm on Monday 20th July 2015.

The meeting closed at 10.00pm.