



# Bray Parish Council

## MINUTES OF THE EXTRAORDINARY GENERAL MEETING OF BRAY PARISH COUNCIL HELD AT 7:30PM ON MONDAY 17<sup>TH</sup> JULY 2017 IN BRAYWOOD MEMORIAL HALL, FIFIELD ROAD, FIFIELD, BERKS.

### PRESENT:

Alexander Ward: Cllr J Glover  
 Dedworth Ward: Cllr N Pellew  
 Bray Ward: Cllrs K Elvin (Chairman), C Graham, M Pierce  
 Holyport Ward: Cllrs L Kneen, P Janikoun, Bou-Sreih, L Walters,  
 Oakley Green & Fifield Ward: Cllrs Yates, Marsh  
 1 - Member of the public  
 0 - The Press  
 The Clerk - Mrs S Cook

### 138/2017. Chairman's request

The Chairman requested that all mobile devices were switched off for the duration of the meeting.

### 139/2017. Apologies for Absence, Declarations of Interest and Dispensations

Apologies were received from Cllrs Dudley and Kiely; Cllr Wilson advised he may be late to the meeting.

The following declaration of interest and dispensations were made;

#### Personal

Councillor	Agenda Item	Interest
Cllr J Glover	8.14	Grant request for Fifield Fund Day - Treasurer

### 140/2017. 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 gave a summary report on the Play Areas from the June monthly inspection report; all areas were satisfactory with no high risk items. There were no items in the accident book.

### 141/2017. Minutes of previous meetings

The Minutes of the meetings held on Monday 15<sup>th</sup> May 2017 and Monday 26<sup>th</sup> June 2017 were approved.

### 142/2017. Public Question Time

A local resident addressed the meeting asking the parish council to adopt the telephone box in Stroud Farm Road to be used to house a defibrillator; he gave details of the cost, where other defibrillator's may be found locally, the reasons why additional defibrillators are required and also that his request is supported in kind by local first responders. He went on to mention that if the Parish Council do not consider the telephone box a suitable site that alternative sites could be Braywood Memorial Hall, Holyport Memorial Hall, and Bray Village Hall. He suggested S106 monies could be used to provide funds, but is also prepared to ask local companies to support the project. Councillors raised various questions including should existing units be made available 24 hours per day, whether first responders should be supported instead with trained users only to have access? It was explained that anyone can use a defibrillator and that the time it takes for first responders to get to the site could be the difference in saving a life.

Cllr Elvin suggested the Parish Council write to the village halls and the doctor's surgery to ask for them to have an accessible defibrillator. Cllr Graham will write to the MD of Fat

Duck to find out if their machine can be made accessible. The Clerk will include the topic as an agenda item at the next meeting.

One member of the public left the meeting.

### **143/2017. Clerks Report**

There were no comments on the report provided by the Clerk.

### **144/2017. Review of Committee Structure**

#### Parish Committee Structure

The matter was thoroughly discussed.

Decision: Cllr Graham proposed that the recommended structure be adopted until the next AGM.

Seconded Cllr Kneen; Vote Unanimous

#### Appointment of members to Committees, Sub-committees and working groups

Councillors agreed they would remain on the various committees that they were already committed to apart from the following;

As a new member, Cllr Pellew asked to be on the same committees that Cllr Airey served on apart from IT.

Cllr Janikoun asked to be on LMWG & Strategy committees in addition to FOWG.

Cllr Walters asked to be withdrawn from the planning committee due to conflict with his position as a RBWM Councillor. This was discussed thoroughly, with Councillors asking if he could attend whenever possible as it was felt the Parish Council would benefit from his expertise but he would not be obliged to vote.

Cllr Kneen pointed out that Holyport in particular would struggle if District Councillors were obliged to withdraw from the Planning Committee.

Cllr Marsh pointed out that for the year to date for various reasons, only she and Cllr Glover had presented plans for Alexander, Dedworth, Oakley Green and Fifield and asked if it would be possible for Councillors from other wards to help out with planning due to the additional work that occurs from time to time. All agreed it would be fair to ask other Councillors to help out to ensure that the preparation work is able to be undertaken properly.

Cllr Marsh reminded the council that her son is happy to be on the IT committee.

### **145/2017. Parish Finance**

#### Annual Governance Statement – Part 1 of the Annual Return

Proposal to approve the Annual Governance Statement and for the Chair and RFO to sign in accordance.

Decision: Cllr Marsh proposed approval.

Seconded Cllr Graham; Vote Unanimous

#### Annual Accounting Statement – Part 2 of the Annual Return

Proposal to approve the Annual Accounting Statement and for the Chair and RFO to sign in accordance.

Decision: Cllr Glover proposed.

Seconded Cllr Seconded; Vote Unanimous

#### Capital Expenditure Projects

Proposal that a working Group that will report to the MPC be set up to look at potential Capital Expenditure Projects within the Parish. The item was discussed but was not supported.

Decision: Cllr Elvin made an alternative proposal that the Strategy Group be used to look at Capital Expenditure Projects.

Seconded Cllr Walters; Vote Unanimous

#### S106 Projects

Proposal that a working Group that will report to the MPC be set up to look at potential S106 Projects within the Parish.

Decision: Cllr Kneen proposed this be set up.

Seconded Cllr Glover; Vote unanimous  
Cllr Kneen, Yates and Elvin agreed to be members

#### Risk Assessment

Recommendation that the Parish Council accepts the proposal by the FOWG to adopt the risk assessment that has been reviewed by Cllr Elvin and the Clerk

Decision: Cllr Elvin proposed acceptance.

Seconded Cllr Kneen; Vote 10 For; 0 Against; 1 Abstained

#### Election Fees Reserve Account

Recommendation that a new reserve account to accrue 2,500 per year for the costs of election fees be set up in the balance sheet.

Decision: Cllr Elvin proposed.

Seconded Cllr Kneen; Vote Unanimous

#### Review of Model Financial Regulations and Standing Orders

Proposal to accept the recommendation of the FOWG that the updated NALC model Financial Regulations and Standing Orders are adopted by the Parish Council; Cllr Graham had done a comparison and made some recommendations for changes. He further recommended at 3H that the planning committee may make financial decisions up to an amount of £5k in exceptional circumstances with the approval of the Planning Chair. The matter was vigorously discussed and further amendments discussed.

Decision: Cllr Elvin proposed 6.10 be removed from the document and that the planning committee may make financial decisions up to an amount of £2.5k in exceptional circumstances with the approval of the Planning Chair.

Seconded Cllr Kneen; Vote 10 For; 0 Against; 1 Abstained

#### Spending Decision Report

Details of the following expenditure can be found on the Spending Decision Report. Please refer to appendix (a)

#### Bin for Blind Lane

Proposal for the Clerk to incur expenditure of up to £500 for a bin to be placed in Blind Lane opposite Bargain Booze

Decision: Cllr Elvin proposed.

Seconded Cllr Glover; Vote unanimous

#### Repairs to Benches in Bray Village

Proposal for the Clerk to incur expenditure of up to £2,250 to refurbish, repair and renovate 14 benches in Bray Village.

Decision: Cllr Elvin proposed.

Seconded Cllr Walters; Vote Unanimous

#### Replacement Bin for Aysgarth Park

Proposal for the Clerk to incur expenditure of up to £500 to replace a dog waste bin with an ordinary waste bin on Aysgarth Park

Decision: Cllr Elvin proposed.

Seconded Cllr Kneen; Vote Unanimous

#### Works to trees on Bray Bund

Proposal for the Clerk to incur expenditure of up to £400 to remove one Cherry Tree and reduce the lateral limbs of another Cherry tree on Bray Bund

Decision: Cllr Elvin proposed.

Seconded Cllr Glover; Vote Unanimous

#### Bray Parish Neighbourhood Plan consultation flyers

Proposal for the Clerk to incur expenditure of up to £1350 for printing and delivery of flyers advising of the Bray Parish Neighbourhood Plan consultation

Decision: Cllr Elvin proposed.

Seconded Cllr Kneen; Vote unanimous

Cllr Glover left the meeting.

#### Grant Requests

##### Fifield Fun Day

Application for a grant of £750 towards the costs of hiring marquees and portaloos

Decision: Cllr Kneen proposed.

Seconded Cllr Walters; Vote 10 For; 0 Against; 1 Abstained

Cllr Glover returned to the meeting.

#### Payments List

Approval to pay accounts on payments list, which the Clerk confirmed was for a net figure of £40,953.55 with VAT of £2,491.18, making a total of £43,444.73. Please refer to appendix (b).

Decision: Cllr Graham proposed.

Seconded Cllr Glover; Vote Unanimous

### **146/2017. Land Management Working Group**

#### Update on new RBWM Highways contract

As Councillor Wilson had not arrived at the meeting, Cllr Graham will ask him if the information Cllr Wilson previously sent can be forwarded to other Parishes, Cllr Graham also gave a positive report on the support received from Highways for Bray In Bloom this year. Cllr Kneen advised that Highways are not always aware of cycling events in the area and that this is an issue of concern.

### **147/2017. General Matters**

#### Heatherwood Hospital proposed development 16/03115/OUT

Councillors were advised that hybrid planning application compromising;

- 1) Application for full planning permission for the development of a new Elective Care Hospital and associated Admin Hub with associated parking, vehicle access, highways works, plant and landscaping
- 2) Application for full planning permission for the change of use of existing building to provide GP practice, Office, data Centre, and Staff Restaurant in association with the Elective Care Hospital
- 3) Application for outline planning permission (access and layout determined with all other matters reserved for future consideration) for demolition of existing hospital and redevelopment of up to 250 dwellings with associated vehicle access and highways works
- 4) Application for full planning permission for the change of use of existing woodland to Suitable Alternative Natural Greenspace (SANG) in association with the outline residential planning permission

has been posted to the RBWM planning website.

Councillors suggested that the housing to be put on the site should be for key workers and affordable. Cllr Pierce wanted to know what elements of hospital care is being lost to the community. Cllr Graham suggested that the Parish Council makes a recommendation that the Thames Valley Hospice be included on the site, Cllr Elvin will be doing so at the DCP on 18<sup>th</sup> July.

### **148/2017. Holyport**

Proposal to approve a request from a local resident to use Holyport Green for parking on 23<sup>rd</sup> July

Decision: Cllr Bou Sreih proposed approval.

Seconded Cllr Kneen; Vote Unanimous

### **149/2017. Chairman's Business**

#### Bray Cricket Club Meeting

Cllr Elvin reported on the meeting attended by himself and Cllr Pierce. The sports club would like to have additional facilities at Jubilee Field but currently are unsure of their exact requirements. The Councillors advised the Sports Club to review the lease as well as

consider their requirements then contact the parish council so that the request could be further explored.

### **150/2017. RBWM Update**

Report by the Borough Ward Councillor on Borough Activities

As Cllr Dudley was not available no report was made.

### **151/2017. Action List**

The report circulated at the meeting was discussed.

### **152/2017. Correspondence and Councillors Forum**

Cllr Pierce requested further information about the Tree Legacy the Clerk suggested that Cllr Pierce speak to Cllr Kiely who is looking after the project.

Cllr Wilson joined the meeting.

Cllr Bou Sreih advised that she has had a number of residents asking about school bus services as they have been advised they are no longer entitled to free school transport, Cllr Walters advised this is being looked into by RBWM and will provide an update to the next meeting.

Cllr Wilson advised of the various consultations taking place, which includes Regulation 19 Borough Local Plan, Regulation 16 Bray Parish Neighbourhood Plan, Regulation 18 Central and Eastern Berkshire Authorities joint minerals and waste plan and Cllr Graham advised that the Gypsy and traveller consultation has not been received in the Parish Office.

Cllr Walters left the meeting.

Cllr Janikoun advised that Smart M4 consultations are currently taking place and asked for a volunteer to read the documents. Cllr Elvin volunteered.

Cllr Janikoun mentioned the terrapins in Holyport Pond but has not seen them.

Cllr Janikoun reported that the Holyport Open Gardens event had raised over £1k for Thames Air Ambulance

Cllr Yates spoke about a recent RBWM meeting and wanted to thank Cllr Walters for supporting local residents.

Cllr Marsh provided an update on Manor Grove; the local contractor had now cut back the hedges, will be taking down the height of the hedges and cutting back the soft growth. The next step will be to discuss options with Wild Maidenhead.

Cllr Marsh would like to know when there will be events on at Braywood School due to traffic issues that these cause.

Cllr Glover reminded everyone about the Fifield Fun Day on 5<sup>th</sup> August at 1:30pm

Cllr Elvin has noticed that there are a number of speed sensors in the area and would like copies of the results when available.

Cllr Yates has met the new tenant of the Belgian Arms who asked about the notice board outside, the Clerk was able to confirm that it was a Parish Council noticeboard, which provides details of footpaths and bridleways.

### **153/2017. Date of next Main Council Meeting**

The next Main Parish Council Meeting will be held at 7:30pm on Monday 7<sup>th</sup> August 2017.

The meeting finished at 9:30pm