



# Bray Parish Council

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## MINUTES OF THE GENERAL MEETING OF THE BRAY PARISH COUNCIL HELD AT 7.30PM ON MONDAY 18<sup>TH</sup> NOVEMBER 2013 IN THE BRAYWOOD MEMORIAL HALL, FIFIELD ROAD, FIFIELD, BERKS.

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### PRESENT:

Alexander Ward:	Cllr H Howard
Bray Ward:	Cllr G Graham (Chairman)
	Cllrs D Mellor, K Elvin, M Pierce
Dedworth Ward	Cllr M Airey
Holyport Ward:	Cllrs A Monks, L Kneen, L Walters
Oakley Green & Fifield Ward:	Cllrs C Yates, N Pellew
	Mrs J Eden-Bagley – The Clerk
	RBWM Cllr D Coppinger (arrived at 7.35pm)
	3 Members of the public

### 213/2012. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Apologies for absence were received from Cllr Adams, Cllr Janikoun and Cllr Mackie and Cllr Smith-Lyons. The following declarations of interests were declared:

#### Personal:

Councillor	Agenda Item	Interest
Cllr Pierce	8.2	Bray Lych Gate Trust

#### Pecuniary:

Councillor	Agenda Item	Interest
None		

### 214/2013. 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 which is taken from ARD's inspection report for September and October:

Aysgarth Park was unsatisfactory with five priority 1 items:

1. Four items relating to the wet pour surface.
2. Protruding screw on the net climber.

Jubilee Fields was unsatisfactory with two priority 1 items:

1. Loose paving slabs which will be re-laid by Groundworks this month.
2. Gate was not closing properly due to the hinge post being out of line which ARD has replaced.

Springfield Park was unsatisfactory with one P1 item:

1. Loose paving slab by the gate which will be repaired by the parish contractors.

The Clerk reported on an entry in the Parish Accident Book. The incident took place on Holyport Green on the 22/9/13 at 14.30pm. Mr Powell reported that his daughter (31 years old) tripped over one of the small wooden posts which prevents vehicles from parking on the Green and badly bruised her leg. He wanted to bring this to the parish council's attention as he is concerned this will pose a trip hazard to other people. It was noted this is the first type of incident since the post were installed a number of years ago.

The Chairman welcomed Cllr Coppinger to the meeting and pointed out that whilst he joins the other committee members he has no voting rights and will provide an update on RBWM activities later in the meeting

### **215/2013. MINUTES OF THE GENERAL MEETING**

Cllr Pierce pointed out the date of the next council meeting on the last page is incorrect and should be the 17<sup>th</sup> November. It was generally agreed the Chairman would make the change and the minutes of the General Meeting held on the 16<sup>th</sup> September 2013 were then approved and signed as a true record.

### **PUBLIC QUESTION TIME**

Mr Leigh Took addressed the council about the planning consent for seven houses on the Bray Studio site and stated that the studio is commercially viable and that this fact was not made known to the RBWM when this planning application was being considered. Sarah Hayward also addressed the committee and provided statistics to support the viability and future potential of the Studios. Cllr Howard reported the Minister is considering a review of the borough's decision. After a debate, Cllr Elvin proposed that a letter supporting the review should be sent to the borough which was seconded by Cllr Pierce and AGREED on a vote of 11 in favour, 0 against and 2 abstentions.

Three members of the public left the meeting

### **216/2013. PARISH FINANCE**

#### 4.1 Finance Working Group (combined Finance and Operations Working Group FOWG)

The notes from the meeting which took place on the 10th October and 6th November 2013 has been circulated to members (please refer to Appendix A).

#### Budget vs. Actuals Q2 (30/09/13)

The Chairman referred to the finance report (please refer to Appendix B) which has been reviewed in detail by the FOWG.

#### Budget 2014/15 (please refer to Appendix C)

The Chairman referred to the draft budget requirements for 2014/2015 which has also been reviewed by the FOWG. This will be presented at the next main council meeting for approval. The Chairman reminded members this does not include the precept or details of the RBWM grant. The FOWG will make a proposal on the precept at the next council meeting which is when the RBWM grant will also be confirmed.

#### Transfer from the General Fund to Earmarked Reserves

Delegated approval is sought for the Clerk to transfer £66,438 from the general fund to S106 earmarked reserves. This was proposed by Cllr Graham, seconded by Cllr Howard and unanimously AGREED.

Agreement for delegated approval of the following projects. Details of the expenditure can be found on the Spending Decision Report (please refer to Appendix D) sent out with this agenda:

#### 4.6 Parish Newsletter (please refer to Appendix E)

Cllr Walters proposed approval of the Autumn/Winter edition and that delegated authority is given to the Clerk to incur expenditure up to £1,200 for production and distribution costs. This was seconded by Cllr Pellew and unanimously AGREED.

#### 4.7 Aysgarth Park Tarmac Path (please refer to Appendix F)

Cllr Elvin proposed that delegated authority is given to the Clerk to incur expenditure up to £1,125 to patch approximately 10sqm of the path. This was seconded by Cllr Monks and unanimously AGREED.

#### 4.8 Gays Lane Playing Field (please refer to Appendix G)

Cllr Walters proposed that delegated authority is given to the Clerk to incur expenditure up to £320 to repair the fence at one end of the playing field and remove graffiti. This was seconded by Cllr Airey and unanimously AGREED.

#### 4.9 Pavilion, Holyport Green (please refer to Appendix H)

Cllr Walter proposed that delegated authority is given to the Clerk to incur expenditure up to £220 to clear and tidy the area around the Pavilion (Brewhouse). This was seconded by Cllr Pellew and unanimously AGREED.

#### 4.10 Parish Office (please refer to Appendix I)

Cllr Graham proposed that delegated authority is given to the Clerk to incur expenditure up to £800 to replace the desktop computer. This was seconded by Cllr Airey and unanimously AGREED.

#### 4.10.1 Parish Office (please refer to Appendix J)

Cllr Graham proposed that delegated authority is given to the Clerk to incur expenditure up to £561 to replace the OKI printer. This was seconded by Cllr Airey and unanimously AGREED.

#### 4.11 Windsor Rd Bus Stop Improvements (please refer to Appendix K)

Cllr Elvin referred to the proposal sent out with the agenda and gave an update on the consultation with local residents, bus users and the borough's highway department. Improvements can be made by creating a lay-by which will cost in the region of £15K. After a debate, Cllr Elvin proposed the parish council approach the borough to see if they would consider jointly funding this project. This was seconded by Cllr Kneen and AGREED on a vote of 9 in favour, 0 against and 2 abstentions.

#### 4.12 Grant Applications

#### 4.13 Application Process

Cllr Mellor referred to the overspend on grant applications and raised concerns at the request from national charities that are outside the parish and do not usually detail any benefits to the parish. In meeting such requests the parish council will not be able to support worthwhile local charities. Therefore, Cllr Mellor suggested the parish council should only consider applications for donations that are originating within the Parish and where there would be benefit to residents of the Parish. Members discussed the current process for grant applications and Cllr Howard raised concerns about the proposal as there are some charities that provide services to parish residents that do not originate within the parish such as Thames Valley Hospice, Alexander Divine and Berkshire County Blind Society. The current application form does state the applicant must demonstrate the benefit to the parish and if they are unable to do so the parish council can refuse the application. Members agreed to continue with the current process and to assess each application on its own merits.

#### 4.14 Sue Ryder (please refer to Appendix L)

Members reviewed the application and as there was no benefit to the parish Cllr Howard proposed refusing the application which was seconded by Cllr Mellor and unanimously AGREED.

#### 4.15 St Michael's Church (please refer to Appendix M)

Members reviewed the application for a grant of £5,000 for new toilet facilities to replace the old building, which is in a very bad state and does not have not disabled facilities. A number of members raised concerns at the lack of detailed cost and plans. Cllr Howard proposed awarding £1,000, as there was no seconder the motion failed. It was generally agreed to ask for more information and defer the request to the next main council meeting.

#### 4.16 Berkshire County Blind Society (please refer to Appendix N)

Members reviewed the application for a grant of £200. Cllr Kneen proposed awarding £150 which seconded by Cllr Walters and AGREED on a vote of 8 in favour, 1 against and 2 abstentions.

#### 4.17 Payments List (please refer to Appendix O)

The Payments List had been circulated to councillors in advance of the meeting. The Clerk confirmed the total of £27,165.52 plus VAT £1,719.06 with a grand total of £28,884.58. Cllr Howard asked if the Clerk has received a request from Michael Ireland for funds to start the work at Manor Grove. The Clerk confirmed she had not, so the Chairman asked Cllr Howard to liaise with the Clerk after the meeting. Cllr Howard asked for clarification on the three items which had been paid by electronic transfer. The Clerk confirmed these are payments from the treasurer's account which was approved and setup some time ago for the payment of salaries, standing orders and direct debits. The Clerk will add a note to the payments list to indicate electronic transfers are made from the treasurer's account. Cllr Pierce proposed approval of the payments list which was seconded by Cllr Monks and AGREED on a vote of 10 in favour, 1 against and 0 abstentions.

## **217/2013. REPORTS FROM OTHER WORKING GROUPS**

### **OPERATIONS WORKING GROUP** (combined Finance and Operations Working Group FOWG)

The notes from the meeting which took place on the 10th October and 6th November 2013 has been circulated to members (please refer to Appendix A).

#### Parish Council Meeting Dates 2014/15 (please refer to Appendix P)

The meeting dates had been circulated in advance of the meeting.

#### Parish Office

The Chairman confirmed that a letter has been sent to the Chairman of Holyport War Memorial Hall Committee stating the case for installing an Air Conditioning/Heating Unit and we are waiting for a response.

#### Photo Competition

Cllr Yates suggested the parish council consider a competition to improve the photos on the parish council website and that a proposal will be forthcoming for consideration at a future meeting.

#### Communication and Engagement Policy (please refer to Appendix Q)

The Chairman reported that Cllr Smith-Lyons has incorporated the final changes from the FOWG and therefore adoption of the policy is sought. Cllr Yates stated it is a very good paper and therefore proposed this should be adopted. This was seconded by Cllr Airey and AGREED on a vote of 10 in favour, 0 against and 1 abstention. Cllr Airey asked if there would be any training on the implementation and it was generally agreed to ask Cllr Smith-Lyons to make a proposal. Cllr Kneen suggested this should include specific media training for the Chairman, Vice Chairman and the Clerk which was generally agreed.

#### Disciplinary and Grievance (please refer to Appendix R)

The Chairman reported that whilst in discussion with Christine Lalley (BALC) it became clear that both the Disciplinary and Grievance working groups should be constituted as sub committees as working groups do not have any powers and are required to take any proposals to a main council meeting. Therefore, based on the advice from BALC, Cllr Graham proposed changing the status of the two working groups to sub committees and adopting the policy and terms of reference. This was seconded by Cllr Yates and AGREED on a vote of 10 in favour, 0 against and 1 abstention.

#### LAND MANAGEMENT WORKING GROUP

No meeting to report.

#### Manor Grove Project Update

Cllr Howard confirmed the work to clear the land will start tomorrow and will be completed over the next two weeks.

#### IT WORKING GROUP

No meeting to report.

#### S106 WORKING GROUP (please refer to Appendix S)

The Chairman referred to the notes from the last meeting and confirmed that Cllr Airey and Cllr Pellew have joined the group. Cllr Airey has offered to carry out a survey on the parish council website to consult with local residents on ideas for relevant projects. Cllr Graham proposed that Bray Parish Council (BPC) write to the Holyport War Memorial Hall Committee to advise that BPC is holding £5658.00 of S106 funds for improvements to Holyport Play Area. These funds would be available to the Holyport War Memorial Hall Committee on the same basis as BPC has had access to S106 funds from RBWM in the past i.e. Holyport War Memorial Hall Committee will need to:

- a. Propose a project
- b. Gain agreement from BPC to the project
- c. Implement the project
- d. Claim the funds from BPC

This was seconded by Cllr Howard and AGREED on a vote of 10 in favour, 0 against and 2 abstentions. The Chairman asked members to consider relevant projects in their areas.

#### STRATEGY WORKING GROUP

The Chairman referred to the notes from the meeting held on the 28<sup>th</sup> October 2013 and gave a brief update on the action list. One of the points raised under item 4 on the list – "Communications with Resident" was the Annual Electors Meeting (AEM) and it was felt this should be repackaged to encourage better attendance by members of the public.

It was generally agreed that a good guest speaker is key and it was suggested that the parish council approach Crossrail. Cllr Kneen also suggested that ward councillors speak with local residents to find out what would encourage them to come to the meeting and feedback any comments at the next planning meeting. The Chairman confirmed that a further strategy meeting will be scheduled in January.

NEWSLETTER WORKING GROUP (please refer to Appendix T)

The notes from the meeting which took place on the 18th October 2013 had been circulated in advance of the meeting.

## **218/2013. GENERAL MATTERS**

### Braywood War Memorial

Cllr Yates reported on the continuing discussion with Revd. Cowles on a new war memorial at Braywood Churchyard and confirmed the Parochial Church Council requires details of the costs and design which the working group will prepare.

### Fisheries

Cllr Airey reported on discussion with RBWM and the suggestion other boundary reviews are also carried at the same time. Therefore further consideration should be given to Alexander Ward. Democratic Services have been very helpful in providing guidance on the format of the petition that is required to support any changes and Cllr Airey confirmed that two petitions will be required one for the Fisheries to join the Bray Parish area and one to remove Alexander from the Bray Parish area. The next step will be to review the wording of both petitions and agree on how the consultation will take place. The Chairman asked if RBWM will manage the consultation and if there will be any costs. Cllr Airey confirmed this has not yet been determined. Members also asked how many electors will be affected and how this will impact the number of parish councillors. It was generally agreed the parish council will need to formally determine if the boundary change is going to include the Fisheries and Alexander Ward and understand any cost implications. Cllr Airey will prepare a supporting a paper outlining the options for consideration at the next main council meeting.

### Devolution of Planning Powers

Cllr Monks gave a verbal update on the preparation of the legal agreement and a number of minor points which are going to be reviewed by the Chairman of Planning and the Clerk. Once this has been completed the agreement will be sent to Simon Hurrell (RBWM) for final approval. In preparation for the start of the pilot process in March 2014, a meeting of the main council will be held to understand how this is going to work. One of the other requirements is that councillors need to be trained and therefore Simon Hurrell has suggested a 3 hour training session sometime in February.

### Devolution of Minor Rd Repairs

Cllr Yates reported there was no further update at this time.

### Sturt Green vs. Stud Green Please refer to Appendix U)

The Chairman referred to the documents sent out with the agenda and asked if the parish council are prepared to support of RBWM's proposed action which is to undertake a formal consultation to establish the correct street name as Stud Green This was proposed by Cllr Walters, seconded by Cllr Howard and unanimously agreed.

## **219/2013. ALEXANDER, DEDWORTH AND OAKLEY GREEN & FIFIELD**

### Fifield Open Space

OGAFDCA have requested permission to erect a Christmas tree on Fifield Open Space, which was generally agreed.

## **220/2013. BRAY**

### Britain in Bloom

BEC & Bray have been invited by Thames & Chiltern BIB to represent them in the national competition 2014.

### Bray Lich (Lych) Gate Trust

Cllr Pierce reminded members that the charity has 8 trustees, 4 of which have to be nominated by the parish council and the term of office for Peter Sands and Mike Copcutt has come to an end. Cllr Walters proposed that Peter Sands and Mike Copcutt are appointed as trustees for a further 4 years. This was seconded by Cllr Elvin and unanimously agreed. Cllr Pierce did not take part in the vote.

### **221/2013. HOLYPORT**

#### Update on the Holyport Residents Speed Petition

The Clerk has circulated copies of correspondence between Mr Cormie and the borough on this matter.

#### Holyport Rd safety in Stompits Rd & Stroud Farm

Cllr Walters reported there was no further update at this time.

#### Carters Steam Fair 2014

The date has been confirmed as 27th & 28th September 2014.

#### Cadogan Close, Holyport

Cllr Monks reported on the concerns raised by a resident of the close about the lack of lighting in the area. Cllr Monks explained this is not a typical junction and has no street lighting and provided photos to show how dark it is. Cllr Monks suggested the parish council look into providing a single light column on the right hand corner to light the junction. Whilst the parish council's position is not to provide additional street lighting members generally agreed this should be given further consideration. Therefore, Cllr Elvin proposed delegating this to ward councillors to report back at the next main council meeting. This was seconded by Cllr Monks and unanimously agreed. It was also generally agreed that Cllr Monks, Cllr Kneen and Cllr Walters would work together on this matter.

### **222/2013. RBWM UPDATE**

Cllr Coppinger, RBWM Lead member for Adult Services, Health and Sustainability gave a verbal update on activities in the parish.

#### Update on the Forest Green Road / Ascot Road traffic issues.

Cllr Coppinger reported the borough has taken professional advice on a number of suggestions on how to deal with the issues and the feedback is they will not work. The indications are that for the first 2 years the volume of traffic will be no greater than when the original school was in operation. Cllr Coppinger assured the parish council the borough will continue to monitor the situation which will be reviewed on a regular basis. One action that will be taken is to reduce the speed limit to 40mph which will be extended towards Touchen End.

### **223/2013. CHAIRMAN'S BUSINESS**

#### Christmas Social

The Chairman reminded members about the Christmas social on the 16<sup>th</sup> December 2013.

#### Drop Box

The Chairman reminded members they should copy documents from Drop Box as opposed to cutting them as this completely removes the document from the central repository.

### **224/2013. CORRESPONDENCE AND COUNCILLORS' FORUM**

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

The Clerk referred to the correspondence list which had been circulated to members in advance of the meeting and the following items were specifically discussed:

#### Holyport War Memorial Hall

The Clerk reported that formal notice has been given to increase the licence fee for the Parish Office by the retail price index (RPI) from January 2014.

#### Touchen End Ascot Rd Safety

The Clerk reported on a request from Touchen End Ascot Rd Safety (TEARS) for support from the parish council in helping to improve the road safety by provision of signage which will improve driver awareness as they are entering the village. A number of members were concerned about additional signage so after a debate Cllr Graham proposed the parish council support a reduction in the speed limit, which was seconded by Cllr Kneen and AGREED on a vote of 10 in favour, 0 against and 1 abstention.

Cllr Kneen - Extraordinary Planning Meeting Feedback

Cllr Kneen will provide details of feedback at the next planning meeting.

**225/LOCAL GOVERNMENT ACT 1972**

Exclusion of the Public

The parish council considered passing the following resolution:-

"That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the remainder of the meeting whilst discussion takes place on item 16 on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1-7 of part I of Schedule 12A of the Act". This was proposed by Cllr Graham, seconded by Cllr Pierce and unanimously AGREED

**226/2013. DATE OF NEXT MAIN COUNCIL MEETING**

The General Meeting of the Parish will be held at 7.30pm on Monday 20<sup>th</sup> January 2014.

The meeting closed at 9.50pm.