



MINUTES OF THE GENERAL MEETING OF THE BRAY PARISH COUNCIL HELD AT 7.30PM ON MONDAY 23RD JULY 2012 IN THE BRAYWOOD MEMORIAL HALL, FIFIELD ROAD, FIFIELD, BERKS.

PRESENT:

Alexander Ward:	Cllr H Howard
Bray Ward:	Cllr G Graham (Chairman) Cllrs M Pierce, D Mellor, S Adams Cllr K Elvin
Dedworth Ward	Vacancy
Holyport Ward:	Cllrs P Janikoun, A Monks
Oakley Green & Fifield Ward:	Cllr C Yates Mrs J Eden-Bagley – The Clerk 6 members of the public

143/2012. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Apologies for absence were received from Cllr Kneen, Cllr Walters and Cllr Foulger. Cllr Pierce and Cllr Graham declared an interest in the payment to Bray Enhancement Committee. Cllr Howard declared an interested in 3 items, as the Chairman of Fifield Fun Day, Director of OGFDC and as the recipient of an item on the payments list.

144/2012. 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 verbal report of an incident which was logged in the Accident Book on the 2nd July 2012. A Bray allotment holder reported that another allotment holder had stumbled on the central path on two separate occasions where the wood edging has given way. The Clerk referred to a proposal to replace the path edging which will be discussed later in the meeting.

The Clerk gave a summary report on the Play Areas which is taken from ARD's inspection reports for June and July:

Both Aysgarth Park and Springfield Park were was satisfactory with no priority 1 items.

Jubilee Fields was unsatisfactory with one priority 1 item relating to a loose paving slab near the bench. A meeting is ARD will be arranged to review the situation.

145/2012. MINUTES OF THE GENERAL MEETING

The Minutes of the General Meeting held on the 2nd July were then approved and signed as a true record.

PUBLIC QUESTION TIME

Cllr Graham suggested that agenda item 7.2 Forest Green Rd should be brought forward to accommodate local residents who were in attendance.

Louise Shenston spoke on behalf of OGF DCA and requested the parish council's support in the reduction of the speed limit on the Forest Green Rd and parish council representation at a cabinet meeting on 26th July when this will be discussed by the borough. Cllr Yates proposed full support of the parish council and representation at the cabinet meeting. This was seconded by Cllr Monks and agreed on a vote of 8 in favour, 0 against and 1 abstention. It was generally agreed that Cllr Howard will attend the cabinet meeting on behalf of the parish council.

Cllr Graham suggested that broadband issues, due to be discussed under agenda item 11 Correspondence, should be brought forward as this is also of interest to attending members of the public. Cllr Graham referred to a letter from the Right Honourable Theresa May to the Head of Public Affairs with the proposal that the parish council should meet with representatives to discuss the issues. Cllr Graham has attempted to contact Tim O'Sullivan and is waiting for a reply. In the meantime, it would appear the roll out has been further delayed to the autumn.

146/2012. PARISH FINANCE

4.1 Finance Working Group FOWG (please refer to Appendix A)

The notes from the meeting which took place on 7th June 2012 had been circulated in advance of the meeting.

4.2 Internal Audit

Cllr Graham reported on the results of the internal audit and meeting with Internal Auditor, Barrie Dancer. The internal audit highlighted 3 issues:

1) There is a large surplus (£28,340) to 31/3/12 with no transfers to earmarked reserves.

Action: The FOWG will review the budgeting procedure with a view to increasing the earmarked reserves.

2) The council should risk assess the tennis court collection system and provide audit trail for the year end debtor & creditor figures.

Action: The Clerk confirmed the Risk Assessment Register has been updated to include the tennis courts and that a formal process for the submission of fees at year end has been introduced.

3) There is a small difference between the 31/3/12 vat return and the accounts.

Action: This will be resolved in June 2012 quarter.

4.3 Investment Bond (please refer to Appendix B)

Cllr Graham referred to the proposal by the FOWG to re-invest £50k in a one year fixed bond with Santander and to add a further £36K to the new bond. After a debate, members agreed to increase the additional fund to £50K. This was proposed by Cllr Graham, seconded by Cllr Howard and AGREED on a vote of 7 in favour, 0 against and 2 abstentions.

4.4. Councillors Allowances

Cllr Graham outlined the proposal by the FOWG to maintain councillors allowances at the current rate of £300. Cllr Graham also reminded members that co-opted councillors are not eligible for this allowance. Cllr Graham proposed acceptance, which was seconded by Cllr Monks and AGREED on a vote of 7 in favour, 0 against and 2 abstentions.

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

4.5 Alexander Newsletter

The Clerk requests delegate approval to incur expenditure up to £20 for the delivery of the newsletter to Alexander Ward. This was proposed by Cllr Graham, seconded by Cllr Monks and AGREED on a vote of 8 in favour, 0 against and 1 abstention.

4.6 Manor Grove

The Clerk requests delegate approval to incur expenditure up to £135 to cut the hedge at the entrance to Manor Grove. This was proposed by Cllr Graham, seconded by Cllr Yates and AGREED on a vote of 8 in favour, 0 against and 1 abstention.

4.7 Bray Allotment Path (please refer to Appendix D)

The Clerk referred to the proposal by the LMWG and requested delegate approval to incur expenditure up to £2,995 to replace the wooden edging of the footpath. After a debate it was generally agreed to defer this item to obtain further quotes.

4.8 Bray Causeway Car Park (please refer to Appendix E)

Cllr Graham referred to the proposal by the LMWG. Members raised concerns about the use of tarmac and the creation of additional hard standing. After further debate Cllr Graham proposed delegating approval to the Clerk to incur expenditure up to £1,565 to tarmac an area of the car park to provide additional parking. This was seconded by Cllr Pierce and REJECTED on a vote of 4 in favour, 5 against and no abstentions.

4.9 Parish Cemetery (please refer to Appendix F)

Cllr Graham referred to the proposal sent out with the agenda to survey both the Chapel and the front wall. Cllr Elvin reported that remedial work to the wall is required which may require significant expenditure and therefore professional advice should be sought to ensure we take the right course of action. After further debate it was generally agreed to proceed with the survey of the wall and defer the Chapel for future discussion. Cllr Graham therefore proposed delegating approval for the Clerk to incur expenditure up to £240 to survey the wall. This was seconded by Cllr Yates and AGREED on a vote of 7 in favour, 1 against and 1 abstention.

Applications under S1.37 for Grants

The following application was put forward for consideration:

4.10 Fifield Fun Day (please refer to Appendix G)

Application of a grant of £100. Cllr Howard addressed the committee in support of the application before retiring from the meeting at 8.40pm. Members discussed the request for £100 which was proposed by Cllr Adams, seconded by Cllr Mellor and unanimously AGREED. Cllr Howard rejoined the meeting at 8.45pm.

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

The Payments List had been circulated to Councillors in advance of the meeting. The Clerk circulated a revised list with a total of £12,173.45 plus VAT £321.46, with a grand total of £12,494.91. Cllr Basterfield proposed approval of the payments list, which was seconded by Cllr Adams and AGREED on a vote of 7 in favour, 1 against and 1 abstention.

147/2012. REPORTS FROM OTHER WORKING GROUPS

OPERATIONS WORKING GROUP FOWG (please refer to Appendix A)

The George Pub

The Clerk reported the licence for the tables & chairs has been finalised and the Clerk thanked Cllr Mellor for his assistance. The FOWG will be putting forward the licence for approval at the next main council meeting on 17th September 2012.

Memorial Bench Holyport Green (please refer to Appendix I)

The Clerk referred to the request from a local resident for a memorial bench on Holyport Green which had been discussed at the previous meeting. The Clerk reported the family would be prepared to dedicate the existing bench by the War Memorial. As there is no formal procedure in place to deal with dedications, the FOWG propose adopting the following process as submitted by the Clerk:

- Each application to dedicate a bench must be approved by the Parish Council.
- The applicant will be responsible for providing the plaque.
- The wording and size of the plaque must be approved in advance by the Clerk.

- The plaque will be installed by the Parish Contractor.
- The dedication will be for a period of 10 years and will be subject to a one off fee of £150.
- The fee will be doubled for non-residents of the parish which is inline with the current burial fees.
- The FOWG will review the fee on an annual basis.
- After 10 years the fee will either be renewed or the plaque will be removed.

This was proposed by Cllr Howard, seconded by Cllr Janikoun and AGREED on a vote of 8 in favour, 1 against and 0 abstentions.

LAND MANAGEMENT WORKING GROUP (please refer to Appendix J)
The notes from the meeting which took place on 26th June 2012 had been circulated in advance of the meeting.

IT WORKING GROUP

Cllr Graham gave a report on the development of the new website. Following a review by Cllr Graham and Clerk, the developer needs to make a few changes. Once these have been made the site will be shown to the Newsletter Working Group who is responsible for content.

STRATEGY WORKING GROUP

Cllr Graham reported that last year 3 long standing councillors were asked to participate in the strategy meeting. This year Cllr Graham invited 3 new councillors to the meeting, Cllr Mellor, Cllr Adams and Cllr Yates. The group discussed long term strategy and a number of operational items. Cllr Graham will meet with the Clerk to clarify the operational items before giving feedback at a further main council meeting.

S106 WORKING GROUP

No meeting to report.

NEWSLETTER WORKING GROUP

Newsletter Autumn/Winter Edition

The Autumn/Winter Edition will be presented to the parish council for approval at the meeting on the 1st October 2012.

148/2012. GENERAL MATTERS

Ward Vacancies

Cllr Elvin reported that 8 people have expressed an interest in joining the parish council and the interview panel will be meeting with prospective candidates. A formal proposal to fill the vacancies will be made once the interview process is complete.

149/2012. ALEXANDER, DEDWORTH AND OAKLEY GREEN & FIFIELD

Adoption of the land Manor Grove

Cllr Howard reported it is hoped to have the papers ready for submission in the next few weeks.

150/2012. BRAY

No items to report

151/2012. HOLYPORT

Diamond Jubilee Commemorative Tree

Cllr Janikoun is working on a proposal which will be presented at the next meeting on 6th August 2012.

152/2012. CHAIRMAN'S BUSINESS

Cllr Graham reported the second phase of judging has taken place in Bray for the Britain in Bloom competition. As part of the process a 15 minute presentation was made to the judges and Cllr Graham asked if members of the parish council would be interested in seeing this. Members generally agreed this is of interest so Mrs Graham, who gave the presentation, will be invited to attend the next parish council meeting.

153/2012. CORRESPONDENCE AND COUNCILLORS' FORUM

Correspondence (please refer to Appendix K)

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

Waterside Inn

The Clerk reported The Waterside Inn has booked Bray Green for parking on the 19th August and has made a donation of £50. They have also provided the Parish Council with a 'Lunch for Two' voucher. As the council are unable to use the voucher, the Clerk has approached The Waterside Inn who would be prepared to donate this jointly with the parish council as a raffle prize at the forthcoming Bray Fete fund raising event. This was proposed by Cllr Graham, seconded by Cllr Adams and AGREED on a vote of 8 in favour, 1 against and 0 abstentions.

It was also agreed the FOWG would look at the scale of donation made by commercial businesses for parking on the Green.

Cllr Yates – Youth Shelter at Gays Lane Field

Cllr Yates reported the Youth Shelter was very dirty and required attention.

Members noted the bad weather will have made the condition worse. The Clerk agreed to check if this is included in the parish contractor's maintenance contract.

Cllr Howard – Use of the Greens for charitable purposes.

Cllr Howard asked the FOWG to review this topic as areas such as Fifield are at a disadvantage and are required to submit a grant application form, whereas other community events are able to take advantage and use the Greens with no fee.

154/2012. DATE OF NEXT MAIN COUNCIL MEETING

The General Meeting of the Parish will be held at 7.30pm on Monday 17th September 2012.

The Meeting closed at 9.50pm.

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