



# Bray Parish Council

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## MINUTES OF THE GENERAL MEETING OF BRAY PARISH COUNCIL HELD AT 7.30PM ON MONDAY 21<sup>ST</sup> SEPTEMBER 2015 IN BRAYWOOD MEMORIAL HALL, FIFIELD ROAD, FIFIELD, BERKS.

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### PRESENT:

Alexander Ward:	Councillor not present
Bray Ward:	CLRs M Pierce S Kiely
Dedworth Ward	Councillor not present
Holyport Ward:	CLr L Kneen (Chairman)
	CLRs D Wilson, B Bou-Sreih
Oakley Green & Fifield Ward:	CLr N Marsh
	J Eden-Bagley – The Clerk
	3 members of the public.

### 190/2015. CHAIRMAN'S REQUEST

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

### 191/2015. APOLOGIES FOR ABSENCE, DECLARATIONS OF INTEREST AND DISPENSATIONS

Apologies for absence were received from CLr Elvin, CLr Graham, CLr Yates, CLr Walters, CLr Glover, CLr Dudley, CLr Airey, CLr Burbage and CLr Janikoun. The following declarations of interest and dispensations were declared.

#### Personal:

Councillor	Agenda Item	Interest
None		

#### Pecuniary:

Councillor	Agenda Item	Interest
Bray Parish Council	5.5 Councillors Allowances	Elected members are eligible for the Councillors Allowance

### 192/2015. 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 entries in the accident book.

The Clerk gave a summary report on the Play Areas which is taken from ARD's inspection report for July & August.

Aysgarth Park and Springfield Park were satisfactory with no high priority items. Jubilee Fields was unsatisfactory with one high priority item: nail projecting on top of fence beam near the benches which the parish contractors have resolved.

### 193/2015. MINUTES OF PREVIOUS MEETINGS

The minutes of the Annual General Meeting held on 20<sup>th</sup> July 2015 and the Extraordinary General Meetings held on 3<sup>rd</sup> August were approved and signed as a true record.

### PUBLIC QUESTION TIME

No public question time.

The Chairman suggested that item on the 7.5 weight limit should be brought forward to accommodate attending members of the public, which was generally agreed.

### 7.5 Tonne Weight Limit on A330

Cllr Dudley confirmed that the borough have the powers to issue weight restriction orders to support a lorry watch scheme. Cllr Dudley has asked for a full written proposal and will clarify if a traffic survey will be incorporated. Two members of the public left the meeting once the discussion had concluded.

## **194/2015. PARISH FINANCE**

### Finance Working Group (FOWG)

A meeting took place on 2nd September 2015 (please refer to Appendix A).

### Mazars External Audit

The Clerk reported that the certified Annual Return for year ending 31<sup>st</sup> March 2015 has been received with no matters arising.

### Budget vs Actuals Q1 (30/6/15)

The Clerk referred to the first quarter figures (please refer to Appendix B) and reported on a reduction on income which is due to the lower usage of the Tennis Courts. At this stage the full year forecast deficit shows an increase which will be subject to change over the coming year.

### Parish Allotment Rent 2016/2017

The Chairman referred to the proposal to increase the Parish Allotment Rent from 1<sup>st</sup> October 2016 from £5.40 per 25sqm to £5.70 per 25sqm (please refer to Appendix C)

Decision: Proposed Cllr Pierce, seconded Cllr Bou-Sreih, vote unanimous.

### Councillors Allowances

The Chairman referred to the proposal by the FOWG to maintain councillors' allowances at the current rate of £300 and reminded members that co-opted councillors are not eligible for this allowance.

Decision: Proposed Cllr Pierce, seconded Cllr Bou-Sreih, vote unanimous.

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

### Jubilee Fields (please refer to Appendix E)

Proposal to incur expenditure up to £1,200 to repair and replace the boundary fence at Jubilee Fields.

Decision: Proposed Cllr Kiely, seconded Cllr Wilson, vote unanimous.

### Holyport Green

Proposal to incur expenditure up to £1,200 for the Taylors to cut back vegetation, weeds and brambles on Holyport Green from Pamela Row to Bartlett's Lane.

Decision: Proposed Cllr Bou-Sreih, seconded Cllr Wilson, vote unanimous.

### Holyport Green Street Lighting (please refer to Appendix F)

Proposal to incur expenditure up to £6,000 (£3,000 per light) to replace the lighting columns on Holyport Green, one of which was demolished in a car accident and the other was damaged beyond repair.

Decision: Proposed Cllr Pierce, seconded Cllr Kiely, vote unanimous.

### 1-4 Eskdale Gardens (please refer to Appendix G)

Proposal to incur expenditure up to £580 for tree work in this area.

Decision: Proposed Cllr Pierce, seconded Cllr Marsh, vote unanimous.

### 27 Byland Drive

Proposal to incur expenditure up to £290 for tree work in this area.

Decision: Proposed Cllr Kneen, seconded Cllr Wilson, vote unanimous.

### 50 Aysgarth Park (please refer to Appendix H)

Proposal to incur expenditure up to £480 for tree work in this area.

Decision: Proposed Cllr Pierce, seconded Cllr Wilson, vote unanimous.

### 76 Aysgarth Park (please refer to Appendix I)

Proposal to incur expenditure up to £160 for tree work in this area.

Decision: Proposed Cllr Marsh, seconded Cllr Kiely, vote unanimous.

### Royal British Legion

The Clerk reported the annual donation has remained unchanged for more than 10 years. In addition, the Parish Council requires an additional wreath for the new memorial in Oakley Green & Fifield. Therefore, the proposal is to increase the annual donation for Remembrance Day Wreaths from £250 to £500.

Decision: Proposed Cllr Kiely, seconded Cllr Wilson, vote unanimous.

### Payments List (please refer to Appendix J)

The Clerk had circulated a revised list and confirmed the total of the payments list of £19,784.13, plus VAT £1,112.06 with a grand total of £20,896.19.

Decision: Cllr Bou-Sreih proposed approval of the payments list which was seconded by Cllr Pierce and unanimously agreed.

## **195/2015. REPORTS FROM OTHER WORKING GROUPS**

### **OPERATIONS WORKING GROUP (FOWG)**

A meeting took place on 2nd September. Please refer to notes from the meeting at Appendix A.

#### Allotment Agreement

Proposal to include the following clauses in the tenant's agreement effective 1/10/15:

"This Tenancy shall be determined on the death of the tenant and may also be determined in the following manner:

- By the Council when the plot has not been attended within 4 months from the start of the tenancy.
- By the Council when it has been identified that a plot has not been attended for 3 months and the Clerk has written to the Tenant issuing a notice to comply with the tenancy agreement, and no response has been received from the Tenant."

Decision: Proposed Cllr Pierce, seconded Cllr Bou-Sreih, vote unanimous.

### LAND MANAGEMENT WORKING GROUP

No meeting to report.

#### Holyport Green

The Clerk reported on the condition of the Horse Bridge on Holyport Green which is in need of repair. As this is on footpath 34, the Clerk has been in touch with the borough's Public Rights of Way team (PROW) who have carried out a survey and confirmed that whilst the bridge is structurally sound it is in poor condition. The PROW team have confirmed the Bridge is not designed for equestrian use and will therefore advise on the costs for a new bridge. The PROW team also advised that it may be possible to include the installation of a new bridge in the Parish Paths Initiative. The PROW have requested confirmation from the Parish Council that footpath 34 can be used as a permitted bridleway.

Decision: Cllr Marsh proposed that footpath 34 can be used as a permitted bridleway.

This was seconded by Cllr Bou-Sreih, vote unanimous.

### 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.

## **196/2015. GENERAL MATTERS**

### Boundary Review

As Cllr Burbage was not present to give an update, the Chairman deferred this item to the next meeting, which was generally agreed.

### Update on RBWM Devolution of Planning Powers

The Chairman gave a verbal update from Cllr Burbage and confirmed that a meeting is being organised this week to advance the devolution of planning powers and report will be given at the next full council meeting.

#### Bray Parish Council Meeting Dates 2016

The Clerk reported as the Assistant Clerk had now taken over planning meetings the frequency of main council meetings can be increased from 2016.

Decision: Proposed Cllr Kiely, seconded Cllr Kneen, vote unanimous.

#### RBWM Winter Tree Planting Programme

The Clerk reported that RBWM would welcome suggestions for locations of new trees on borough land by 25<sup>th</sup> September 2015.

#### **197/2015. ALEXANDER, DEDWORTH AND OAKLEY GREEN & FIFIELD**

##### Crown Estate

Cllr Wilson reported that the Grouse Pens on the Crown Estate are permissible and therefore no further action can be taken.

#### **198/2015. BRAY**

No items to report.

#### **199/2015. HOLYPORT**

##### Aysgarth Park

The Clerk gave a verbal update on the work to clear giant Hogweed around the gas station which has to be completed in order for National Grid to carry out maintenance work.

##### Holyport Green

The Clerk reported that a replacement Oak Tree has been planted in front of Pamela Row.

##### Holyport Conservation Area Appraisal

Cllr Kneen and Cllr Wilson have met with the borough to review the draft document. The Parish Council will be consulted on the final document.

#### **200/2015. CHAIRMAN'S BUSINESS**

No items to report.

#### **201/2015. RBWM UPDATE**

Cllr Wilson gave a verbal update on the new planning legislation and the Community Infrastructure Levy (CIL).

#### **202/2015. CORRESPONDENCE AND COUNCILLORS' FORUM**

##### Correspondence List

The Clerk referred to the list (please see Appendix K) which had been circulated to members at the meeting.

#### **203/2015. DATE OF NEXT COUNCIL MEETING**

The next General Meeting of the Parish Council will be held at 7.30pm on Monday 23<sup>rd</sup> November 2015

The meeting closed at 8.50pm.