



Bray Parish Council

The Clerk: Mrs Susan Cook
Address: The Parish Office
Holyport War Memorial Hall
Moneyrow Green
Holyport
SL6 2NA
Tel: 01628 777997

Email: clerk@brayparishcouncil.gov.uk

5th December 2017

To: All members of the Council

Cllrs: B Bou-Shreih, S Dudley, K Elvin, J Glover, C Graham, F Hattey, S Kiely, L Kneen, N Marsh, B Millin, N Pellew, M Pierce, C Yates, L Walters, D Wilson

Dear Sir/Madam,

You are hereby summoned to attend the **General Meeting** of the Bray Parish Council to be held at **7:30pm on Monday 11th December 2017** in **Braywood War Memorial Hall, Fifield Road, Fifield**, where the following business will be transacted.

Members of the Public and the Press are welcome to attend.

Yours faithfully,

Susan Cook

**Mrs Susan Cook,
Clerk to the Council**

Filming/Recording of Meetings – The Council permits the filming, recording and photography of its public meetings. By attending the meeting you are consenting to being filmed / recorded unless you notify the Clerk in advance that you do not wish to be.

AGENDA

1) Fire Safety Regulations

A reminder to all in attendance of the fire safety regulations for the venue of the meeting

2) Apologies for Absence, Declarations of Interest and Dispensations

3) Health and Safety

Update from the Clerk on parish play areas and accident book entries.

Clerk

4) Minutes of previous meetings

To approve the Minutes of the meeting held on Monday 30th October 2017.

5) Public Question Time

5.1) Update on Accessible Defibrillators

M Cox

5.2) Update on meeting with RBWM to discuss speed limits on Forest Green Road and safety improvements at the junction of Braywood Memorial Hall junction.

H Howard

6) Clerks Report

Councillors – Please refer to the report sent out with this agenda

7) Inclusion of new councillors on committees

To approve the inclusion of the newly elected Councillors onto the Planning Committee and to relevant other committees; All Councillors are requested to review the committees they sit on in time for the AGM so that there is a wider distribution of talent across the Committees.

8) Parish Finance

Finance Committee (FOWG)

A meeting of the committee took place on 17th November 2017

FOWG

Councillors – Please refer to the draft minutes sent out with this agenda

8.1) Appointment of External Auditors

Clerk

Under powers set out in Regulation 3 of the Local Authority Audit (Smaller Authorities) Regulations 2015, Smaller Authorities Audit Appointments Ltd (SAAA) was appointed by the Secretary of State for Communities and Local Government as a 'person specified to appoint local auditors' and as the Sector Led Body (SLB) for smaller authorities has appointed PKF Littlejohn LLP as the external auditors for the 5 year period commencing with the financial year 2017/18. Councillors must advise the Clerk if they or their families are existing clients or employees of the company as this is a conflict of interest and will need to be reported to the SAAA by the Clerk.

8.2) Transfer of Ring Fenced Funding in the Balance Sheet

FOWG

Proposal to move the Fifield Play Area ring fenced funding back into General Reserves

Councillors – Please refer to the report sent out with this agenda

8.3) Review of budget 2018/19 – 2020/21

Councillors are asked for their comments on the current budget proposal for the period 2018/19 – 2020/21, following the reviews by FOWG, LMWG and ITWG.

Councillors – Please refer to the current budget proposal that has been sent out

8.4) Spending Decision Report

Details of the following expenditure can be found on the Spending Decision Report.

Councillors – please refer to the report sent out with this agenda.

8.5) Playground medium risk repairs

LMWG

Proposal for the Clerk to incur expenditure of up to £550.00 for the items identified on the July 2017 play area risk assessment

Councillors – please refer to the report sent out with this agenda.

8.6) Bray Bund

LMWG

Proposal for the Clerk to incur expenditure of up to £450.00 for the cutting back of bushes on Bray Bund

Councillors – please refer to the report sent out with this agenda.

8.7) Bray Green

LMWG

Proposal for the Clerk to incur expenditure of up to £75.00 to replace a bollard on Bray Green

Councillors – please refer to the report sent out with this agenda.

8.8) St Michaels Church

LMWG

Proposal for the Clerk to incur expenditure of up to £180.00 for a tree in St Michaels Church yard to be tip reduced and crown cleaned

Councillors – please refer to the report sent out with this agenda.

8.9) Gays Lane Allotment Tree Works

LMWG

Proposal for the Clerk to incur expenditure of up to £160.00 for a tree on the allotment at Gays Lane to be crown lifted

Councillors – please refer to the report sent out with this agenda.

8.10) Aysgarth Park

LMWG

Proposal for the Clerk to incur expenditure of up to £450.00 per cut for the hedges and bushes on Aysgarth Park to be cut back twice in 2018

Councillors – please refer to the report sent out with this agenda.

8.11) Replacement Fencing at Jubilee Field Playground

LMWG

Proposal for the Clerk to incur expenditure of up to £2,600.00 to replace the fencing around Jubilee Field playground, with the same as currently in place.

Councillors – please refer to the report sent out with this agenda.

8.12) Replacement Fencing for the Tennis Court

Proposal for the Clerk to incur expenditure of up to £700.00 to replace a length of chain-link fencing

Councillors – please refer to the report sent out with this agenda.

- 8.13) Replacement of Clerks Laptop ITWG
 Proposal for the Clerk to incur expenditure of up to £1070.00 to purchase a new desktop computer along with monitor and associated software
 Councillors – please refer to the report sent out with this agenda.
- 8.14) Update of website
 The Parish Council has £1,000 previously approved for expenditure on updating the website accrued in the accounts and this amount is expected to be spent once the content for the updated website has been agreed. Please see agenda item 10.1) below.
- 8.15) Payments List
 Approval to pay accounts on payments list
 Councillors – please refer to the report sent out with this agenda.
- 9) Land Management Committee (LMWG)**
 A meeting of the Parish Strategy Group was held on Wednesday 8th November 2017
 Councillors – please refer to the draft minutes of the Land Management Committee.
- 9.1) Extension of handy man and grass cutting contracts
 Proposal for the existing handy man and grass cutting contracts to be extended through the financial year 2018/19 to allow time for a tender process to take place
 Councillors – please refer to the report sent out with this agenda.
- 10) IT Working Group (ITWG)**
 Meetings were held on 20th November and 27th November.
- 10.1) Website Working Group
 Councillors are asked to establish a working group to identify features of other websites that are attractive along and any additional functionality required along with the legal content that is needed to update the existing website and make a recommendation for approval to the full council.
 Councillors - please refer to the notes from the ICT working group meetings.
- 11) General Matters**
- 11.1) Parish Conference Cllr Graham
 Report from Cllr Graham on the Parish Conference held on 14th November 2017.
- 11.2) Berkshire Association of Local Councils (BALC) AGM Cllr Graham
 Report from Cllr Graham on the BALC AGM held on 28th November 2017.
- 11.3) Register of Electors 2017
 Councillors are advised to let the Clerk know if they require a copy of the Electoral Register for their Ward.
- 11.4) CCTV Cameras at Oakley Green Cemetery
 Report from Cllr Kneen following concerns about security at Oakley Green Cemetery that were raised at the previous parish council meeting
- 12) Bray**
- 12.1) Christmas Tree Recycling
 A request has been received from the recycling team at RBWM asking if Councillors are happy for the Village Hall car park at Bray to be used as a recycling point for Christmas Trees. The collection period will run from 2nd to 22nd January 2018.
- 13) Holyport**
- 13.1) Request for permission for a permanent Christmas Tree to be erected on Holyport Green
 A request has been received asking if it would be possible for a Christmas Tree to be planted on Holyport Green, if the right tree and position could be found.
- 13.2) Speeding on the A330
 The Clerk has received an email from a concerned local resident concerning speeding on the A330 through Holyport, and in particular the stretch between Bourne Bridge and Moor Farm. Previous actions discussed with RBWM have not taken place and the Council is asked what it can do to help reduce speeding in the area.
- 14) Fifield**
- 14.1) Meeting to discuss the future of 'The Red Lion' in Oakley Green Cllr Marsh
 Report from Cllr Marsh on the meeting held with Punch Taverns to discuss the future of the Red Lion

15) Chairman's Business

15.1) Annual Electors Meeting

Councillors are asked if they are aware of any items that local residents wish to have included on the agenda for the Annual Electors meeting which takes place on 13th March 2018 at Holyport War Memorial Hall.

15.2) Battle's Over – A Nation's Tribute

Councillors are asked if they would like to join other organisations across the country that will be commemorating the end of the First World War on 11th November 2018 with a beacon to symbolise the light of hope that emerged from the darkness of war.

16) RBWM Update

Report by the Borough Ward Councillor on Borough Activities

Report from Cllr Dudley

Upcoming RBWM Council meetings

December 14th Cabinet

December 20th Maidenhead Development Control Panel

January 17th Maidenhead Development Control Panel

17) Action List

Councillors – Please refer to the report sent out with this agenda

18) Correspondence and Councillors Forum

19) Closure of the Parish Office for Christmas Holidays

The Parish Office will close at 12:30pm on Friday 22nd December 2017 and will re-open at 9:30 on Tuesday 2nd January 2018.

20) Local Government Act 1972

Exclusion of the Public

To consider 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 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".

21) Date of next Main Council Meeting

The next Main Parish Council Meeting will be held at 7:30pm on Monday 22nd January 2018.