



Bray Parish Council

MINUTES OF THE GENERAL MEETING OF BRAY PARISH COUNCIL HELD AT 7:30PM ON MONDAY 23RD APRIL 2018 IN BRAYWOOD MEMORIAL HALL, FIFIELD ROAD, FIFIELD, BERKS.

PRESENT:

Alexander Ward:	Cllr J Glover
Dedworth Ward:	No Councillor present
Bray Ward:	Cllrs C Graham (Chairman), S Kiely, B Millin, M Pierce
Holyport Ward:	Cllrs B Bou-Sreih, S Dudley, F Hattey, L Kneen, L Walters, D Wilson arrived late
Oakley Green & Fifield Ward:	Cllrs N Marsh, C Yates 3 - Members of the public The Clerk - Mrs S Cook

013/2018 Chairman's request

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

014/2018 Apologies for Absence, Declarations of Interest and Dispensations

Apologies were received from Cllrs K Elvin and N Pellew, Cllr D Wilson advised that he would be late to the meeting.

The following declarations of interest were made;

Personal

Councillor	Agenda Item	Interest
Cllr Kiely	20.13	Bray Village Hall Trustee
Cllr Graham	20.14	Payments list items 4771 + 4765
Cllr Graham	26.0	Organiser of Bray Open Gardens & allotment holder

015/2018 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 provided a summary report on the Play Areas reports for February and March 2018 advising there were no high risk items. There were no items in the accident book.

016/2018 Minutes of previous meetings

The Minutes of the meeting held on Monday 22nd January 2018 were approved.

017/2018 Presentation to Councillors from Helen Leonard, Arboricultural Co-Ordinator, RBWM regarding trees and hedges in Bray Parish

Cllr Graham welcomed Helen Leonard to the meeting, who started by giving some positive values regarding trees, including the amount of oxygen they feed to the atmosphere and their value as food providers to birds and animals. They help to reduce heat through provision of shade and moisture as well as reduce particulate so planting in areas of high AQA is encouraged.

Helen then went on to explain the setup of the RBWM team. There are four officers along with a part time ecologist, who deal with trees in development; tree, woodland and hedgerow protection; management of council trees on highways, parks and cemeteries and high hedge complaints, in line with the current strategy.

She then went on to explain about Tree Preservation Orders, which come under the Town and Country Planning Act. Section 197 of the Act requires Local Planning Authorities to take into consideration when granting planning permission for development, that adequate provision is made for the planting or preservation of trees and to make such orders as may be considered necessary. Different issues such as landscape character assessments are looked into and objections may be raised if the landscape is adversely affected, this includes removal of hedgerows and building with the vicinity of ancient woodland. The team use British Standard 5837, Trees in Relation to Construction and Design, when looking at development, which requires developers to submit British Standard tree surveys to categorise the trees and the team seek to protect high standard trees. If planning permission is granted; either specific conditions can be included as part of the permission or a Section

106 Management Plan, which requires more proactive management by the developer, put in place. Permitted Development Rights can be removed to prevent damage to the root protection area of trees.

Lodge Farm was discussed, and mention was made that this was a successful enforcement. Cllr Kneen asked Helen Leonard to follow up on the legal duty to replant requirement as it did not appear to have been complied with.

Other legal protection was discussed; the Forestry Commission administers the requirements of the Forestry Act 1967 which includes the need for a forestry felling licence for removal of more than 5 cubic metres of timber in any annual quarter. Notable exceptions to this include garden trees.

Hedgerows regulations are covered by the Environment Act. A Hedgerow removal notice needs to be served on the Local Planning Authority if the hedgerow to be removed is rural hedgerow, borders rural land used for agriculture, land used for keeping donkeys, ponies, is next to SSSI, village green or common land and is more than 20 metres long. The planning authority must decide whether to issue a Hedgerow Retention Notice and can do so if the hedgerow is at least 30 years old and meets one of 8 criteria, which include; archaeology, history and ecology.

A plan of the TPOs currently within the Parish was shared with Councillors with an explanation of the 4 different legends.

A number of questions from Councillors were answered, which included; the size of trees that are protected within a Conservation Area, why some trees in a Conservation area have a TPO, whether trees that are replanted are checked to ensure they are growing well, how pro-active the tree team can be e.g. preservation of trees on Maidenhead Golf Club and how home owners know there is a TPO on a property, to which full answers were given.

Cllr Graham thanked Helen for her presentation and asked the public attending the meeting if they had any questions as part of Public Question Time.

018/2018 Public Question Time

A question was asked of Helen regarding an application earlier in the year asking to remove 7 trees in Hearne Drive, and asked why nobody in the Road had received any notification of the application. Helen explained that there is no legal requirement to do so, that prior to the internet there was no access to such applications but that residents can now register for email alerts for all applications. Cllr Graham also reminded that all applications are advised as part of the planning agenda.

Councillors gave Helen a round of applause.

One person left the meeting.

019/2018 Clerks Report

The Clerk updated the Councillors on items on the report. Please refer to Appendix a)

020/2018 Parish Finance

Finance Committee (FOWG)

A meeting of the committee took place on 13th April 2018. Please refer to Appendix b)

Cllr Marsh raised her concern about the item on the report concerning the request by the Drama Guild to claim on the parish insurance for the repair of the broken window. The matter was discussed and Cllr Marsh further mentioned that the windows had been broken for a number of years and was down to a failure by the Drama Guild to maintain the building, and asked that if the claim was approved by the insurance company would the council would see an increase in its insurance. Councillors agreed with Cllr Yates comment that the Council had previously been remiss by not checking the building on a regular basis.

Asset Register

The Clerk explained to Councillors that a full review of the Asset Register had been undertaken along with Cllr Glover during 2016/17 and the papers for piece of land at Rolls Lane in Stud Green had been found in the safe, showing that the parish Council had purchased the land for £1,000 in 1980 having rented it for allotment use from the County Council since the beginning of the 20th century. Following the clearance of the Chapel Office and loft space, paperwork showing that the land had been sold was found. The Clerk therefore requires permission to remove the piece of land from the asset register. Proposed; Cllr Graham, Seconded; Cllr Walters, Vote: Unanimous

Accounts for the Year to 31st March 2018

The report had been circulated prior to the meeting, the Clerk explained that these were the accounts for the year to the end of March and that no year end accruals, creditors, debtors or prepayments were included in the figures. The Clerk had held an initial meeting with the auditor and was in the process of producing interim accounts. She also advised that since the Finance Committee had met she had received an email from RBWM advising that the sum of £7,881 was to be paid into the Parish Accounts as payment of CIL monies received to 31st March 2018, which will need to be shown in the 2017/18 accounts.

Spending Decision Report

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

Spring Newsletter

Proposal for the Clerk to incur expenditure of up to £1,150 for the printing and delivery of the Spring 2018 newsletter.

Proposed; Cllr Graham, Seconded; Cllr Bou Sreih, Vote: Unanimous

Renewal of Playground Inspection Services

Proposal for the Clerk to incur up to £1,300 for monthly and annual playground inspection reports

Proposed; Cllr Graham, Seconded; Cllr Pierce, Vote: Unanimous

Purchase of additional defibrillator

Proposal for the Clerk to incur up to £2,000 to purchase an additional defibrillator to be placed at La Spiga, subject to receiving permission in writing from the property owners

Proposed; Cllr Graham, Seconded; Cllr Kiely, Vote: Unanimous

Purchase of Data Protection Services through BALC

Proposal for the Clerk to incur up to £100 to purchase through BALC the services of Mrs Susan Ellis to act as Data Protection Officer for the Parish Council.

Proposed; Cllr Graham, Seconded; Cllr Hattey, Vote: Unanimous

Replacement of timber bollards on Holyport Green

Proposal for the Clerk to incur up to £3,800 to replace the bollards on Holyport Green by Pamela Row and Holyport Pond.

Proposed; Cllr Graham, Seconded; Cllr Kneen, Vote: Unanimous

Repairs to bus shelters at Ferndale Park and Oakley Green Road

Proposal for the Clerk to incur up to £1,500 to repair the bus stop at Ferndale Park and replace the polycarbonate panels at the bus stop on the Oakley Green Road by the Fifield Road junction

Proposed; Cllr Graham, Seconded; Cllr Walters, Vote: Unanimous

Medium Risk HSE items for repair at Aysgarth Park & Springfield Park

Proposal for the Clerk to incur up to £225 for repairs to fences around the playgrounds at Aysgarth Park and Springfield Park

Proposed; Cllr Graham, Seconded; Cllr Bou Sreih, Vote: Unanimous

Bourne Bridge Tree Works

Proposal for the Clerk to incur up to £1,850 for works to trees at Bourne Bridge

Proposed; Cllr Graham, Seconded; Cllr Kneen, Vote: Unanimous

Chapel Schedule of Dilapidation

Proposal for the Clerk to incur up to £700.00 to commission a Schedule of Dilapidation for the Cemetery Chapel

Proposed; Cllr Yates, Seconded; Cllr Walters, Vote: Unanimous

Grant Applications

A request for a grant of £1,875 had been received from FC Holyport, which was discussed, it was felt that there were other opportunities for grants from alternative providers which should be explored by FC Holyport, and that the request was for a lot of money particularly in relation to the councils' budget. It was agreed that some funding should be provided and the sum of £1,000 was generally agreed upon as this had been granted at a previous application by the club. It was further agreed that the Chairman should contact Holyport FC to explain the rationale for the decision behind the reduced amount of the award.

Proposed; Cllr Yates, Seconded; Cllr Walters, Vote: Unanimous

A request for a grant of £350 has been received from Berkshire Multiple Sclerosis Therapy Centre. The request was discussed and it was agreed that £300.00 should be awarded, as this had been the sum approved at a previous request.

Proposed; Cllr Kneen, Seconded; Cllr Pierce, Vote: Unanimous

Cllr Kiely left the meeting.

A request for a grant of £1,000 has been received from Bray Village Hall.

Proposed; Cllr Yates, Seconded; Cllr Walters, Vote: For, Unanimous

Cllr Kiely returned to the meeting

Payments List

Approval to pay accounts of £40,485.67 plus VAT £2,594.09 making a total of £43,079.76 on the payments list

Proposed; Cllr Pierce, Seconded; Cllr Kneen, Vote: For 11, Against 0, Abstained 1

021/2018 Land Management

Meetings of the committee took place on 2nd February and 6th April 2018 please refer to Appendix d)

022/2018 Strategy Committee

A meeting of the Committee took place on 8th February 2018 please refer to Appendix e)

Proposal for regular Parish Surgeries to be held

Proposal for regular surgeries to be held at various locations across the Parish

Proposed; Cllr Hattey, Seconded; Cllr Kneen, Vote: Unanimous

Views of Councillors with regards to Capital Projects

Councillors were asked to provide details of Capital Projects they are aware residents would like to see implemented in the Parish.

Parish Office working Group

Councillors were asked to approve the setting up of a working group to look at the future requirements of the Parish Office, the item was discussed and Cllrs Yates, Kneen, and Elvin in his absence were proposed as members of the working group.

Proposed; Cllr Graham, Seconded; Cllr Marsh, Vote: Unanimous

Parish Councillor Meeting Attendance

A copy of Councillors attendance at meetings during 2017 and the start of 2018 had been provided prior to the meeting.

023/2018 Newsletter Working Group

A meeting took place on 16th February 2018 please refer to Appendix f)

024/2018 Website Working Group

A meeting took place on 16th February 2018 please refer to Appendix g)

A further meeting had taken place on 20th April and Councillors will be updated at the next meeting of the Council.

025/2018 General Matters

Update on Borough Local Plan

Cllr Graham advised that the Inspector of the BLP had raised a number of questions with RBWM about the plan, an extension to the time given to respond had been requested and the answers were now due. Following receipt of the answers, the Inspector will determine the process beyond that.

Update on Bray Parish Neighbourhood Plan

Cllr Graham advised that there were three areas that the inspector had requested to be removed from the plan that had been identified for negotiation, which included; the Green Gap, Developer Briefs and items on economy and transport. He reported on the recent meeting with RBWM where BPC asked for these items to be re-included in the plan, two were discussed and a satisfactory outcome agreed. The third remains outstanding and will come back to the Parish Council for discussion.

Parish Stakeholder Group

Cllr Graham advised that the group had met for a second time but felt the meeting did not move forward quite as he thought it was intended. As Parish Councils felt they had not been consulted on

the Borough Local Plan Cllr Coppinger intended to share with the Parishes the supplementary planning documents such as Affordable planning and Traveller sites etc but these documents are not yet available so Cllr Graham expects future meetings to be of more use.

Electoral review of Windsor & Maidenhead – Draft Recommendations including impact for Bray Parish Council and changes to Parish Wards

A copy of response made by the working group had been given to councillors.

M4 Smart Motorway – consultation for DCO requirement 6

Cllrs Bou Sreih and Millin will be meeting to discuss a response to RBWM on behalf of the Parish Council.

Cllr Dudley advised that the dates to start work are now available; Cllr Kneen is to ask Cllr Bicknell & Coppinger for copy of the paper.

Visit to Agrivert

A report from Cllr Elvin was read out by Cllr Graham.

Volunteer Footpath Works

Councillors were asked to put forward projects or improvements to public rights of way that would be suitable for a volunteer group.

026/2018 Bray

Request to open Bray Allotments to the public

The Clerk has received a request asking if the public may visit Bray Allotments as part of the 'Open Garden' event on Sunday 1st July 2018.

Proposed; Cllr Pierce, Seconded; Cllr Kneen, Vote: 11 For, 1 Abstained,

027/2018 Holyport

Speeding in Holyport Street

Cllr Kneen provided a report regarding speeding issues along Holyport Street and is working with Rob Noble, PCSOs were out with the speed gun, which reduced speeding for a week before the same offenders began speeding again. Cllr Kneen has requested an updated traffic survey from Phil Jacob as the last was undertaken in May 2014. Discussions with the Belgian Arms and Holyport Lodge need to be held regarding the attitude of customers and staff.

Speeding on Holyport Road

Cllr Hattey provided a report regarding really bad aggressive driving along Holyport Road. Residents are keen to be involved in community speed watch. Cllr Dudley suggested there should be a reduction to 20mph, which although not enforceable by the police has been shown to reduce speed by 5mph.

Holyport Fair June 2018

A request to use Holyport Green for the annual fair was received by the Clerk, and Ward Councillors had agreed prior to the meeting to give permission for the Fair to take place on the Green.

Carters Fair October 2018

The Clerk has received a request asking permission for the Annual Steam Fair to take place on Holyport Green on 6th and 7th October 2018.

Proposed; Cllr Graham, Seconded; Cllr Walters, Vote: Unanimous

Cllr Wilson joined the meeting

028/2018 Fifield

Red Lion Oakley Green

The Clerk advised that to date, she was not aware of any interest in the pub being purchased as an ongoing concern, however had been advised that it was possible there was interest in it being converted to a pre-school nursery. Cllr Marsh added that there is a rumour that the pub will close in 9 days' time, the landlord was prepared to invest if Punch Taverns would work with him. Cllr Dudley advised that many pubs had high debt levels and to reduce them were either selling the pubs or charging high rents. Councillors were also advised that it was possible the Greene Oak may also be closing. A number of other comments regarding the crisis in the pub industry were made by Councillors.

029/2018 Chairman's Business

Cllr Graham asked if Councillors were aware that the draft Calendar to December is on dropbox.

The NPPF consultation is still ongoing; Cllr Graham had looked at it and encouraged Councillors to respond.

Cllr Graham asked Cllr Dudley to put his Borough Hat on as it had been brought to Cllr Graham's attention that a Supplementary agenda for the RBWM meeting on 24th April to discuss Borough Wide Development Panels had been received after the date to register to speak at the meeting. Cllr Graham mentioned that he, the Chair and one other Councillor felt that this was not the way to go and asked for the item to be withdrawn so that it could be debated properly with Parish Councils able to comment on it. Cllr Dudley replied that there is a constitution review which has a number of recommendations including this proposal, alongside another element of more importance, which is that RBWM officers have delegated powers to turn down major planning applications without reference to Members. Cllr Dudley expects that the proposal for a Borough Wide Development Panel will be turned down and Local Development Panels retained but it is expected that endorsement of major planning applications to be referred to panel will be agreed. Cllr Graham asked Cllr Dudley to propose that the Borough Wide Development Panel be rejected.

030/2018 RBWM Update

Cllr Dudley advised that the following major planning applications are expected in May, the first being the Landing development a residential led scheme of 520 residential units, the second being the joint venture application for York road of 260 residential units with 30% affordable housing. Cllr Dudley mentioned that roads are in a bad state following the bad winter and there is a £2.3 million budget, which includes money from Central Government for patching works to take place between May and September. The new reporting system to report pot holes is being debugged and more money will be made available if residents ask for more works. Cllr Yates asked if he can report roads as they are in such a poor state but it is often too dangerous to stop and take photos and Cllr Dudley agreed that roads should be reported as well as just pot holes and wants as many people as possible to come forward with more sites.

Cllr Graham asked about the outsourcing officer, Hilary Hall. Cllr Dudley advised that she is a senior officer and reports to the Managing Officer but is a level below the Strategic Directors. The appointment of a new Monitoring officer is proposed for recommendation at the next RBWM Council meeting.

Cllr Dudley advised that Anglo Saxon remains have been found at Braywick leisure centre so further works archaeological will be required.

Cllr Kneen asked if an alternative location had been found for the Shooting club, but nothing has been found to date.

2 members left the meeting

031/2018 Action List

The Action was reviewed and some updates provided.

Cllr Dudley asked what Parish Councillors would like to see as a replacement for the Bailey Bridge, and whether there was any strong view. Cllr Graham said that there had not been any discussion but that something permanent was needed to reduce maintenance costs. It was felt that it would be best to retain one way due to the problems of single traffic through the throat, but that a separate cycle, footpath sit alongside. The Clerk to provide a copy of the letter to Cllr Bicknell to Cllr Dudley.

032/2018 Correspondence and Councillors Forum

The Clerk noted that a Chief Executive bulletin from NALC had recommended that Council's consider carefully the prudence of providing financial assistance to the Church as there is a conflict between legislation and Powers, advise that a multi-year deal not extend council tax referendum's to parish councils had been agreed was in a later bulletin and the bulletin of 2nd March had advised of the publishing of the GDPR toolkit, that the Clerk is now working through. The NALC bulletin of 23rd March had included the new guide for reporting on finance and governance and this will be an agenda item at the next Finance Committee meeting, the bulletin of 29th March included a copy of the BHIB Insurance brokers risk management guidance which be used to help inform the review of the requirements in regards to Parish Insurance renewal that the Strategy Group will be undertaking. The bulletin of 13th April advised that the model standing orders had been amended, which the Clerk will review before the Strategy Group meeting, along with advising that rates of pay for local government employees had now been agreed and that new salary scales are due to be issued. Various BALC e-newsletters had been forwarded to Councillors and the Clerk reminded Councillors to let her know if they wished to attend any training. She had visited the new BALC website and had found it very useful.

Cllr Yates raised his concerns about the recent planning meeting, asking whether a review on how the Council deals with applications should take place. Cllr Kneen was enthusiastic about the request and it was agreed that Cllrs Kneen, Marsh, Yates & Kiely form a working group to review current procedures and the way forward.

Cllr Bou Sreih feels that the Holyport Rd/ A308 roundabout is dangerous, that the current roundabout is insufficient and would like to see something similar to the Clewer roundabout, she also asked about parking in Maidenhead. Cllr Dudley advised that there will be a new planning application for 1500 places at Nicholson's car park and a new car park with 500 spaces at Stafferton way.

Cllr Dudley mentioned the concerns that had been raised by Cllr Elvin following the last planning meeting about decisions made by RBWM Officers against those of the Parish Council, which he has asked to be incorporated in draft constitution from May 2019, with the draft to come to parish councils for comment.

033/2018 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".

Cllr Walters left the meeting

034/2018 Date of next Main Council Meeting

The next Meeting will be the Annual Meeting of the Council and will be held at 7:30pm on Monday 21st May 2018.

The meeting finished at 9:45 pm

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