



Bray Parish Council

Minutes of the meeting of Bray Parish Land Management Working Group, held at 10:00am on Friday 6th April 2018 at the Parish Office, Holyport War Memorial Hall

Present: Cllr K Elvin, Cllr C Graham, Cllr D Wilson, Mrs S Cook – Clerk

LMWG 016/2018 Apologies for Absence

Apologies were received from; Cllr B Bou Sreih, Cllr L Kneen, Cllr S Kiely,

LMWG 017/2018 Declarations of Interest

No declarations of interest were received.

LMWG 018/2018 Approval of the minutes of the meeting on 2nd February 2018

The minutes of the meeting held on 2nd February were approved and amended minutes from 8th November 2017 were approved.

LMWG 019/2018 Update from previous meeting

Following the meeting on 2nd February, the Clerk met with Paul Osborne regarding replacement doors for the Cemetery Chapel Office and Shed; since the meeting he has been unwell and so hopes to provide a quote for the works following his return from holiday. The Clerk also met with Husband and Wife Cleaners regarding a deep clean of the Cemetery Office but has not received a quote and an alternative company contacted has declined to quote. Cllr Graham suggested the Clerk join a website called next door bray as members provide recommendations for professional services and that the Clerk asks for hourly fees rather than a request for a quote for the work.

LMWG 020/2018 Review of task list

The task list which had been distributed prior to the meeting was reviewed and actions agreed. The Clerk will update the record.

LMWG 021/2018 Review of Playgrounds HSE medium risk items

The latest items on the list which had been distributed prior to the meeting were reviewed and actions agreed, the Clerk will update the list and undertake agreed actions.

LMWG 022/2018 Health and Safety regarding Trees on Parish land

Since the previous meeting the Clerk had reviewed a number of documents from NALC regarding the legal position of the Council. NALC legal topic note 42 (Occupiers Liability) advises that the Council as owners of land have a legal duty of care and that any breach of that duty which causes personal injury or damage to goods makes the Council liable to pay damages and this is also highlighted in legal topic note 68 (Negligence). The Parish Council Insurers did not provide a full definition of their expectations merely pointing out that they would expect the Council to comply to the minimum standard of what is expected by law, however the NALC Chief Executive bulletin of 29th March 2018 provided a risk management booklet from their insurance brokers BHIB who advice that; 'The owner and/or occupier of land upon which trees stand may be held liable for any loss or damage resulting from falling branches or from a fall from the tree itself. Therefore suitable procedures should be put in place to help identify and manage the risk.' Their tips to reduce the risk are; Secure competent advice, develop a procedure to identify those trees that present the greatest risk, set up a regular programme of inspection, take remedial action as necessary, and keep suitable and sufficient records of all that you have done. The Clerk will discuss with Clerks how other local Parish Councils deal with this and report to next LMWG.

LMWG 023/2018 Contract Specifications Review

Cllr Graham suggested that the LMWG review how the specification is structured at a time in the next couple of weeks when all the members are available to discuss.

LMWG 024/2018 Councillors forum

The Clerk advised that ARD had submitted their quote for the playground inspection, and that prices are the same as for 2017/18. This will be discussed at FOWG for proposal to MPC.

Cllr Elvin discussed the issue of telephone boxes around the parish that are left open, without the fronts reattached and asked for the item to be included on the 2018 worklist for discussion with Openreach.

LMWG 025/2018 Date of next meeting – Friday 1st June 2018

The meeting closed at 11:15am

Action List

Minute Number	Action	Responsibility
019/2018	Clerk to join next door bray to obtain recommendations for cleaners for cemetery office	Clerk
020/2018	Actions from work list	All
020/2018	Quotes for works and proposals to MPC as discussed	Clerk
021/2018	Quotes for works and proposals to MPC as discussed	Clerk
022/2018	Clerk to discuss Tree Management contracts with other local Clerks	Clerk
023/2018	Meeting to discuss contract specification during next two weeks	All
024/2018	Telephone box issue to be added to Work List	Clerk/KE