



Bray Parish Council

MINUTES OF THE GENERAL MEETING OF BRAY PARISH COUNCIL HELD AT 7:30PM ON MONDAY 21st MAY 2018 IN BRAYWOOD MEMORIAL HALL, FIFIELD ROAD, FIFIELD, BERKS.

PRESENT:

Alexander Ward:	Cllr J Glover
Dedworth Ward:	Cllr N Pellew
Bray Ward:	Cllrs K Elvin (Chairman), S Kiely, B Millin, M Pierce
Holyport Ward:	Cllrs F Hattey, L Kneen, L Walters, D Wilson
Oakley Green & Fifield Ward:	Cllrs N Marsh
	1 - The Press
	0 - Members of the public
	The Clerk - Mrs S Cook

035/2018 Chairman's request

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

Cllr Elvin handed over the Chair to Cllr Kneen

036/2018 Election of the Chairman for the forthcoming year and signing of the Declaration of Acceptance

Cllr Walters proposed Cllr Elvin to be Chair for the forthcoming year, this was seconded by Cllr Pierce and the vote was unanimous, the Acceptance of Office was signed by Cllr Elvin and the Clerk.

037/2018 Election of the Vice-Chairman for the forthcoming year and signing of the Declaration of Acceptance

Cllr Kneen proposed Cllr Graham to be Vice-Chair for the forthcoming year, this was seconded by Cllr Elvin the vote was unanimous. Cllr Graham had agreed that he would accept the role of Vice-Chair if he was elected in his absence from the meeting and the Acceptance of Office will be signed by Cllr Graham and the Clerk at the next meeting.

038/2018 Election of the Chairman and Vice-Chairman of the Planning Committee for the forthcoming year

Cllr Elvin proposed Cllr Kneen to be Planning Committee Chair and Cllr Marsh to be Vice-Chair for the forthcoming year, this was seconded by Cllr Walters the vote was unanimous.

039/2018 Apologies for Absence, Declarations of Interest and Dispensations

Apologies were received from Cllrs Bou Sreih, Dudley, Graham and Yates.

The following declarations of interest were made;

Personal

Councillor	Agenda Item	Interest
Cllr Julie Glover	45.10	Treasurer of Fifield Fun Day

040/2018 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 April and May 2018 advising there were no high risk items. There were no items in the accident book.

041/2018 Minutes of previous meetings

The Minutes of the meeting held on Monday 23rd April 2018 were approved.

042/2018 Public Question Time

There were no questions.

043/2018 Clerks Report

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

044/2018 Report from the Strategy Group

A meeting took place on 11th May 2018 please refer to appendix b)

Appointment of members to Committees and working groups

Councillors discussed the appointments to various committees and agreed that they would consider nominations to committees for approval at the next meeting.

Calendar of Meetings

The proposal to accept the recommendation of the Strategy Group regarding the Calendar of meetings until 31st May 2019 was discussed, the proposal to accept was made by Cllr Elvin; Seconded by Cllr Marsh; Vote: unanimous

Review of Standing Orders

The proposal to accept the recommendation of the Strategy Group regarding the adoption of the amended Bray Parish Council Standing Orders was discussed, the proposal to accept the changes agreed was made by Cllr Elvin; Seconded by Cllr Kneen; Vote: unanimous

Review of Code of Conduct and Request for Dispensation form

The proposal to accept the recommendation of the Strategy Group regarding the continued adoption of the Bray Parish Council Code of Conduct and Councillors Request for Dispensation form was discussed, the proposal to accept was made by Cllr Elvin; Seconded by Cllr Pierce; Vote: unanimous

Review of Terms of Reference

The proposal to accept the recommendations of the various committees regarding the adoption of the Terms of Reference for Committees was discussed; there are some amendments to be made to the planning Terms of Reference and Cllr Kneen is to make the amendments in time for the next full council meeting.

Review of Bray Parish Business Plan

The proposal to accept the recommendation of the Strategy Group regarding the continued adoption of the updated Business Plan was discussed, the proposal to accept was made by Cllr Elvin; Seconded by Cllr Kiely; Vote: unanimous

General Data Protection Regulations (GDPR) Subject Access Policy

The Proposal to accept the recommendation of the Strategy Group regarding the adoption of the Subject Access Policy was discussed, the proposal to accept was made by Cllr Elvin; Seconded by Cllr Kneen; Vote: unanimous

General Data Protection Regulations (GDPR) General Privacy Notice

The proposal to accept the recommendation of the Strategy Group regarding the adoption of the General Privacy Notice was discussed, the proposal to accept was made by Cllr Elvin; Seconded by Cllr Kneen; Vote: unanimous

General Data Protection Regulations (GDPR) Staff & Councillor Privacy Notice

The proposal to accept the recommendation of the Strategy Group regarding the adoption of the Staff and Councillor Privacy Notice was discussed, the proposal to accept was made by Cllr Elvin; Seconded by Cllr Marsh; Vote: unanimous

Insurance Cover

The proposal to accept the recommendation of the Strategy Group regarding the arrangements for insurance cover in respect of all insured risks was discussed, the proposal to accept was made by Cllr Elvin; Seconded by Cllr Glover; Vote: unanimous

Review of Complaints Policy

The proposal to accept the recommendation of the Strategy Group regarding the adoption of the Complaints Policy was discussed, the proposal to accept was made by Cllr Elvin; Seconded by Cllr Glover; Vote: unanimous

Review of Communication and Engagement Policy

The proposal to accept the recommendation of the Strategy Group regarding the adoption of the Communication and Engagement Policy was discussed, the proposal to accept was made by Cllr Elvin; Seconded by Cllr Kneen; Vote: unanimous

045/2018 Parish Finance

Finance Committee (FOWG)

A meeting of the committee took place on 11th May 2018 please refer to Appendix c)

Accounts for the Year to 31st March 2018

Councillors had been provided with a copy of the accounts to 31st March 2018

Report of the Internal Auditor and response from Finance Committee

Councillors had been provided with a copy of the Internal Auditors report and the response from the Finance Committee.

Annual Governance Statement 2017/18 Section 1

The proposal to accept the recommendation of the Finance Committee regarding approval of Section 1 of the Annual Governance Statement was discussed, the proposal to accept was made by Cllr Elvin; Seconded by Cllr Glover; Vote; unanimous. Following the vote the Annual Governance Statement was signed by the Chair and Clerk.

Annual Accounting Statement 2017/18 Section 2

The proposal to accept the recommendation of the Finance Committee regarding approval of Section 2 of the Annual Accounting Statement was discussed, the proposal to accept was made by Cllr Elvin; Seconded by Cllr Walters; Vote unanimous: The Annual Accounting Statement was signed by the Chair and Clerk.

Review of Financial Regulations

The proposal to accept the recommendation of the Finance Committee regarding the adoption of the amended Financial Regulations was discussed, the proposal to accept was made by Cllr Elvin; Seconded by Cllr Glover; Vote: unanimous

Review of Financial Risk Assessment

The proposal to accept the recommendation of the Finance Committee regarding the adoption of the Financial Risk Assessment was discussed, Cllr Kiely commented that it also included non-financial items and felt that it would be necessary to make a number of amendments. The proposal to accept the risk assessment as it stands was made by Cllr Elvin and Cllr Kiely will review and make any amendments she feels necessary; Seconded by Cllr Kneen; Vote: For 10 Against 0 Abstained 1

Review of S137 payments 2017/18

Councillors had been provided with a copy of the S137 payment list for 2017/18

Spending Decision Report

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

Review of subscriptions

Proposal to pay annual subscriptions and memberships
Proposed; Cllr Elvin, Seconded; Cllr Kneen, Vote: unanimous

Cllr Glover left the room

Grant Application

The request for a grant of £1,000 received from Fifield Fun Day was discussed, Cllr Kiely asked if using funds for running costs was against the Grant Policy, and it was agreed this area would be looked at as part of the policy review.

Proposed; Cllr Kneen, Seconded; Cllr Marsh, Vote: For 10, Against 0, Abstained 1

Payments List

Approval to pay accounts of £18,556.31 plus VAT of £1,073.61 making a total of £19,630.17 on the payments list

Proposed; Cllr Elvin, Seconded; Cllr Kiely, Vote: unanimous

046/2018 Website Working Group

A meeting took place on 20th April and on 11th May 2018, please refer to Appendix e).

Cllr Millin advised that the working group will be again meeting on 14th June, following this meeting the working group hope to put a proposal to the Parish Council at its next meeting.

047/2018 General Matters

Bray Parish Council representation to DALC

Proposal for Cllr Chris Graham to continue as the DALC representative for Bray Parish Council
Proposed; Cllr Kneen, Seconded; Cllr Pierce, Vote: unanimous

Bray Parish Council representation to BALC Executive

Proposal for Cllr Chris Graham to continue as the BALC Executive representative for Bray Parish Council

Proposed; Cllr Elvin, Seconded; Cllr Marsh, Vote: unanimous

048/2018 Bray

There were no items to report for Bray

049/2018 Holyport

Speeding in Holyport

Cllr Hattey provided an update advising that Holyport Road has a community speed watch due to take place in the near future; Holyport College will also undertake a speed watch near to the college at a time to suit their timetable. The Holyport War Memorial Hall Committee is to be asked if the hall could be a pickup point for local school children, rather than Stroud Green Road which is becoming increasingly dangerous. Cllr Kneen mentioned that Rob Noble, Community Warden has been very helpful in regards to sorting out speed watch and also that Langworthy Lane residents have asked for a speed watch. Cllr Kneen mentioned that she has still not received a copy of the M4 Smart Motorway timetable from RBWM.

Parking on Holyport Green

Ward Councillors agreed to allow the use of Holyport Green for parking by residents if needed on June 10th so they may attend the Fun Day at Holyport War Memorial Hall when the plans for the future of the Hall are unveiled.

Use of Telephone Box on Stroud Farm Road

Local residents would like to use the telephone box as a 'book swap' Councillors are fully supportive of this project.

050/2018 Fifield

Cllr Pellew mentioned that the recent OGAFCA meeting made a decision to ask for the 7.5 ton limit to be removed from the A330 at Holyport due to the impact on the unclassified roads and houses in Fifield.

Cllr Glover advised that funding for a defibrillator at Braywood Memorial Hall has been secured.

051/2018 Chairman's Business

Cllr Elvin mentioned the incursion of Travellers on Jubilee Field who had been removed from the area by the Police within 24 hours using Section 61 powers. There is a minimal amount of damage to the area.

052/2018 RBWM Update

As Cllr Dudley was not at the meeting Cllr Walters gave an update regarding the Legoland planning application to build on 17,000 square metres of Greenbelt in the Parish which was recently approved by RBWM against the advice of planning officers, and advising of the possibility for the application to be called in by the Secretary of State and the possible recommendation for a public enquiry.

Cllr Wilson mentioned that it was his view that the application is clearly contrary to Green Belt Policy, and raised his concern about the loss of veteran trees along with the Green Belt land.

Both Cllr Walters and Cllr Wilson abstained from the ensuing discussion regarding what the Parish Council could do to protest against this application, it was generally agreed that Cllrs Kneen and Marsh would put together a letter to the Secretary of State, putting across the concerns of the Parish Council with regards to the loss of veteran trees and the impact to the Green belt, contrary to Green Belt policy and the current BLP.

One member of the public left the meeting.

053/2018 Action List

The Action List was discussed and the Clerk will update the report.

An email is to be sent by Cllr Kneen to Jenifer Jackson asking for the Lodge Farm application to be heard at the Maidenhead DCP.

054/2018 Correspondence and Councillors Forum

Cllr Kiely invited Councillors to a memorial service at the Fifield Inn on Bank Holiday Monday.

Cllr Walters left the meeting

Cllr Millin commented on Action List (item 17), advising that Cllr Dudley had not requested the plans for a Borough Wide Development Panel be rejected in favour of retention of the Local Panels, and suggested that in future the Parish Council should make its comments clear to the Borough Council directly and not through dual hatted Councillors.

055/2018 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".

056/2018 Date of next Main Council Meeting

The next Meeting of the Council will be held at 7:30pm on Monday 25th June 2018.

The meeting finished at 9:40 pm

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