

Minutes of the Annual Meeting held at 7.30pm on Monday 16th May 2022 at Braywood Memorial Hall

Present:

Bray Ward:	Cllr S Cross, Cllr K Elvin (Chairman), Cllr M Pierce.
Fisheries Ward:	Cllr J Phillips
Holyport Ward:	Cllr L Kneen, Cllr L Walters, Cllr D Wilson
Dedworth Ward:	No Councillor Present
Oakley Green and Fifield Ward:	Cllr N Marsh
Clerk:	Ms. Esther Cope
Member of the public	Dr Shagufta Ahmad

001/2022 Chairman's request

The Chairman requested all mobile devices be switched off for the duration of the meeting and reminded all in attendance of the fire safety regulations for the venue.

Cllr Elvin stood down as Chairman for the meeting and Cllr Kneen took the Chair.

002/2022 Election of the Chairman for the forthcoming year and the signing of the Acceptance of Office

Cllr Kneen asked if there were any nominations for Chairman. Cllr Wilson nominated Cllr Elvin as Chairman, there were no further nominations. Cllr Elvin agreed to be nominated as Chair, the nomination was seconded by Cllr Walters. Vote Unanimous.

Cllr Elvin signed the Declaration of Acceptance of Office.

Cllr Kneen stood down as Chairman for the meeting and Cllr Elvin took the Chair.

003/2022 Election of the Vice-Chairman for the forthcoming year and the signing of the Acceptance of Office

Cllr Elvin asked if there were any nominations for Vice-Chairman. Cllr Elvin nominated Cllr Kneen as Vice-Chairman, there were no other nominations. Cllr Kneen agreed to be nominated as Vice-Chairman, the nomination was seconded by Cllr Wilson. Vote Unanimous.

Cllr Kneen signed the Declaration of Acceptance of Office.

004/2022 Apologies for absence, declarations of Interest and Dispensations

Apologies were received from Cllr J Glover, Cllr C Graham and Cllr N Pellew.

005/2022 Health and Safety

The Clerk reported no areas of immediate concern with the monthly ARD playground report. The proposed replacement swing on Aysgarth park play will be discussed under agenda item [11.9 Capital Expenditure](#).

006/2022 Minutes from previous meeting

The minutes of the meeting held on Monday 11th April 2022 were declared to be a true and accurate record.

007/2022 Public Question Time

There were no questions from the public, the meeting continued without adjournment.

008/2022 Co-Option

There were no applications for co-option, however the Parish office has received an expression of interest from Dr Shagufta Ahmad, who attended the meeting. In order to gain an understanding of the work undertaken. The Chairman and Councillors welcomed her to the meeting. Clerk to follow up with Dr Ahmad.

009/2022 Clerks Briefing

The Clerk reported receipt of the Jubilee signage. Cllrs agreed to position within their Wards.

The office has overseen one internment at the Parish Cemetery, whilst several weddings are booked in for parking on Bray Green. Noting that the tennis court is just starting to become busy.

The Clerk noted that the retiring Clerk Susan Cook, handed over the reins during April, taking over the position of RFO until her retirement. It has been agreed that Susan will work reduced hours until the end of June, providing much needed support and guidance until the successful employment of a Deputy Clerk.

The Clerk reported passing the entry level Clerk's training, and now holds the Introduction to Local Council Administration Certificate (iLCA), with plans to register for the CiLCA course at the next intake, June 22.

A positive report has been received from the internal auditor, who commented on the high standard of work completed by the retiring Clerk.

The Clerk requested her thanks be noted, to Susan Cook for her hard work over the past 6 or so years. The Parish office has been handed over in excellent condition. All agreed to wish Susan well in the future.

010/2022 Strategy Committee

10.1 Statutory Governance Documents

Cllr Elvin proposed adoption of the following documents, seconded Cllr Marsh, vote unanimous.

- Standing Orders
- Code of Conduct – including Appendix 5 of RBWM Part 7A – The Codes, Protocols and Advice
- Terms of Reference Committees
- Financial Regulations

10.2 Policy Approval

Cllr Elvin proposed adoption of the following documents, seconded Cllr Cross, vote unanimous.

- Publication and Freedom of Information Policy
- Complaints Policy
- Co-Option Policy

10.3 Committees and Working Groups

Councillors considered and approved the recommendation of the Strategy Committee to stand down the Jealotts Hill Working Group until the Bracknell Local Plan is agreed, the BLP working group as the BLP is currently following the approval process by RBWM and the BPNP Working Group until an appropriate time to restart the process is agreed. Cllrs approved the remaining Committee and Working Groups to continue in their current formats.

10.4 Membership of Committee and Working Groups

Councillors considered their continuing participation on their current committees and working groups. Cllr Cross confirmed her interest in joining the Traffic and Highways group and the Finance Committee. Cllr Kneen confirmed her interest in joining the IT working group.

10.5 Membership of DALC and BALC

Cllrs agreed to continue membership of DALC and BALC, noting however currently limited feedback from both groups. Cllr Kneen requested the BPC representatives to provide a report of any meetings. It was agreed the Parish office would request copies of agenda and minutes from both groups.

Cllr Elvin proposed Cllr Wilson and Cllr Graham to continue representing BPC. Cllr Kneen seconded. Vote Unanimous.

Cllr Wilson confirmed the recently advertised HALC Councillor training sessions would be free of charge and offered to follow up and share dates and location information.

10.6 Meeting dates for the Council Year

Councillors considered and approved the recommendation of the Strategy Group for the meeting dates for Council and all committees for the upcoming Council year.

Cllr Elvin noted that a new Chairman would be elected to each Committee/Working group at the first scheduled meeting of Council year 2022. Meeting times to be approved at the first meeting of each.

011/2022 Parish Finance

In the absence of the Chairman of the Finance Committee, Cllr Elvin and the Clerk provided a report from the Finance Committee meeting held on 4th May 2022.

11.1 Accounts for the year to 31st March 2022

Councillors approved the accounts for the year ending 31st March 2022.

11.2 Report of the Annual Auditor for the year to 31st March 2022

The Clerk confirmed the receipt of the Internal Audit report.

11.3 Annual Governance Statement Section 1 2021/2022

Cllr Elvin proposed the approval of the Annual Governance Statement Section 1 2021/2022

Cllr Marsh seconded. Vote Unanimous. Cllr Elvin and the Clerk signed the Annual Governance Statement Section 1 2021/22 at the end of the meeting.

11.4 Annual Governance Statement Section 2 2021/2022

Cllr Elvin proposed the approval of the Annual Governance Statement Section 2 2021/2022

Cllr Marsh seconded. Vote Unanimous.

Cllr Elvin and the Clerk signed the Annual Governance Statement Sections 1 and 2 2021/22 at the end of the meeting.

11.5 Direct Debit Payments

Councillors approved to continue use of Direct Debits for existing payees per items 6.7 and 6.8 of the Financial Regulations

11.6 BACS payments

Councillors approved to continue use of BACS to pay suppliers per item 6.9 of the Financial Regulations.

11.7 Financial Risk Assessment

Councillors approved to adopt the Financial Risk Assessment.

11.8 Grant Requests

Cllr Wilson requested to speak regarding the grant application from Holyport Community Trust (HCT) for a grant of £4,500. In order to complete the proposed fencing work surrounding the new play area.

Cllr Wilson reported the requirement for a replacement play area at Holyport Memorial Hall, noting the immense benefit for children within Holyport. The HCT have been proactively seeking sponsorship for the equipment, which is now secured. Fund-raising events have also been taking place. Cllr Wilson left the room to allow consideration of his proposal.

Cllr Marsh noted that BPC received a request from HCT in 2021 for a grant of £9,000. 50% being awarded in FY2021/22. This recent grant request is for the balance.

The Clerk noted available monies within the current budget using S106 funding.

Cllr Walters asked for it to be noted his membership of the Spoore Merry and Rixman Foundation.

Cllr Walters proposed to approve the grant. Cllr Kneen seconded. Vote Unanimous.

The Chairman invited Cllr Wilson to return and confirmed approval of the requested grant.

Cllr Marsh spoke on behalf of Fifield Fun Day, who requested a grant of £1,000. The fun day is regarded as a real family event, which brings the community together. The site at Deep Meadows, Fifield Road houses Fifield Central Station, where a steam locomotive will be in action. Cllr Elvin confirmed that the grant would support up-front costs for the day, with all proceeds going to a local charity.

Cllr Elvin proposed to approve the grant. Cllr Walters seconded. Vote Unanimous.

11.9 Capital Expenditure

The Clerk reported further investigation required, prior to approving the replacement single basket swing, within Aysgarth Park. Cllrs unanimously approved for the item to be moved to the next meeting of Main Council.

012/2022 General Matters

The Clerk reported the new RBWM 'Here to Help campaign' and confirmed that information had been shared to social media and the Parish noticeboards.

The Clerk reported the Thames Valley Police, Firearms Amnesty 12th to 29th May.

013/2022 Bray and the Fisheries

Cllr Cross reported a series of Jubilee events including 'Tarts and Tipples' kindly supported by local businesses including Caldesi, Hinds Head, Monkey Island, Fat Duck, Waterside and the Crown. A 50's themed event at the village hall, and a family BBQ at the Bray Cricket Club. Thanking the community for really coming together to support the weekend festivities. Cllr Cross expressed her particular thanks to Jim Jackson, retired warden Jesus Hospital, Bray who has created a temporary Beacon, and to Alka Kharbanda, The High Sheriff of Berkshire who has agreed to light the Beacon.

Cllr Phillips confirmed The Fisheries Residents Association Street Party and family day including music, bouncy castle and food stalls. A near sell out ticketed event for residents of the Fisheries.

014/2022 Holyport

Cllr Wilson noted the availability of raffle tickets, with all proceeds to HCT. A family orientated party to celebrate the Jubilee will be held at the Holyport Memorial Hall on Saturday 4th June. Pimm's stall, BBQ, ice-creams, Craft and Trade stalls, along with games for all the family.

014/2022 Fifield, Oakley Green and Dedworth

The Clerk apologised for the omission of Fifield, Oakley Green and Dedworth.

Cllr Marsh reported that Fifield has a varied and interesting programme. From 2nd to 5th June there will be a scarecrow festival in gardens. On 5th June, a street party will be held outside the Fifield Inn and in the car park. 1950's style is the theme (with a prize for one group judged the best). For children (same venue) there will be a fancy-dress competition for "Best King or Queen."

015/2022 Chairman's Business

Cllr Elvin reported to be saddened by the recent resignation of Brian Millin, noting his high level of service to both BPC and its residents. Brian's work with the Traffic and Highways Group and his help with the Air Quality Monitoring will be greatly missed.

Cllr Marsh proposed a vote of thanks to Brian Millin. seconded by Cllr Wilson. Vote Unanimous.

Cllr Elvin confirmed a request for a second meeting had been submitted to the office of RBWM Director of Place Andrew Durrant. The Parish office is pushing hard for a return to discussion on various issues affecting the Parish including Traffic, Air Quality, the recently approved BLP and the A308 study report. Cllrs agreed that the delayed report provided no resolution to the problems within the Parish. The Clerk also requested meeting for the end of May with RBWM Head of Neighbourhood Services, Alysse Strachan. However, the office is yet to receive confirmation.

Cllr Kneen confirmed contact with Planning Policy Manager Ian Motuel to confirm dates for further Councillor training opportunities.

016/2022 RBWM Update

Cllr Walters provided a report in his capacity as RBWM Ward Councillor, including recently representing the Borough at the recent Windsor and Maidenhead meeting.

017/2022 Correspondence

The Clerk reported correspondence received from a resident of Aysgarth Park.

018/2022 Local Government Act 1972 Exclusion of the public

The Chairman moved that under Section 100(A)(4) of the Local Government Act 1972, the public shall 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 1 of Schedule 12A of the Act.

019/2022 Date of next meeting

The date of the next meeting will be Monday 27th June at 7.30pm.

There being no other business the meeting closed at 8.45pm.