

## Minutes of the Meeting held at 7:00pm Monday 20<sup>th</sup> May 2024 at the Braywood Memorial Hall

### Present:

|                                |   |
|--------------------------------|---|
| Bray Ward:                     | Cllr S Cross, Cllr K Elvin (Chairman), Cllr J Filipczak-Korczak, Cllr C Graham, Cllr M Pierce |
| Fisheries Ward:                | Cllr J Phillips   |
| Holyport Ward:                 | Cllr R Tavinor, Cllr D Wilson   |
| Dedworth Ward:                 | Cllr J Glover, Cllr N Pellew  |
| Oakley Green and Fifield Ward: | Vacant seat   |
| Members of the public:         | Mr James Camplin and Mr Jon Davey   |
| Clerk:                         | Ms. E Cope  |

### 001/2024 Chairman's request

The Chairman requested that all mobile devices be switched off for the duration of the meeting, reminding all in attendance of the fire safety regulations for the venue of the meeting

### 002/2024 Election of the Chairman for the forthcoming year and signing of the Acceptance of Office

Councillors were invited for nominations for Chairman

Cllr Graham nominated Cllr Elvin as Chairman, there were no further nominations. Cllr Elvin agreed to be nominated as Chairman, the nomination was seconded by Cllr Pierce Vote Unanimous

Cllr Elvin signed the Declaration of Acceptance of Office

### 003/2024 Apologies for absence, declarations of Interest and Dispensations

Apologies were received from Cllr Walters

Cllr Cross advised that Cllr Kneen had contacted her with apologies as she had been involved in a car accident. It was approved for the Clerk to send a 'get well card' on behalf of the Council

### 004/2024 Election of the Vice-Chairman for the forthcoming year and signing of the Acceptance of Office

Cllr Elvin asked for nominations for Vice-Chairman

Cllr Pierce nominated Cllr Graham as Vice-Chairman, there were no further nominations. Cllr Graham agreed to be nominated as Vice-Chairman, the nomination was seconded by Cllr Wilson Vote Unanimous

Cllr Graham signed the Declaration of Acceptance of Office

### 005/2024 Election of the Planning Committee Chairman for the forthcoming year

The Chairman asked for nominations for Planning Committee Chairman

Cllr Cross advised that Cllr Kneen had expressed interest in nomination. The Clerk noted that Cllr Kneen had not contacted the Parish office to ask for nomination

In the absence of Cllr Kneen, it was approved to continue with election and that the Clerk would seek advice prior to the next meeting the correct procedure, for when a nominee was not present. Should it be considered the election needed to be completed again, then this could be included in the first available Council or Planning Committee meeting

Cllr Cross nominated Cllr Kneen as Chairman of the Planning Committee, there were no further nominations

Cllr Phillips seconded the nomination

Vote: Unanimous

## **006/2024 Election of the Planning Committee Vice-Chairman for the forthcoming year**

The Chairman asked for nominations for Vice-Chairman of the Planning Committee

Cllr Graham nominated Cllr Korczak as Vice-Chairman, Cllr Pellew nominated Cllr Cross

The Chairman invited both Cllrs Korczak and Cross to leave the meeting to allow consideration and vote

Cllr Graham nominated Cllr Korczak, the nomination was seconded by Cllr Pierce

Cllr Korczak was elected as Vice-Chairman of the Planning Committee.

Vote 4 For          3 against      1 abstain

Cllrs Cross and Korczak were invited to rejoin the meeting

## **007/2024 Health and Safety**

The monthly ARD Playground report for April was circulated prior to the meeting

The Clerk advised that the two reported high-risk repairs had been completed in less than a week. Also noting that the Jubilee playground, Bray would be closed for a week at the end of May to enable installation of the new equipment

The Chairman reported the damaged fence at Gays lane allotments had been repaired

## **008/2024 Minutes from previous meetings**

The minutes of the meeting held on Monday 15<sup>th</sup> April 2024 including Part II were approved

Proposed: Cllr Elvin

Seconded: Cllr Pellew

Vote: 7 For

1 Abstain

## **009/2024 Public Question Time**

There were no questions from the public, so the meeting continued without pause

## **010/2024 Co-Option**

The clerk advised no applications for co-option

## **011/2024 Clerks Briefing**

Circulated prior to the meeting

The internal auditor has signed off the accounts to 31<sup>st</sup> March 2024, with submission of the AGAR due latest 1<sup>st</sup> July 2024

An update on Manor Grove culvert was provided, noting RBWM after inspection late February 2024 now admit the culvert is damaged and will need to be repaired. RBWM Flood Risk Manager Ben Crampin have confirmed the work will be completed during the summer, using available CIL monies. The Clerk confirmed that residents neighbouring the culvert had been advised accordingly

RBWM Highways are working with OGAFC and the Parish office to remove the damaged phone box on the Oakley Green road. A refurbished box will replace it, then a defibrillator fitted. Date for removal confirmed as 23<sup>rd</sup> May 2024

The Clerk reported that Bray Parish resident and Paramedic John Poynter has offered to complete safety checks on the defibrillator held at the Parish office prior to fitting

Fly tipping, Aysgarth park has been reported to Thames Valley Police, currently ongoing to resolve

## **012/2024 Finance Committee**

Cllr Glover provided a report from the Finance Committee meeting Wednesday 24<sup>th</sup> April 2024

[012.001 Annual accounts for the year to 31<sup>st</sup> March 2024](#)

Circulated prior to the meeting

Cllr Elvin proposed to accept the annual accounts

Seconded: Cllr Pierce

Vote: All

[012.002 To receive the report from the Internal Auditor for the year to 31<sup>st</sup> March 2024](#)

Cllr Glover noted a positive report from the Internal Auditor, with thanks to the Clerk and Finance Committee for their hard work

012.003 Annual Governance Statement Section 1 2023/2024

Councillors considered and approved the recommendation of the Finance Committee to approve the Annual Governance Statement Section 1 2023/2024

Proposed: Cllr Elvin

Seconded: Cllr Glover

Vote: All

The Chairman and Clerk signed and dated the Annual Governance Statement Section 1 2023/2024

012.004 Annual Governance Statement Section 2 2023/24

Councillors considered and approved the recommendation of the Finance Committee to approve the Annual Governance Statement Section 2 2023/2024

Proposed: Cllr Elvin

Seconded: Cllr Glover

Vote: All

012.005 To approve the Finance Committees proposal to increase in Councillors training budget for FY2024/25

Approved to increase the Councillors training budget for FY2024/25 from £500. to £1,500. + vat

Proposed: Cllr Elvin

Seconded: Cllr Glover

Vote: All

012.006 To approve employment of Breakthrough Communications to complete Councillor Training FY2024/25

Approved

Proposed: Cllr Elvin

Seconded: Cllr Glover

Vote: All

012.007 To approve Basic Parish Allowances for FY2024/25

The Clerk granted dispensations to Councillors excluding Co-opted members under Section 33 of the Localism Act 2011, to allow Council, to consider and vote

Approved no change. Councillors to receive £300. for the year 2024/25 with the Chairman an additional £150.

Action: Clerk to invite Councillors to apply for Basic Parish Allowance, for payment by the end of September 2024.

Proposed: Cllr Elvin

Seconded: Cllr Glover

Vote: All

012.008 Councillors to consider approval of the following grant requests

- Mr James Camplin for a grant of £205.

Councillors considered Mr Camplin's application.

A copy of the grant application was circulated prior to the meeting, along with legal advice provided by Roger Taylor, Consultant at Wellers Law Group.

The Clerk noted that Roger Taylor, Consultant in Parish Council Services advised that the actions of several Councillors voting via email had resulted in pre-determination. Also, that the Council should be wary of supporting a specific protest group

Councillors were advised that as no decision was made by the Finance Committee. The Committee approved, against the legal advice obtained by the Clerk, to present to Main Council at the May meeting

Mr Camplin proceeded to loudly interrupt the meeting, despite several requests from the Chairman to be quiet, he refused. The Chairman then adjourned the meeting requesting Mr Camplin leave, to which he again refused

The Clerk and the Chairman left the meeting, resulting in closure with no further business able to be considered.

**As a result of the interruptions, the below items will be deferred to the July meeting, date TBC**

**Meeting closed 7:45pm**

012.008 Councillors to consider approval of the following grant requests

- Thames Valley Hospice for a grant of £1,000.
- Citizens Advice East Berkshire for a grant of £400.
- OGAFCFA – Fifield Fun Day for a grant of £1,500.

012.009 To approve the following policies as recommended by the Finance Committee

- Allotment Rent Review
- Cemetery Fees Review
- Cemetery Internment Notice
- Cemetery Terms and Conditions
- Financial Regulations
- Fixed Asset Capitalisation Policy
- Grants Policy and Application Form
- Investment Policy
- Social Media Policy
- Tennis Court Policy
- Website Accessibility Statement

**013/2024 To approve payment of Direct Debits and Standing Orders for FY2024/25**

**014/2024 Strategy Committee**

To receive a report from the Strategy Committee meeting Wednesday 8<sup>th</sup> May 2024

014.001 To approve the following policies as recommended by the Strategy Committee

- Code of Conduct
- General Data Protection Regulations
- Standing Orders
- Terms of Reference
- Lone working Policy
- Disciplinary and Grievance Procedures
- Sickness Policy
- Staff Appraisal Policy

014.002 To approve Committee and Working Group Memberships for CY 2024/25

014.003 To approve dates and times of Council and Committee meetings for CY 2024/25

014.004 To review the current list of approved policies and best practice documents

**015/2024 Bray and the Fisheries**

To receive a report from Ward Councillors of events in the Ward

015.001 To approve access request to Jubilee field, for car parking and children's fair during Bray village fete 8<sup>th</sup> September 2024

015.002 To approve parking suspension, Causeway car park for Bray village fete

015.003 To approve temporary toilet facilities on Bray green for the duration of Bray village fete

**016/2024 Fifield, Oakley Green and Dedworth**

To receive a report from Ward Councillors of events in the Ward

**017/2024 Holyport**

To receive a report from Ward Councillors of events in the Ward

**018/2024 Chairman's Business**

To receive a report from the Chairman

**019/2024 RBWM Update**

To receive a report from RBWM Ward Councillors Cllr Cross and Cllr Walters

**020/2024 Correspondence and General Matters**

To inform Councillors of the details of correspondence and general matters

**021/2024 Matters Arising from previous meeting**

**022/2024 Date of the next meeting, Annual Electors Meeting Monday 31<sup>st</sup> May 2024**

Venue: Bray Village Hall, SL6 2AR

Start Time: 7:00pm

Speakers to be confirmed

Unapproved