

Minutes of the Meeting of the Parish Council held at Braywood Memorial Hall, Fifield Road, Fifield on Monday 17th February 2025 at 7:00pm for the purpose of transacting the business itemised below.

Members of the Public: In accordance with The Public Bodies (Admissions to Meetings) Act 1960, members of the public wishing to address the Council have the opportunity to do so during the Public Forum. However, also in accordance with The Public Bodies (Admissions to Meetings) Act 1960, the public may be excluded whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

Present:

Bray Ward:	Cllr. J. Filipczak-Korczak, Cllr. M. Pierce
Fisheries Ward:	Cllr. J. Phillips
Holyport Ward:	Cllr. L. Kneen, Cllr. R. Tavinor, Cllr. L. Walters, Cllr. D. Wilson (Vice Chairman)
Locum Clerks	Louise Steele & Karen Kuderovitch
Oakley Green and Fyfield Ward:	Vacant seats
Members of the public:	6 Members of the public

 = Resolution made £ = Expenditure approved

102/2024 Chairman's request

That all mobile devices were switched to silent for the duration of the meeting. A reminder to all in attendance of the fire safety regulations for the venue of the meeting.

103/2024 Apologies for absence, declaration of interests and dispensations.

Apologies received from Cllr. J. Glover and Cllr. S. Cross. The apologies were accepted. No declarations of interests or dispensations.

104/2024 Publishing video recordings of public council meetings 

Councillors shared views and debated upon the recording of the following meetings being published to the web site and You Tube for a specified period:

- Main Parish Council
- Planning Committee
- Extraordinary/Open Public Meetings.

Cllr. Pellew made a suggestion to keep for 6 months. Cllr. Kneen requested previous recordings be uploaded. Cllr. Phillips asked if this had been requested by members of the public.

Proposal: Bray Parish Council upload recordings of meetings to the web site.

Cllr. Derek proposed, seconded by Cllr. Filipczak-Korczak. Vote: unanimous.

Proposal: Cllr. Elvin proposed to publish for a one-year period. Cllr. Kneen suggested that there was no need for a review and the Council could reconsider in the future. All agreed.

It was resolved unanimously for all Council meetings held in public to be published to the web site and You Tube for the foreseeable future.

105/2024 **ARD Playground Report**

The Locum Assistant Clerk reported that the office was awaiting quotations for repairs to the medium risks and confirmed there were no high risks to be addressed.

106/2024 **Admission of the Public** 🖐️

In accordance with the Public Bodies (Admission to Meetings) Act 1960, Members to resolve whether to exclude members of the public from all or part of the meeting. Cllr. Elvin deferred this to agenda item 118.25.

107/2024 **Approval of Minutes** 🖐️

Cllr. Kneen requested the following wording to be added to the minutes in relation to the applications for a steam fair and circus events as follows (ref 093/001 and 093/002:

'subject to a full parking report being provided'.

This was approved and added to the minutes by hand. *Proposed Cllr. Kneen, seconded: Cllr. Wilson* **Vote: unanimously in favour.**

The Chairman asked for approval to change the error on the agenda in that the minutes to be approved were of the meeting of 20th January 2025 (not 12th February 2025).

Cllr. Kneen suggested a change from members of the public to applicants. The Locum Clerk gave advice about members of the public, their right to privacy and their right to be forgotten (as per GDPR), Council minutes are kept indefinitely and therefore members of the public should not be named in minutes.

The minutes of the 20th January 2025 as amended Proposed: Cllr. Kneen, seconded Cllr. Wilson. Vote unanimous. Approved.

108/2024 **Public Question Time**

The Chairman to allow maximum of 15 Minutes (3 mins per speaker) for the public to address the Council (extended on approval of the Chairman). Priority will be given to those members of the public wishing to share information relating to items on the agenda. Once the public session is closed, members of the public are not permitted to speak.

MOP1 – a member of the public made comments in relation to the comments the Parish Council submitted in relation to the golf club application and the lack of

consultation. The MOP has hired traffic consultants to look into the plans and new gyratory roundabout opposite the leisure centre. If built, potential further delays could occur. Concerns were priority in direction and use Bray as a ray run to escape that. Cllr. Elvin gave a report on what had occurred two years prior in that RBWM were instructed not to talk to Bray Parish Council. Braywick roundabout causes tailback on and produced a rat run through Bray. Modifications to six roundabouts. BPC attempted to seek information previously and had requested more detailed drawings which had not been received. Cllr. Kneen added that Bray Parish Council did not receive information and raised concerns about the number of roundabouts on Forest Hill Road.

The Chairman gave a report on the history of the roundabout and expressed disappointment that no response had been forthcoming to the Parish Council.

109/2024 Policies and Procedures 🖐️

1. Co-option Policy – members discussed, reviewed and voted. Cllr. Wilson proposed. **vote: unanimously in favour.**
2. Financial Regulations – members discussed, reviewed and voted. The Locum Clerk answered some queries from Cllr. Wilson and confirmed the version was the National Association of Local Councils (NALC) version and that some thresholds were too low. Proposed Cllr. Filipczak-Korczak, seconded Cllr. Kneen. **vote: unanimously in favour.** The Locum Clerk (LS) was commended for the presentation of the report.
3. E-Mail Policy – Cllr. Filipczak-Korczak and Cllr. Kneen made some observations. The Locum Clerk advised that some policies are generic and from NALC. members to review and vote. Cllr. Pellew proposed that Council should adopt the policy/guidelines and review as necessary, seconded by Cllr. Phillips. Vote: 4 for, 4 against. The Chairman did not use a casting vote, therefore the policy will be on the next agenda.
4. Scheme of delegation – Cllr. Filipczak-Korczak gave her detailed views, in particular the delegation of the Clerk to take action in emergency situations and spend up to £2,500 in consultation with the Chair/Chair of the relevant Committee and stated that no Clerk should have authority to spend. Cllr. Pellew gave an example of when such an occurrence would require an immediate spend. Cllr. Kneen supported this view and gave her views. The Locum Clerk suggested the document be withdrawn and revised but gave the advice that it was paramount that there would be occasions that the Clerk would have to act alone and would need the power to do so. S101 of the Local Government Act 1972 means that the Clerk, or another officer, is the only individual who can have delegated authority to make decisions on behalf of the council) in the event of an emergency. Cllr. Walters gave the opinion that the Clerk should be respected, Councillors should be reminded of the seven Nolan principles and should take decision on behalf of the Parish Council. Cllr. Kneen asked the Locum Clerk if a working group should be created and

brought back. The Locum Clerk explained the process of delegation to committees/officers/terms of reference.

Cllr. J Filipczak-Korczak proposed a working group to work on scheme of delegation (3 members), seconded by Cllr. Kneen. Vote: 3 for, 4 against and 2 abstentions. Vote – motion not carried by a majority vote.

Cllr. Wilson re-inforced the view that the Clerk would have delegated authority to be exercised in consultation with the Chairman/Chairman of the relevant committee, working within the allocated budget. The Locum Clerk further advised that, indeed, delegated authority is normally exercised in consultation with a Chairman, but the authority lies with the Clerk and not the Chairman.

5. The Locum Clerk to reported that policies and procedures will continue to be reviewed and brought back to Council for review.

110/2024 **Vacancy/Co-option**

Two candidates addressed the Council relaying information on why they wished to join Bray Parish Council.

The Chairman asked them to leave the room in order that a vote could be taken.

A brief discussion took place around which wards required Councillors.

Cllr. Elvin proposed to co-op both applicants, seconded Cllr. Walters. All in favour.

It was resolved unanimously to co-op Mike Parkinson – Holyport Ward.

It was resolved unanimously to co-opt Stephen Eginton – Bray Ward.

Each new Councillor signed their declaration of acceptance of office and joined the meeting and the Chairman welcomed them.

111/2024 **Chairman's Report**

Cllr. Elvin in conjunction with the Clerk had sent information in relation to Holyport roundabout (copy supplied) to Cllr. Hill. No response had been received from RBWM. Cllr. Walters would suggest some course of action (agenda item 116.24).

Cllr. Elvin also reported on issues at Priors Way (HGV parking issues) and insufficient action and is potentially a serious health hazard. It was agreed that Cllr. Elvin could write again to Public Health at RBWM for action to be taken.

112/2024 **Clerk's Report**

- The parish office has received several enquiries for allotment tenancies, it is hoped that all plots will be tenanted for the next year.
- A report on damage to one of the gates at Aysgarth park playground. The handyman will secure.
- Auditing Solutions booked for the final visit of FY2024-25 for Thursday 8th May 2025.
- R Watts and sons have completed the contracted hedge cutting.
- Essential tree works have been completed on Bray green, Jubilee field and a property neighbouring the cemetery.
- Croner are visiting the parish office to complete Health & Safety checks and training on the 31st March 2025.

- The BALC executive has advised that the Executive proposed that the constitution be amended to reduce the quorum required for meetings from 6 to 4. The result will be presented at the AGM.
- RBWM have advised that the Fifield Inn and Holyport Real Tennis have been removed from its list of Assets of Community Value. Should the council wish to comment, then please submit a request to include a resolution in the next meeting of main council.
- Heathrow expansion – The parish office has been advised that a programme of stakeholder engagement will be created. Further information to be circulated as received.

Cllr. Pellew asked why the Fifield Inn and Holyport Real Tennis had been removed from the list of Assets of Community Value. The Locum Clerk suggested the Council had not requested for it to be considered and were perhaps not aware.

113/2024 Reports from Ward Councillors

a) Bray and the Fisheries

Cllr. Reported a car theft in Bray village. Police aware. Contact was made with the PCSO and monthly drop-in sessions open to any residents in the area Priors Way – learnt in June 2024 problems when canvassing. In another capacity has advised to write to Bray Parish Council office and relayed some various issues. Cllr. Filipczak-Korczak, asked Councillors to consider some action for the unacceptable behaviour and offered Councillors to assist her.

Bray Village Fete – more businesses and volunteers had come forward. An agenda item has requested to discuss the car parking safety at Land Management Committee or full Council.

Bray Village Hall – proposing coffee mornings on Thursdays and Fridays and the cricket club are already holding coffee mornings on Saturdays and Sundays.

b) Fifield, Oakley Green and Dedworth

Cllr. Pellew referenced to a quiz night on 25th April 2025 at Bray Village Hall to raise funds.

c) Holyport

Cllr. Walters reported on an arrest that had been made with a conviction and a sentence of five years in prison. 14th March – Holyport cinema club would be showing the film The Conclave. Second appeal on a piece of land on Holyport Strood and the green for two houses on greenbelt/conservation land was dismissed.

Cllr. Kneen reported from the Holyport Memorial Group held a valentines night quiz night and it was an enjoyable fundraising event.

Flooding – Holyport pond has broken its banks and flooded the end of the street. Holyport Fair – parking possibly at Gays Lane Field and asked for the process for approval.

114/2024 General Community items 🗳️ £

- a) to consider Cllr. Kneen's request to replace waste bins on Holyport Green (war memorial & Holyport Lodge) emptied by RBWM and specification provided by them. After discussion, Cllr. Elvin proposed to allocate up to £2,000 (incl. fitting) for two bins, seconded by Cllr. Wilson. All in favour.
- b) to consider an application to hire the green for the purpose of a children's fair, Saturday 9th and Sunday 10th August 2025 on Holyport Green. Cllr. Filipczak-Korczak declared an interest. After discussion, **it was resolved**. Cllr. Kneen proposed to support the application, seconded by Cllr. Wilson. All in favour. Cllr. Filipczak-Korczak abstained from the vote.
- c) To consider application to hire the green for the purpose of a circus 28th to 30th July 2026. The Locum Clerk advised of the revised dates of 31st July 2026 – 2nd August 2026. After discussion, **it was resolved to defer approval until after review of the 2025 event**.

115/2024 Royal Borough of Windsor & Maidenhead (RBWM)

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

Cllr. Walters made reference to the RBWM golf club.

116/2024 Holyport roundabout 🗳️

A motion by Cllr. Walters as follows:

Bray Parish Council would request the Clerk and Deputy Clerk get clarity from RBWM on the following:

- Why is there no clear right-hand filter included in the new compact roundabout design? We would like reassurance that the design will have a right filter for those coming along Windsor Road, under the motorway bridge, so traffic can flow more easily either straight on to Windsor or right into Holyport Road.
- If not, should no major issues be found to necessitate spending of the full £1.3m which includes a 44% contingency fund, could the LEP budget be used to adapt the scheme to include the right filter lane?
- BPC would like a copy of the highway engineers report that explains why no right filter lane into Holyport Road from Windsor Road has been included.

A detailed discussion took place with various views and questions shared by Councillors. The Deputy Clerk was asked to advise. A report was read by Cllr. Wilson for clarification. After discussion, Cllr. Elvin proposed and Cllr. Tavinor seconded, **It was resolved unanimously** for the Parish Clerk/Deputy Clerk seek further clarification and that Bray Parish Council to write to RBWM to request a meeting to discuss. Council approved Cllr. Walters and the Deputy Clerk to formulate the request to RBWM and to be circulated to all Councillors.

117/2024 Councillors invited to share any information

No resolutions – the Chairman deferred this item due to time constraints.

118/2024 Next Meeting

The date was agreed for 14th April 2025 for full council.

119/2024 Public Bodies (Admission to Meetings) Act 1960 - Exclusion of the public

The Chairman moved that under Section 1(2) of the Public Bodies (Admission to Meetings) Act, the public shall be excluded from the remainder of the meeting by reason of the confidential nature of the business to be transacted.

120/2024 Approval of Part II (confidential) Minutes 🙌

Cllr. Elvin proposed and Cllr. Filipczak-Korczak seconded to approve the Part II minutes of the meeting held on Monday 20th January 2025. All agreed.

121/2024 Human Resources

The Locum Clerk reported a Human Resources Committee meeting would be held as soon as possible and confirmed that all Councillors should be notified of the date and those who were not members of the Committee were able to attend the open part of the meeting but not the confidential part.

There being no further business the meeting closed at 9.35pm.

UNAPPROVED