

## Minutes of the Meeting held at 7:00pm Monday 3<sup>rd</sup> July 2023 at the Braywood Memorial Hall

### Present:

Bray Ward:	Cllr S Cross, Cllr K Elvin (Chairman), Cllr C Graham, Cllr M Pierce
Fisheries Ward:	Cllr J Phillips
Holyport Ward:	Cllr L Kneen, Cllr B Tavinor, Cllr D Wilson
Dedworth Ward:	Cllr J Glover
Oakley Green and Fifield Ward:	Vacant Seat
Members of the Public:	Mrs Joanna Filipczak-Korczak and Mr Derek Potter
Clerk:	Ms. E Cope

### 023/2023 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.

### 024/2023 Apologies for absence, declarations of Interest and Dispensations

Apologies were received from Cllr Pellew and Cllr Walters.

Cllr Pierce declared an interest in item 039/2023 as a current trustee of Bray Lych Gate Trust.

### 025/2023 Health and Safety

The clerk reported no accidents.

The ARD Playground report for June was circulated prior to the meeting.

### 026/2023 Minutes from previous meeting

Cllr Kneen abstained from the vote as not present at either meeting.

The minutes of the meetings held on 22<sup>nd</sup> May 2023 and 31<sup>st</sup> May 2023 were approved as a true and accurate record.

### 027/2023 Public Question Time

The Chairman adjourned the meeting to allow members of the public, to make representations, ask questions and address the Council about matters of local concern.

Mr Derek Potter addressed the Chairman, reporting the hedge and verge alongside the Holyport road to be extremely overgrown.

Cllr Elvin explained that the hedge and verge are the responsibility of RBWM as the highway's authority. Mr Potter agreed to meet with the Clerk to complete the online Report-it form.

The council advises as many residents as possible to report areas of concern using the RBWM online portal.

Cllr Cross spoke as Borough councillor for Bray Ward, reporting on meetings with RBWM Officers to discuss areas of concern within the parish. A request for uncut hedges, verges and visibility displays to be cut prior to bird nesting season i.e., February/March, which would avoid the many areas which are badly overgrown and cause a danger to the public.

### 028/2023 Co-Option

Cllr Elvin invited Mrs Korczak to introduce herself and explain her reasons for applying.

Councillors were then invited to ask questions regarding her application.

Cllr Elvin proposed to co-opt Mrs Filipczak-Korczak      Cllr Wilson seconded      Vote unanimous.

Mrs Filipczak-Korczak signed the Declaration of Acceptance Of Office in the presence of the Proper Officer, being invited by The Chairman to join the meeting.

Action Clerk to provide the necessary documents and training information following the meeting.

### **029/2023 Requirement for additional councillors**

Councillors discussed options for filling vacant seats within Holyport Ward and Oakley Green and Fifield Ward. Cllr Elvin advised that prior to COVID-19 lockdown, the council held several surgeries, allowing councillors to engage directly with residents. Councillors approved restarting the surgeries, requesting the Clerk to collate available dates and venues and share prior to the next meeting.

Cllr Graham suggested leafleting residents along with attending local events to represent and promote the council. Cllr Pierce noted that often friends and acquaintances were the best starting point for recruitment.

Councillors approved for the parish office to arrange photographs and a short write up for each councillor, these would be added to the parish website also creation of posters for display on the parish noticeboards and BPC social media.

### **030/2023 Parish basic allowances**

The Clerk advised that the RBWM Remuneration Panel last met to review the Parish Basic Allowances during 2006. A request for a new review has been submitted to RBWM Democratic Services Officer, Kirsty Hunt. Due to expected costs the Clerk hopes that other parish council's within the Borough will assist with any associated costs.

Councillors considered and approved to continue the payment of parish basic allowances 2023/24 to the value of £300.00 for elected councillors and £300.00 + £150.00 to Chairman. To be paid at the end of September 2023 to all elected members.

Proposed: Cllr Graham                      Seconded: Cllr Kneen                      Vote: All

### **031/2023 Clerks Briefing**

The Clerk reported on her meeting with RBWM Democratic Services Officer, Kirsty Hunt, to discuss the recent parish elections.

The completed and signed AGAR for FY 2022/23 has been submitted to PKF Littlejohn, external auditor well in advance of the deadline, 3<sup>rd</sup> July 2023, with approval notification expected during September.

A request for OGAFCFA to include the requirement for new councillors in the summer newsletter has been accepted.

Hedge cutting has in the main been completed, with the remainder scheduled for the 7<sup>th</sup> September.

### **032/2023 Traffic and Highways Committee**

Cllr Cross provided a report of the Traffic and Highways Committee meeting 17<sup>th</sup> April 2023, including the creation of new community speed watch groups, which BPC hope to support through the provision of an automatic speed watch camera, along with the council employing speed indicator devices throughout the parish(SID's).

Cllr Cross was pleased to report that the Maidenhead Advertiser printed an article including BPC concerns over the safety of Fifield crossroads after a spate of accidents. Work to arrange a meeting with RBWM Highways to discuss proposed plans for the Holyport roundabout are ongoing and have been delayed by the Borough due to the elections.

Research into the provision of electric car charging points is ongoing.

### **033/2023 Land Management Committee**

To receive a report from the Land Management Committee meetings 5<sup>th</sup> April and 14<sup>th</sup> June 2023

Councillors considered and approved the Land Management Committees proposal to adopt the parking regulations for Bray village and Causeway Car Parks. Action: Clerk to arrange suitable documentation and signage.

Proposed: Cllr Graham                      Seconded: Cllr Kneen                      Vote: 7 For      Abstain: 1

The Clerk advised that work to clear Manor Grove ditch and Gays Lane allotment of waste had now been completed.

### **034/2023 Agreement for Renting of Allotment Garden**

Cllr Graham and Cllr Koczak declared an interest in item: 034/2023 having a current tenancy at Bray Allotment, taking no part in the discussion.

Councillors approved the proposed revised agreement 2023/24

Proposed: Cllr Elvin                      Seconded: Cllr Phillips                      Vote: 6 For                      Abstain: 2

### **035/2023 HR Committee**

Cllr Glover reported on the HR Committee meeting 23<sup>rd</sup> June 2023.

It was approved to share the Lone Working Policy with councillors.

Councillors approved the HR committee's recommendation to adopt the following documents.

- [Anti-Harassment and Bullying Policy](#)
- [Staff Appraisal Policy](#)
- [Disciplinary and Grievance Procedures](#)
- [Equality and Diversity Policy](#)
- [Lone Working Policy](#)

• Proposed: Cllr Elvin                      Seconded: Cllr Wilson                      Vote: 6 For                      Abstain: 1

#### **035.001 Councillor and employee training**

The Clerk advised that several courses are available to all councillors and staff. A list will be shared by the parish office following the meeting.

Cllr Glover reported that Clerks' Assistant Dawn Hampshire had requested to attend a 2-day course on Cemetery Management, which the HR Committee had approved at their meeting 23<sup>rd</sup> June 2023.

The cost of the course to be met from the current training budget.

### **036/2023 Parish Newsletter**

Cllr Graham presented a proposal for all households within the Parish to receive a printed copy of the bi-annual Parish newsletter. Consideration of printing costs, working hours to complete set up, recruitment and co-ordination of delivery volunteers was discussed at length.

The Clerk confirmed that there are over 3,700 properties within the parish, plus the various shops, pubs etc., thanking the Clerks' Assistant for their hard work completing the database, which was last updated in 2018.

The Clerk advised limited budget for this year; funding would need to be agreed by Main Council prior to approval.

It was approved to present finalised costs for the printing and distribution of 4,000-4,500 newsletters to the Finance Committee at their next meeting 26<sup>th</sup> July, then to return a proposal to Main Council at the next meeting, Monday 14<sup>th</sup> August. Action: Clerk to collate information prior to the meeting.

### **037/2023 BALC and DALC update**

Cllr Elvin reported no progress with DALC.

Cllr Wilson confirmed his continuation as representative with BALC, noting the previous meeting to be inquorate.

### **038/2023 Annual Subscriptions**

Councillors approved the continuation of Clerks and Councils Direct Magazine subscription, at a cost of £14.00 per annum per subscriber. The current subscription includes Cllr Elvin, Cllr Graham, and Cllr Kneen.

It was agreed to share copies of the magazine with other councillors.

### **039/2023 Bray and the Fisheries**

Cllr Cross provided a report of events in the Ward, including the Bray Village Hall Centenary Event, Saturday 8<sup>th</sup> July 2023. A full day and evening of events are planned, including a history exhibition by the Home Guard and US GIs Enactors. MP Teresa May will be opening the event and author, poet, and artist Frieda Hughes will be giving a talk and book signing.

Cllr Pierce advised that Bray Lych Gate Trust, were obliged to renew trustees and requested nominations from the council. Mr Peter Sands and Cllr Margaret Pierce are standing for re-election.

Councillors approved to propose Mr Peter Sands and Cllr Margaret Pierce.

Proposed: Cllr Graham                      Seconded: Cllr Elvin                      Vote: 7 For                      Abstain: 1

Councillors considered the request from Eve Hutcheon to use Bray Green for fitness boot camps and refused noting concerns about potential damage to the green, disruption to neighbouring properties and limited parking.

#### **040/2023 Holyport**

There were no events to report, however Cllr Tavinor commented that the waste bins on Holyport green are often overflowing with rubbish, which becomes scattered throughout the green. Action: Clerk to report to RBWM via the online Report-it portal. Councillors approved to discuss Holyport bins at the next meeting of the Land Management Committee, Wednesday 20<sup>th</sup> September 2023.

Holyport Community Trust Management requested the council propose a member for the forthcoming year. Cllr Wilson agreed to continue as BPC representative, all approved.

Councillors considered the request from Traylen Amusements to hire Holyport Green, September / October 2023 for a fair.

The council refused the application, expressing concerns that multiple large commercial events would directly affect residents who live within the boundary of the green, along with concerns for safety of visitors, limited parking, and excessive noise.

Proposed: Cllr Kneen                      Seconded: Cllr Phillips                      Vote: 7                      Abstain: 1

councillors considered the request from James Richards Circus to hire Holyport Green August 2024 and refused the application for the reasons above.

Proposed: Cllr Kneen                      Seconded: Cllr Phillips                      Vote: 7                      Abstain: 1

#### **041/2023 Fifield, Oakley Green and Dedworth**

Cllr Glover provided details for Fifield Fun Day organised by OGAFCA, Sunday 6<sup>th</sup> August 2023.

OGAFCA has joined forces with the Braywood Memorial Hall Trust, to ensure the hall continues to be available to residents for the future. Plans to improve and upgrade the hall are already in progress.

#### **042/2023 Chairman's Business**

The Chairman gave a report.

Cllr Elvin and Cllr Cross have recently been discussing options for surgeries, with an offer to use the Parish office as a base on a monthly basis.

#### **043/2023 Maidenhead Advertiser**

Bray Parish Roundup

Cllr Pierce proposed that a monthly/quarterly news article for the Maidenhead Advertiser. With 3 vacant seats after the May election, councillors felt it important to encourage new councillors and promote the work of BPC.

All approved for the submission of regular articles, rotating between Wards and councillors. Cllr Graham offered to create the first, which would be submitted mid-July. A high level view of planning would also be considered for inclusion.

#### **044/2023 RBWM Update**

Cllr Cross reported that RBWM are very busy after the elections, with new councillors, although many of the Officers remain in their original positions.

Meetings to discuss Parish concerns are ongoing, with hopes to build strong relationships between the Parish and the Borough.

#### **045/2023 Correspondence and General Matters**

Councillors were informed of correspondence and general matters.

The Clerk shared information received from The Countryside Charity Berkshire Branch (CPRE) inviting councillors to attend. AGM Friday 7<sup>th</sup> July, Englefield House, Theale, and a Luncheon Tuesday 14<sup>th</sup> November, Goring and Streatley Golf Club, Streatley-on-Thames.

**046/2023 Date of next meeting Monday 14<sup>th</sup> August 2023**

There being no further business the meeting closed at 9:29pm

**047/2023 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 likely disclosure of exempt information as defined in Paragraphs 1-7 of Part 1 OF Schedule 12A of the Act.