

Minutes of the Meeting held at 7:01pm Monday 14th April 2025 at the Braywood Memorial Hall

Present:

Bray Ward:	Cllr S Cross, Cllr S Eginton, Cllr K Elvin (Chairman), Cllr M Pierce
Fisheries Ward:	Cllr J Phillips
Holyport Ward:	Cllr L Kneen, Cllr M Parkinson, Cllr R Tavinor, Cllr L Walters
Dedworth Ward:	Cllr J Glover, Cllr Pellew
Oakley Green and Fifield Ward:	Vacant seat
Press:	None present
Members of the public:	Two members of the public
Clerk:	Mr A Jeffery (Locum), Ms. E Cope Clerk

122/2024 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 and advised that the meeting was being recorded.

123/2024 Recording/Filming of the Meeting 🖐️

The Chairman advised those present that the Council permits the filming and recording and photography of its public meetings (Standing Order 3) k.).

By attending the meeting, you are consenting to being filmed and recorded unless you notify the Clerk in advance that you do not wish to be.

Approved, no comments.

124/2025 Apologies for absence, declarations of Interest and Dispensations

Apologies were received from Cllr Korczak and Cllr Wilson.

There were no declarations of interest.

125/2024 Minutes from previous meetings 🖐️

The minutes of the meeting held on Monday 17th February 2025 were approved with the Chairman's suggested amendments.

Proposed: Cllr Elvin Seconded: Cllr Pierce Vote: 9 For Against: None Abstentions 2

126/2024 ARD Playground Report

The February and March 2025 reports circulated prior to the meeting were noted.

127/2024 Admission of the Public 🖐️

The In accordance with the Public Bodies (Admission to Meetings) Act 1960, Members resolved to exclude members of the public from the confidential session. Item 143/2024.

Approved by all.

128/2024 Public Forum

The Chairman moved to allow maximum of 15 Minutes (3 minutes per speaker) for the public to address the Council.

Mr Martin Cox, a resident of the parish, spoke regarding item 141.002

Mrs Jules Graham, a resident of the parish, spoke regarding item 139.001

After a which both left the meeting.

129/2024 Vacancy/Co-Option 🖐️

The Chairman advised no applications for Co-option.

130/2024 Standing Orders 🖐️

The revised Standing Orders as recommended by the Locum Clerk were approved

Proposed: Cllr Kneen Seconded: Cllr Cross Vote: All

131/2024 Review Policies 🖐️

- Code of Conduct, reviewed no changes

Approved

Proposed: Cllr Elvin Seconded: Cllr Phillips Vote: All

- Bio-Diversity Policy, new policy required by legislation

Approved

Proposed: Cllr Elvin Seconded: Cllr Eginton Vote: All

Advisory, Committees to review and return to Main Council within 3 months the following policies

Councillors were contacted by email and noted the policy review requirement.

131.001 Strategy Committee

- Email Policy
- Freedom of Information Policy
- Freedom of Information Publication Scheme
- Health and Safety Policy
- Safeguarding Policy
- Scheme of Delegation
- Staff and Councillor Privacy Notice
- Whistleblowing Policy

131.002 Human Resources Committee

- Terms of Reference for HR Committee
- Dignity at Work Policy
- Anti-Harassment and Bullying Policy
- Sickness Absence Policy
- Annual Leave Policy
- Compassionate Leave Policy
- Performance & Improvement Policy
- Flexible Working Policy
- Emergency Dependents Leave Policy

131.003 Finance and IT Committee

- Expenses Policy
- Grants Policy
- Social Media Policy

132/2024 To receive a report from the Chairman

The chairman provided a report including a meeting with RBWM Officers to discuss the Holyport roundabout and expenditure request to clear drainage pipes on Holyport green, around the pond.

133/2024 To receive a report from the Clerk

The Clerk advised that Holyport Community Trust have their AGM on 17th April, asking Councillors who attend to report at the next meeting. Cllr Tavinor agreed to provide a report of the meeting.

Cllr Kneen declared an interest as a trustee of Holyport Community trust

A copy of the parish council consultation on public rights of way 2025-26 has been circulated to Councillors, no response recorded.

SportsCourts are due to complete the final lining of the tennis courts, date to be confirmed.

The BALC AGM is confirmed as the 13th November at Shaw House, Newbury. Cllrs Elvin and Wilson to attend and report back.

The 5-year lease for Bray village car park and allotment site has been signed, with a copy held by the parish office.

May is national walking month, RBWM are collating information which will be made available on their website shortly. Thames Path Macmillan Mighty Hike takes place on the 26th July 2025, with hopes to raise £1 million for the charity.

Contractors G&W Groundworks have confirmed that work to complete the allotment path upgrade will not be completed until September 2025, dates TBC.

Allotment skips have been booked for Good Friday for both sites.

[133.001 To approve speakers for the Annual Electors Meeting, Thursday 15th May 2025](#) 🗳️

The Clerk proposed RBWM Flood Managers, Mr. Ben Crampin and Mr. Daniel Rice.

No proposals were submitted for other speakers. The Clerk suggested committee Chairman may wish to speak, providing a roundup of work completed in 2024/25. The Chairman suggested asking the local PCSO.

Approved

Proposed: Cllr Elvin Seconded: Cllr Walters Vote: All

Action: Clerk to circulate a request to each committee Chairman.

[133.002 Assets of Community Value](#) 🗳️

Councillors considered a letter from RBWM regarding the removal the Fifield Inn and Holyport Real Tennis Club from the List of Assets of Community Value and approved to write to RBWM to request both Holyport Real Tennis and the Fifield Inn be reinstated on the list.

Action: Clerk to write to RBWM.

Proposed: Cllr Elvin Seconded: Cllr Walters Vote: All

134/2024 RBWM Update

Councillors received a report from RBWM Ward Councillors Cllr Cross and Cllr Walters.

Cllr Cross confirmed RBWM had approved a balanced budget for 2025/26 and that she was now a member of the Place Overview and Scrutiny Panel.

RBWM are again running the Garden in Bloom competition, recognition of the important contribution private gardens can make to the appearance of neighbourhoods.

Cllr Cross confirmed that she had raised the issue of Air Quality across the parish area with RBWM.

135/2024 Newsletter Working Group

The Chairman provided a report of the meeting held Wednesday 5th March 2025.

Cllr Elvin requested thanks be recorded to Deputy Clerk, Jon Davey for the newsletter, which has been well received.

136/2024 Land Management Committee

Members noted the minutes of the meeting of the Land management Committee held Wednesday 12th March 2025.

A copy of the unapproved minutes were circulated prior to the meeting.

The Chairman was not present. There were no comments.

137/2024 Traffic and Highways Committee

Cllr Cross provided a report of the Traffic and Highways Committee meeting held on Monday 31 March 2025.

138/2024 Expenditure 🖐️ £

138.001 To consider approval of quote to inspect the 61 street lighting columns

Approved

Proposed: Cllr Elvin Seconded: Cllr Pellew Vote: All

138.002 To consider the Clerk's request to use S106 or CIL monies to fund the required inspection of the street lighting columns and any identified works to the value of £20K

Approved for the Clerk to complete required works up to £20,000.

Proposed: Cllr Walters Seconded: Cllr Glover Vote: All

138.003 To consider approval of quote to clear drainage pipes, Holyport green and pond at a cost of £1,090. + vat

Approved

Cllr Kneen requested a note to be added to the minutes, stating that work must not interfere with nesting birds on the pond, advising that the RSPB record avoidance between March and September.

Proposed: Cllr Elvin Seconded: Cllr Kneen Vote: All

138.004 To consider approval of quote to complete electrical works at Bray parish chapel at a cost of £1,970. + vat

Approved

Proposed: Cllr Elvin Seconded: Cllr Pellew Vote: All

138.005 To consider approval of quote to connect the electricity, phone box, Oakley green at a cost of £1,446.70 + vat

Approved

Proposed: Cllr Elvin Seconded: Cllr Glover Vote: All

138.006 To consider the Clerk's request to use S106 or CIL monies to fund connection of the phone box

Approved

Proposed: Cllr Elvin Seconded: Cllr Glover Vote: All

138.007 To consider the Clerk's request to approve renewal of the ARD Playgrounds annual contract for FY 2025/26 at a cost of £1,700. + vat

Approved

Proposed: Cllr Kneen Seconded: Cllr Pellew Vote: All

138.008 To consider approval of the CPRE annual membership at a cost of £60.

Approved

Proposed: Cllr Walters Seconded: Cllr Pierce Vote: All

139/2024 Bray and the Fisheries

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

139.001 To consider the grant application from Bray Enhancement Committee for a grant of £2,500. 🖐️ £

Approved to provide a grant of £2,000.

Proposed: Cllr Pellew Seconded: Cllr Walters Vote: All

140/2024 Fifield, Oakley Green and Dedworth

Cllr Glover reported on the work by the community and RBWM Flood Risk team to mitigate flood risk within Fifield.

Cllr Pellew advised that OGAFCA are holding a first aid training session Thursday 8th May, followed by their AGM at the Braywood Memorial Hall.

140.001 To consider the grant application from OGAFCA for a grant of £ 1,000. 🖐️ £

Approved in his absence for Cllr Wilson to continue as the council's representative for the Holyport Community Trust.

Proposed: Cllr Kneen Seconded: Cllr Pellew Vote: All

140.002 To receive a report of Manor Grove Culvert

The Clerk provided a report received from RBWM Flood Risk Officer, Dan Rice, noting the culverts were cleared last year, with no collapse identified. Brickwork has been removed from the culvert and a crack in the wall adjacent to the road recorded.

141/2024 Holyport

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

Cllr Kneen provided an update on the Holyport Studios planning application.

141.001 Holyport Community Trust, to approve a representative of the council for 2025/26 🗳️

Approved in his absence for Cllr Wilson to continue representing the council.

Proposed: Cllr Elvin Seconded: Cllr Pierce Vote: All

141.002 To consider adoption of the BT Phone box, Holyport green 🗳️ £

Councillors considered and approved to adopt the phone box at a cost of £1.00, also for the council to complete a survey of Holyport residents to determine the future use.

Suggestions included a defibrillator and local history booth, management and monies required would be dependent on the final use, an agenda item to be included in a future meeting.

Proposed: Cllr Elvin Seconded: Cllr Kneen Vote: All

142/2024 Date of the next meeting

Monday 19th May 2025 at 7:00pm

