

# BURGHFIELD PARISH COUNCIL

A meeting of the Parish Council held at the Village Hall on Thursday 11<sup>th</sup> January 2018, commencing at 7.45 p.m.

**Present:** Mr Paul Lawrence, Mr C Greaves, Mr D Godwin, Mrs T Hipwell, Mr M Paterson-Borland, Ms A Gallagher, Mr N Morse, Mr R Hannington, Mr B Neilson, Mr D Godding, Miss M Cresser, Mrs L sharp, Mr I Macfarlane,  
**In Attendance:** Clerk to the Parish Council, Assistant Clerk to the Parish Council, Village Hall Manager and District Cllr I Morrin (arrived 20:20pm)  
**Apologies:** Dr R Longton, Mr T Ansell, Mr D Kellaway, Mrs C Jackson-Doerge

## **Open Meeting**

Due to there being no members of the public present, the Chairman closed the floor to questions, proceeding to the main body of the meeting.

### **136. To receive any written requests for Disclosable Pecuniary Interest dispensations from Members**

There were no items upon the agenda that necessitated a member to present a written request for dispensations for a Disclosable Pecuniary Interest

### **137. Minutes of the last Parish Council meeting**

**Resolved** that the minutes of the meeting of the Parish Council held on 9 November 2017 be approved as a true and correct record and signed by the Chairman.

### **138. Matters Arising on the Minutes**

Confirmation was sought regarding the eligibility of Members Bids being utilised to assist in the purchase of a mini bus for the handy bus service. Advice was presented for an alternative source of funding to be investigated further. Mrs C Stroud has been in position since the 13<sup>th</sup> November 2017 and settling into her new role upon the parish council.

Thanks were expressed to members who assisted in ensuring a successful Remembrance Day Parade. The Governance & Finance committee incorporated the identified projects within the draft budget which is to be considered later in the agenda.

Following approval at the previous meeting, the requested contribution for the Burghfield library has been forwarded accordingly.

### **139. Chairman's Report**

The presiding Chairman gave a brief report on activities and events attended since the last meeting.

### **140. District Council Report**

A written report was forwarded to members by District Cllr I Morrin, updating members of district matters, specifically those in relation to Burghfield. District Cllr I Morrin answered any questions raised by members, specifically in relation to the West Berks Budget Consultation.

*(A copy of the report is appended to the minutes and held in the minute book)*

### **141. To note any comments from members in relation to the 2018/2019 West Berks Council Budget Consultation**

Members present discussed items within the WBC Budget proposals with any potential impact to Burghfield parish.

### **142. Village Hall**

The Village Hall Manager presented a report to members highlighting activities at the hall during both November and December and presented the schedule of payments for January 2018, which are appended to the minutes.

### **143. To receive the minutes of the meeting of the Infrastructure Committee meeting held on 23 November 2017 and approve the recommendations therein**

The minutes of the meeting of the Infrastructure Committee held on 23 November 2017 were received and the proceedings endorsed and adopted.

### **144. To note the correspondence received from West Berks Council in relation to the proposed savings in the cessation of printing paper copies of planning applications and supporting documentation**

Members present gave consideration to the proposal from WBC to cease printing hard copies of planning applications, effective as of 1<sup>st</sup> April 2018. A request is to be presented to WBC for a breakdown of the costs predicted as being saved, with a full list of what is currently spent, and the specific areas savings are being made within the proposal.

### **145. To receive the minutes from the last NDP Steering Committee meeting and give consideration to any specific actions points raised by the NDP Steering committee**

Mr D Godding provided a verbal update to members of the recent works undertaken by the NDP Steering Committee, advising the committee had met on the Tuesday 9<sup>th</sup> January 2018. The committee sought

# BURGHFIELD PARISH COUNCIL

advice from the Monitoring Officer at WBC with regard to the employment of a Planning Specialists and any possible conflict of interest. External assistance is currently being sought for the preparation of a questionnaire for circulation with the refreshed parish plan questionnaire scheduled for distribution later in the year. Grant funding is being explored further for inclusion within next year's budget.

**146. To receive the minutes of the meeting of the Governance & Finance Committee held on 4 December and approve the recommendations there relating to the estimates there in for financial year commencing 1st April 2018**

The minutes of the meeting of the Governance & Finance Committee held on 4 December 2017 were received and the proceedings endorsed and adopted.

A detailed schedule, showing the income and expenditure for the last financial year, the current and protracted positions for the current year and the proposed income and expenditure for the year commencing 1st April 2018 was presented to members for consideration. In addition to the committed revenue finance, the capital schemes were submitted for approval.

Proposed by Mr I Macfarlane, seconded by Mr N Morse and **resolved** unanimously that the figures shown in the estimates of income and expenditure for the year commencing 1st April 2018 be adopted.

(The detailed estimate papers are appended to the minutes in the official minute book)

**147. To resolve the amount of precept to be served on West Berkshire District Council for the financial year commencing 1st April 2018**

The clerk advised members of the details relating to the changes in the Council Tax Base figures presented by WBC and the proposed level of grant funding being passed on to the parish council.

Proposed by Mr M Paterson-Borland, seconded by Mr C Greaves and **resolved** unanimously that a precept for the sum of £257,500, is served on West Berkshire District Council for general purposes for the financial year commencing 1st April 2018

**148. To receive the minutes of the meeting of the Community Committee meeting held on 16 November 2017 and approve the recommendations therein**

The minutes of the meeting of the Community Committee held on 16 November 2017 were received and the proceedings endorsed and adopted.

**149. To receive a verbal update in relation to the potential development of a Community Hub**

Further discussions will continue with the architects instructed upon clarification as to whether the current building will be extended or replaced. It is anticipated that initial plans will be ready from presentation early Spring.

**150. To receive the data presented regarding usage figures for libraries within West Berks and appoint two representatives to sit upon the Libraries working Party**

Members present received the usage figures for the library presented by WBC. The following members were nominated as representatives for a Libraries working Party – Mr P Lawrence, Mr N Morse and Mr M Paterson-Borland.

Proposed by Mr I Macfarlane, seconded by Ms L Sharp and **resolved** unanimously.

**151. Reports from Parish Council Representatives attending meetings of Outside Bodies to which they have been appointed.**

Miss M Cresser brought to members attention the late issue of the BMNAG meeting agenda, being circulated with a reminder to representatives on the actual day of the meeting, resulting in a low attendance of members present. The clerk is to investigate as to why the agenda was issued so late.

Miss M Cresser attended the Burghfield & Mortimer Volunteer Bureau meeting where issues with parking at Basingstoke Hospital were discussed.

**152. Financial Matters:**

**i. Accounts Reconciliation as at 30 November and 31 December 2017.**

The accounts reconciliation statements for the month ending 30 November and December 31 2017 were received and noted and are appended to the minutes.

**ii. Accounts for Payment.**

**Resolved** that the items for payment shown on the list attached to the minutes be authorised for payment, such sums to be debited to the account of the Parish Council

**152. To give consideration to the request presented by the Handy bus for the provision of continued financial support from the parish council**

A formal request was presented for Burghfield Parish Council to consider funding the Handybus operations for 2018/19 for £2,529. The request is proportionate to the number of active users within the parish with similar proportionate requests being presented to the other 2 key parish councils.

Proposed by Mr C Greaves, seconded by Mr I Macfarlane and resolved unanimously that powers be delegated to the Finance committee to undertake a detailed review of the calculations presented by the Handybus group. Upon satisfactory scrutiny of the figures presented, the requested grant of £2529 is to be forwarded to the Handybus for financial year 2018/2019. (*Local Government Act 1972, s137*)

# BURGHFIELD PARISH COUNCIL

**153. To receive an update regarding ASB or policing issues within the parish and determine any action required**

The police advised of their intention to establish a SIAG (Specific Incident Action Group) to assist in obtaining the required information to enable convictions of the perpetrators. A meeting was held on Tuesday 21<sup>st</sup> November in Burghfield to gauge interest locally. We await a report advising of the outcome from the meeting.

**154. To note the minutes received for the BMNAG meeting held on 28 November 2017**

Members received the minutes of the last BMNAG meeting accordingly.

**155. Matters for future discussion**

No items were identified.

**156. Clerks items for information**

The Clerk advised members of the meeting schedule for January:

Community Committee	-	18 <sup>th</sup> January @ 7.30pm
Community Hub Working Party	-	25 <sup>th</sup> January @ 6.30pm
Infrastructure Committee	-	25 <sup>th</sup> January @ 7.45pm
Communications Committee	-	1 <sup>st</sup> February @ 7.00pm

The February parish council meeting is scheduled for Thursday 8<sup>th</sup> February 2018.

**The Chairman declared the meeting closed at 21.05pm**