

# BURGHFIELD PARISH COUNCIL

A meeting of the Parish Council was held at the Village Hall on Thursday 6<sup>th</sup> July 2017, commencing at 7.45 p.m.

**Present:** Mr I Macfarlane, Mr C Greaves, Mr M Paterson-Borland, Mr P Wilkins, Dr R Longton, Mr D Godwin, Ms T Hipwell, Ms A Gallagher, Mrs L sharp  
**In Attendance:** Clerk to the Parish Council, Village Hall Manager, Miss L Hawkness-Smith.  
**Apologies:** Mr Paul Lawrence, Mr N Morse, Miss M Cresser, Mr D Kellaway, Mr D Godding  
**Absent:** Mr R Hannington, Mr T Ansell, Mrs C Jackson-Doerge  
Mr B Neilson

## Open Meeting

Due to there not being any members of the public present, the chairman closed the floor and opened the meeting to receive a presentation from Libby Hawkness-Smith detailing the work of the School Pastors within the Burghfield area.

### **063. 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

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

**Resolved** that the minutes of the meeting of the Parish Council held on 15 June 2017 be approved as a true and correct record and signed by the Chairman.

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

Members not present at the last meeting were reminded of their obligations to sign confirming they had read and understood the councils Standing Orders, Financial Regulations and Code of Conduct documentation. The Annual Accounts have been submitted to Mazars, the external auditor for their review. Both the Clerk and Dr R Longton attended meeting a meeting at West Berkshire Offices to brainstorm possible solutions to the ASB involving motorbikes within the parish.

### **066. Chairman's Report**

The presiding Chairman gave a brief report on activities and events attended since the last meeting, expressing his thanks to all the members who attended and assisted at the Annual Bike Ride.

### **067. To give consideration to the Electoral review of West Berks Council**

Members present gave consideration to the proposal for Beech Hill to be included within the Burghfield Ward and removed from the Mortimer ward following a boundary review by the Local Government Boundary Commission.

### **068. District Council Report**

No report was received by District Councillor Ian Morrin or District Cllr C Jackson-Doerge prior to the meeting.

### **069. Village Hall**

The Village Hall Manager forwarded a report highlighting the activities at the hall during the previous month and presented the schedule of payments for June 2017, which are appended to the minutes.

### **070. To receive the minutes of the meeting of the Infrastructure Committee meeting held on 15 June and the draft minutes of the meeting held on 29 June 2017 and approve the recommendations therein**

The minutes of the meeting of the Infrastructure Committee held on 15 June and the draft minutes of the meeting held on 25 June 2017 were received and the proceedings endorsed and adopted.

### **071. To determine the arrangements for dealing with planning applications during the summer break**

**Resolved** to delegate power of decision to Mr C Greaves and Mr P Lawrence in relation to planning applications submitted for comment during August. Should the volume of applications received be significant, consideration will be given to whether a meeting is required where a minimum of three members of the Infrastructure Committee will be in attendance. Proposed by Mr I Macfarlane, seconded by Mr D Godwin and resolved unanimously.

### **072. 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**

Dr R Longton provided a verbal update to members of the recent works undertaken by the NDP Steering Committee, advising the committee is next scheduled to meet on Tuesday 11<sup>th</sup> July.

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**073. To receive the minutes of the meeting of the Community Committee meeting held on 22 June and approve the recommendations therein**

The minutes of the meeting of the Community Committee held on 22 June 2017 were received and the proceedings endorsed and adopted.

The committee reviewed the Devolution Portal and determined to complete an expression of interest for additional upkeep of the verges within the parish. The committee advised that each section within the devolution package is to be reviewed separately to ascertain responsibilities and costs involved before making any decisions going forward. Proposed by Mr C Greaves, seconded by Mrs L Sharp and **resolved** unanimously that an expression of interest form be completed and returned to West Berks Council in relation to the Verge maintenance.

Members present were advised that a detailed review of the assets held by West Berks Council within the parish were to be reviewed by the community committee with consideration being given to the potential areas where an expression of interest could be presented for a transfer.

**074. To receive an update in relation to the potential development of a Community Hub**

The Community Hub Working Party is due to next meet in September. The working party published a request for local expertise for progression of the project.

Dr R Longton is to sit on the working party as representative from the NDP Steering Committee.

**075. To receive an update in relation to the provision of Library services within Burghfield**

The new library service begins on 3rd July. From that date there will be single staffing in 7 branch libraries supported by volunteers (see note about arrangements for Hungerford below) and a new staff structure supporting the service as a whole – see staff diagram attached. The 44% cut in budget and staff capacity also applies to Newbury Library but may be less immediately apparent as there are staff based there who support the whole service including professional librarians, the Mobile and At Home Service, and at times IT, operational staff and the Volunteer Officer. This has been a difficult time for many staff and they appreciate the support and good wishes of customers and library supporters.

Opening hours are slightly reduced by averagely half an hour a week to meet the savings target. See attached. In time we want to extend opening hours and use of libraries for a range of community events and activities. We are working with the parish and town councils where there is a library on different ways of achieving that.

**Aims:**

This year: to get the new service established and operating as smoothly as possible including agreements/arrangements with towns, parishes and library support/working groups.

As soon as possible: to work with you to increase usage of the library service and buildings for a range of activities beneficial to your communities.

To develop income to support and develop the service. For example, from grants, venue hire, provision of information services.

**Principles:**

- The Council provides statutory library service as required under the Public Libraries Museums Act 1964.
- Partnerships with town and parish councils, library support groups and library volunteers are vital to increase community involvement and tune the service to better meet local needs.
- The service is, and will continue to be, based upon an assessment of community needs.
- The extent of the service is limited by the resources available. DCMS guidance notes that the duty to provide a “comprehensive and efficient” service has to be tempered by the resources available.
- Library services can be delivered in a number of ways and locations – council buildings, a range of other venues, mobile and at home services, online.
- New ideas and the flexibility to do things differently are key to making libraries more sustainable.
- The service needs to deliver core services consistently while branch libraries can develop differently from each other to reflect the communities they serve.

**Vision:**

There has been much discussion about “what is a library?” and “what will libraries be like in the future?” We need to develop a vision with you – for example, as a source of information, learning and advice, digital access to services and information, a meeting place and community hub for events and activities.

**076. To receive an update regarding the “Have a Field Day” on Sunday 9th July**

Details relating to the upcoming Burghfield Sports Day/Field Day were confirmed. Thanks were expressed to members who agreed to volunteer and assist at the event.

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

Mr D Godwin advised he had deployed the SID (Speed Indicator Device) during the previous two week period. The results are to be presented to the Infrastructure committee.

Dr R Longton advised of his attendance at the Wokefield Advisory Group meeting.

**078. Financial Matters:**

**i. Accounts Reconciliation as at 30 June 2017.**

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

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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.

**079. To consider any specific ASB or policing issues within the parish requiring action**

A verbal update was provided by Dr R Longton following his attendance at a brain storming session to resolve the ASB involving motorbikes within the parish. The police have advised they would like to establish a SIAG (Specific Incident Action Group) to assist in obtaining the required information to enable convictions of the perpetrators. A public meeting has been scheduled for Tuesday 18<sup>th</sup> July to gauge interest locally.

**080. Matters for future discussion**

**081. Clerks items for information**

The Clerk advised members of the meeting schedule for July:

Governance & Finance meeting	-	10 <sup>th</sup> July @ 7.30pm
Community Committee	-	20th July @ 7.30pm
Infrastructure Committee	-	27th July @ 6.45pm

The September parish council meeting is scheduled for Thursday 14<sup>th</sup> September 2017.

**The Chairman declared the meeting closed at 21.00pm**