

# BURGHFIELD PARISH COUNCIL

A meeting of the Parish Council held at the Village Hall on Thursday 14<sup>th</sup> June 2018, commencing at 7.45pm

**Present:** Mr Paul Lawrence, Mr D Godding, Miss M Cresser, Mr I Macfarlane, Dr R Longton, Mr T Ansell, Mr B Neilson, Mr D Kellaway, Mr D Godwin, Mrs T Hipwell, Mrs C Jackson-Doerge (arrived 21.10pm)

**In Attendance:** Clerk to the Parish Council, Assistant Clerk to the Parish Council, 3 members of the public, Berkshire Youth, Englefield Estate Manager, Savills land manager.

**Apologies:** Mr M Paterson-Borland, Mr N Morse, Ms A Gallagher, Mr C Greaves, Mrs L Sharp, Mr R Hannington

## **Open Meeting**

A member of the public raised a number of issues, specifically areas of concern they held were as follows:

- The existing Boundary of Burghfield and whether the parish council had given any thought or held any specific discussions in relation to the boundary? Could the item please be added to a future agenda?
- The erection of a Christmas tree on the Common Rec to be reconsidered by the parish council
- A display of the history of Burghfield to be erected in a central location for parishioners to hold on to, specifically in a changing environment such as Burghfield Common
- Planting, particularly of bulbs, within the parish to create a sense of belonging for parishioners.

A member of the council explained the importance of getting the community involved in devising a suitable action plan for presentation to the parish council with potential solutions, based on the wishes identified by the community.

A request was presented for further investigations being made into the potential installation of "Welcome to Burghfield Common" entrance signs. The chairman advised that the item would be passed to the infrastructure committee accordingly.

## **To receive a presentation in relation to the potential development at Clayhill Road**

Englefield Estates provided a detailed presentation to members in relation to the proposed development on Clayhill Road. Questions were raised in relation to certain aspects of the design and green energy provisions with reassurance provided all feedback obtained during the public exhibition had been incorporated within the plans.

## **To receive a presentation in relation to the proposal for Youth Consultation within Burghfield from Berkshire Youth**

Berkshire Youth presented a proposal to members explaining the various aspects of Youth community consultation that could be undertaken within the parish to establish an action plan for working with the youth and achieving their objectives. It was reiterated to members the importance of setting clear objectives for the work.

## **46. To receive any apologies for absence and 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.

Miss M Cresser had previously advised the council, in writing, of her attendance at a free lunch for the Burghfield Volunteer Bureau where she is a parish council representative.

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

**Resolved** that the minutes of the meeting of the Parish Council held on 10 May 2018 be approved as a true and correct record and signed by the Chairman.

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

Any items requiring further discussion will be dealt within under the relevant agenda item.

## **49. Chairman's Report**

The presiding Chairman gave a brief report on activities and events attended since the last meeting, highlighting his attendance at the Community Resilience workshop and the TiM 5<sup>th</sup> Celebration party.

## **50. District Council Report**

A written report was forwarded to members by District Cllr Jackson-Doerge, updating members of district matters, specifically those in relation to Burghfield. A member of the council expressed their concerns regarding the continued absence of a District Cllr at parish council meetings, however, it was noted that there was no legal obligation for them to attend. *(A copy of the report is appended to the minutes and held in the minute book)*

## **51. To receive written confirmation from members present that they have read and understood the councils Standing Orders, Financial Regulations and Code of Conduct**

Members were advised at the previous meeting of their obligation to ensure they had read and understood the parish councils Standing Orders, Financial Regulations and Code of Conduct. Each member present signed to confirm they had read the documentation accordingly.

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52. **Village Hall**

The Village Hall Manager presented a report to members highlighting the various activities at the hall during May 2018 and the schedule of payments for June 2018, which are to be appended to the minutes.

53. **To receive the minutes of the meeting of the Infrastructure Committee held on 10 May and the draft minutes from 24 May 2018 and approve the recommendations there in**

The minutes of the meeting of the Infrastructure Committee held on 10 May and the draft minutes from 24 May 2018 were received and the proceedings endorsed and adopted.

54. **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 an update to members of the recent works undertaken by the NDP Steering Committee, advising the committee had circulated the vision statement with the parish newsletter. A stall is also to be erected at the upcoming family bike ride on Sunday 17<sup>th</sup> June.

55. **To receive the minutes of the meeting of the Community Hub Working Party Committee held on 17 May and receive a verbal update in relation to the potential development of a Community Hub**

The minutes of the meeting of the Community Hub Working Party Committee held on 17 May 2018 were received and the proceedings endorsed and adopted.

56. **To receive the minutes of the meeting of the Governance & Finance Committee held on 17 May and approve the recommendations there in**

The minutes of the meeting of the Governance & Finance Committee held on 17 May 2018 were received and the proceedings endorsed and adopted

57. **To receive and approve the documentation presented in preparation for GDPR compliance**

Members present reviewed the documentation presented in relation to the new GDPR requirements. Due to not all members being able to confirm they had read the documentation due to time constraints, the item is to be deferred to the next scheduled meeting. Proposed by Mr P Lawrence, seconded by Mr I Macfarlane and resolved unanimously to defer the item.

58. **To receive an update in relation to the donation and subsequent installation of additional Defibrillator units within the parish**

A verbal update was provided in relation to the recently donated Defibrillators within the parish. Members were advised that a Members Bid hadn't been submitted by the District Cllr's for funding towards the overall cost of the cabinets required. However, an anonymous donation had been received for the purchase of one cabinet for installation at Wellers Fruit Shop. A further 2 cabinets are still required, at a cost of £1,500. The Community Committee are to discuss in further detail at their next scheduled meeting.

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

Miss M Cresser advised of her attendance at the Burghfield & Mortimer Volunteer Bureau AGM. Dr R Longton & Miss M Cresser both attended the BMNAG meeting.

60. **To confirm the details for the Annual Bike Ride on Sunday 17th June 2018**

The Burghfield Annual Bike Ride is scheduled to be held on Sunday 17th June. A meeting has been held with the main organisers with all details confirmed going forward. Any volunteers available to assist on the day would be welcome.

61. **To receive an update regarding the "Community Sports Day" on Sunday 1st July 2018**

A verbal update was provided to members for the upcoming Burghfield Community Sports Day, scheduled for Sunday 1<sup>st</sup> July. Any volunteers available to assist on the day would be welcome.

18. **Financial Matters:**

i. **Accounts Reconciliation as at 31<sup>st</sup> May 2018**

The accounts reconciliation statements for the month ending 31 May 2018 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

iii. **To approve and sign the Financial Statements for financial year ending 31st March 2018**

The Statement of Accounts for the year ended 31 March 2018 were scrutinised by the Governance & Finance Committee prior to the request being presented for their endorsement and adoption by the Parish Council. Proposed by Miss M Cresser, seconded by Mr I Macfarlane and **resolved** unanimously

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iv. **To approve and sign the Annual Governance and Accountability Return for Financial year ending 31st March 2018**

The Annual Governance statement contained within the Annual Return was scrutinised and completed by the Governance & Finance Committee upon satisfaction all points had been adhered to. Further to approval, the document was authorised to be signed by the Chairman and the Responsible Finance Officer. Proposed by Dr R Longton, seconded by Mr I Macfarlane and **resolved** unanimously

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

A meeting was held with the local Police and The Willink Secondary School following numerous complaints regarding perceived use of recreational drugs on the Common Recreation Ground. The Willink School expressed their wish to utilise sniffer dogs within the school to send a message to the local community that an attempt was being made to address the current situation.

Proposed by Mrs C Jackson-Doerge, seconded by Mr D Godwin and **resolved** by a majority vote to contribute financially to the overall cost of a sniffer dog for utilisation prior to the end of term. Discussions will then be instigated between all potential funding parties regarding longer term funding, with feedback being obtained from the Willink following the visit.

Miss M Cresser advised members of an incident within the parish of a potential mugging during the day. The victim is to be encouraged to report the incident to ensure the police are fully aware.

Mrs C Jackson-Doerge advised members that a meeting with the Police Crime Commissioner had been scheduled for the beginning of July. Any questions members to be forwarded prior to June 26<sup>th</sup>.

20. **Matters for future discussion** - No matters were identified

21. **Clerks items for information**

The Clerk advised members of the meeting schedule for June 2018:

Community Hub Working Party	-	21 <sup>st</sup> June @ 6.30pm
Community Committee	-	21 <sup>st</sup> June @ 7.45pm
Infrastructure Committee (Planning only)	-	28 <sup>th</sup> June @ 6.30pm
Governance & Finance/Fundraising Committee	-	28 <sup>th</sup> June @ 7.45pm

The July parish council meeting is scheduled for Thursday 12<sup>th</sup> July 2018.

**The Chairman declared the meeting closed at 21.40pm**