

BURGHFIELD PARISH COUNCIL

A meeting of the Parish Council held at the Village Hall on **Thursday 11th October 2018**, commencing at 7.45pm

Present: Mr Paul Lawrence, Mr D Godwin, Ms A Gallagher, Mr C Greaves, Mr B Neilson, Mrs T Hipwell, Mr M Paterson-Borland, Mr N Morse, Mr D Godding, Dr R Longton
In Attendance: Clerk to the Parish Council, Assistant Clerk to the Parish Council
Apologies: Mr I Macfarlane, Mr T Ansell, Mrs L Sharp, Mr D Kellaway, Mrs C Jackson-Doerge, Miss M Cresser

Open Meeting

No questions were presented for consideration.

107. 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.

108. Minutes of the last Parish Council meeting

Resolved that the minutes of the meeting of the Parish Council held on 13 September 2018 be approved as a true and correct record and signed by the Chairman.

109. Matters Arising on the Minutes

All matters arising are being dealt with at the relevant point in the agenda.

110. Chairman's Report

Cllr P Lawrence advised that he had attended a meeting with the Library team at WBC to discuss the future requirements within the proposed Community Hub. WBC had also presented a demonstration of their proposed online booking system.
A request was also presented for volunteers at the upcoming Remembrance Day Parade.

111. District Council Report

A written report was forwarded to members by District Cllr Morrin, updating members of district matters, specifically those in relation to Burghfield. *(A copy of the report is appended to the minutes and held in the minute book)*
Concerns were raised by members present in relation to the amount of mud being let on the road from the builders accessing the Miller Homes site at Hollybush Lane. District Cllr I Morrin advised that a site meeting was scheduled for next week where the issue would be raised. Mr P Lawrence requested clarification in relation to the CIL allocation from the development.

112. Village Hall

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

113. To receive the minutes of the meeting of the Infrastructure Committee held on 13 September and the draft minutes from 27 September 2018 and approve the recommendations there in

The minutes of the meeting of the Infrastructure Committee held on 13 September and the draft minutes from 27 September 2018 were received and the proceedings endorsed and adopted.

114. To receive an update in relation to the purchase of a mobile Speed Radar unit for use within the parish

Members present received and gave consideration to the correspondence from West Berks Council in relation to the potential purchase of a speed radar unit for use within the parish. Due to the various legal requirements requiring full compliance for a parish council to utilise their own specific unit, the recommendation from WBC is to continue with the SID provided as preferred to purchasing their own.

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District Cllr I Morrin advised he would liaise with WBC further to determine the reasoning for not encouraging parish councils to undertake the purchase of their own units.

115. 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

Members present received a verbal update of the recent works undertaken by the NDP committee. It was noted that the committee had not met since August, with their next meeting scheduled for the 23rd October.

116. To receive a report highlighting the progress of the NDP to date and approve the Vision Statement presented

Members present received a verbal report highlighting progress to date of the NDP group. Members of the parish council present reiterated the need for the NDP questionnaire to remain separate from the NDP's to avoid duplication. WBC had undertaken a review of the first draft of the NDP questions, with suggestions being presented. The vision statement is to be discussed again upon receipt of feedback from the community.

117. To receive the minutes of the meeting of the Community Hub Working Party Committee held on 20 September 2018 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 20 September 2018 were received and the proceedings endorsed and adopted. Members present were alerted to the modification in design due to the initial cost plan exceeding the original budget. A revised cost plan is being prepared for consideration at the next committee meeting. A question was presented in relation to the provision of a Café at the proposed hub and the options available to the parish. Further clarification is being sought from the parish council solicitor to determine the exact definitions regarding "Community" and "Recreational" and to determine "not for profit" service providers.

118. To receive the minutes of the meeting of the Governance & Finance Committee held on 27 September and approve the recommendations there in

The minutes of the meeting of the Governance & Finance Committee held on 27 September 2018 were received and the proceedings endorsed and adopted.

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

Dr R Longton advised of his attendance at Blands Trust and the NAG meetings.

120. To undertake a review of the policy on Filming, Audio-recording, photographing and reporting of council meetings

Members present reviewed the policy on Filming, Audio-recording, photographing and reporting of council meetings. Members noted that anyone wishing to record a meeting was to express their intention at the beginning of the meeting to enable any members wishing to leave the meeting and not be part of the recording to do so. Proposed by Mr N Morse, seconded by Mr C Greaves and **resolved** unanimously to implement with immediate effect.

121. To determine the legal status relating to persons asking questions at parish council meetings, and subsequent committee meetings, who wish to remain anonymous

Members present gave consideration to the draft policy presented for dealing with Anonymous Communications. Proposed by Mr M Paterson-Borland, seconded by Mr N Morse and **resolved** unanimously, with 1 abstention, for immediate implementation

122. To receive an update in relation to the Parish Plan Refresh Questionnaire

Members were advised that liaison had been held with the NDP group to avoid any duplication of questions. The NDP group expressed a preference for both questionnaires to go out at the same time. Members present were concerned that parishioners would feel overwhelmed by the volume of questions being posed if they were distributed together.

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5 further questions, relating specifically to the proposed Community Hub, are to be incorporated within the survey. The survey is to be uploaded to Survey Monkey for distribution.

123. Financial Matters:

- i. **Accounts Reconciliation as at 30 September 2018**
The accounts reconciliation statements for the month ending 30 September 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. **Members allowances**
Members were requested to present a written request to the Clerk, providing payee details, for the current financial years Members allowances.
- iv. **To request & give consideration to any capital schemes or projects for inclusion within the draft budget for financial year 2019/2020**
Members considered any additional schemes or projects in the preparation of the estimates of expenditure for the forthcoming financial year:
Resolved unanimously to delegate powers to the Governance & Finance Committee to incorporate within the capital schemes and projects any items identified for inclusion by the various committees following their review which could have any financial impact. A draft budget will be presented in January for consideration.
Monies remaining in the fund at year end from existing following projects are to be allocated to the same projects for completion during financial year 2019/2020.
Proposed by Mr N Morse, seconded by Mr C Greaves and **resolved** unanimously.

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

Further investigation is to be undertaken in relation to the provision of Smart water within the parish.

125. Matters for future discussion – No items were identified.

126. Clerks items for information

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

Community Hub Working Party	-	18 th October @ 7.00pm
Infrastructure Committee	-	25 th October @ 7.00pm

The October parish council meeting is scheduled for Thursday 8th November 2018.
The District Parish Conference is scheduled for 6th November, 2018.
The Chairman declared the meeting closed at 21.25pm