

BURGHFIELD PARISH COUNCIL

A meeting of the Parish Council held at the Village Hall on Thursday 13th September 2018, commencing at 7.45pm

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

Open Meeting

No questions were presented for consideration.

85. 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.

86. Minutes of the last Parish Council meeting

Resolved that the minutes of the meeting of the Parish Council held on 12 July 2018 be approved as a true and correct record and signed by the Chairman.

87. Matters Arising on the Minutes

Allotment holders have been written to advising of the parish council's intention to set up an allotments sub-committee. Interested parties have come forward which will be discussed in further detail at the next Community Committee meeting. A further request was presented for allotment holders email addresses to improve communication.

Following approval at the July meeting, the GDPR documentation has been adopted and implemented accordingly.

Cllr specific email addresses are in progress.

88. Chairman's Report

The presiding Chairman gave a brief report on activities and events attended since the last meeting, advising of his attendance at St. Mary's Church to confirm the handover details for the maintenance of the churchyard and a meeting with the architect for the progression of the design stage for the Community Hub.

Mr P Lawrence advised members present that Mr R Hannington had tendered his resignation as a parish councillor with immediate effect. All members expressed their thanks for the continued service Mr R Hannington had shown to the community and parish council.

A request was presented for any volunteers to assist at the upcoming Burghfest and the Macmillan Coffee morning. A further plea was presented for cakes to be donated on Thursday 27th September between 6pm and 9pm for the Macmillan Coffee morning.

89. 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)*

90. 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.

91. To receive the minutes of the meeting of the Infrastructure Committee held on 12 July and the draft minutes from 19 July 2018 and approve the recommendations there in

The minutes of the meeting of the Infrastructure Committee held on 12 July and the draft minutes from 19 July 2018 were received and the proceedings endorsed and adopted.

92. 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 the minutes of the previous NDP committee meeting, providing an update of the recent works.

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

Members present received a report highlighting progress to date of the NDP group. The successes achieved to date and the proposed action for the remainder of the year was provided by the NDP group.

BURGHFIELD PARISH COUNCIL

94. **To receive the minutes of the meeting of the Community Hub Working Party Committee held on 19 July 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 19 July 2018 were received and the proceedings endorsed and adopted.

95. **To receive the minutes of the meeting of the Communications Committee held on 5 July and approve the recommendations there in**

The minutes of the meeting of the Communications Committee held on 5 July 2018 were received and the proceedings endorsed and adopted.

96. **To receive the minutes of the meeting of the Governance & Finance Committee held on 5 July and approve the recommendations there in**

The minutes of the meeting of the Governance & Finance Committee held on 5 July 2018 were received and the proceedings endorsed and adopted.

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

Ms L Sharp advised of her attendance at a meeting with Burghfield Charities, providing a verbal update to members.

98. **To determine the location for the erection of the Tommy figure within the parish**

Members present gave consideration to the preferred location for the Tommy figure purchased in acknowledgment of the 100th Anniversary of WWI. It was determined that the figure would be placed, on a rotational basis until Remembrance Day at the following locations. A permanent location is to be determined after Remembrance Day:

Grass triangle at St. Mary's Church, Methodist Church, Hatch Recreational Ground, the roundabout at Auclum Green and Burghfield Village Hall

99. **To give consideration to the publication of draft minutes on the parish council website**

Resolved unanimously by members present to display the draft minutes of meetings on the council website as soon as possible following each meeting. It was noted that the development of the new website had taken longer than first anticipated due to technical issues. After detailed discussions by members present, three quotations were presented for the professional development of the website. **Resolved** unanimously to instruct Jamie Deakin Designs to undertake the required modifications for the professional development of the website. A revised launch date is to be advertised as mid-October.

100. **To receive and give consideration to the first draft Parish Plan Refresh Questionnaire**

Members present gave consideration to the first draft of the Parish Plan Questionnaire for distribution to parishioners. Proposed by Mr D Godwin, seconded by Mrs A Gallagher and resolved unanimously to prepare the questionnaire as presented for distribution. Liaison is to be held with the NDP group to avoid any duplication of questions.

101. **To receive an update regarding Burghfield library and give consideration to the request from WBC for a financial contribution**

Members present gave consideration to the request presented by West Berks Council for a financial contribution from Burghfield Parish Council for the continued service of the library service within the parish. Proposed by Mr T Ansell, seconded by Mr C Greaves and **resolved** unanimously to release the requested funds of £5,715 for use within the current financial year.

102. **To give consideration to the request form the Burghfest organiser for the removal of a section of fencing on the Common Recreation ground**

Members present gave consideration to the request presented by the Burghfest organisers for the removal of a section of fencing onto the Common Recreation ground for ease of access at their upcoming event. Proposed by Mr C Greaves, seconded by Mrs L Sharp and **resolved** unanimously to grant permission for the section of fencing to be removed during the period of the event. The fence is to be monitored at all times and replaced on a like for like basis.

103. **Financial Matters:**

i. **Accounts Reconciliation as at 31st August 2018**

The accounts reconciliation statements for the month ending 31st August 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.

BURGHFIELD PARISH COUNCIL

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

Parishioners continue to be reminded to report any anti-social behaviour issues within the parish to the 101 number. A notice has been included within the next parish newsletter. Modifications have been made to the gate on the Hatch Recreation Ground following Travellers having gained entry to the site during the summer. Two collapsible bollards have also been installed to deter any future visitors to the site. Our thanks are expressed to a local resident for the assistance in the modifications to the gate. Compensation has been obtained from two youth offenders for damage caused to the pavilion. Police warnings have also been issued to the individuals.

105. Matters for future discussion – Sniffer Dogs, Where’s Tommy competition, legality of members of the public recording meetings undisclosed, anonymous presentation of questions to the council

106. Clerks items for information

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

Community Hub Working Party	-	20 th September @ 6.30pm
Community Committee	-	20 th September @ 7.45pm
Governance & Finance Committee	-	27 th September @ 6.30pm
Infrastructure Committee (Planning only)	-	27 th September @ 7.45pm

The October parish council meeting is scheduled for Thursday 11th October 2018.
The District Parish Conference is scheduled for 6th November, 2018.
The Chairman declared the meeting closed at 20.50pm