

# BURGHFIELD PARISH COUNCIL

A meeting of the Parish Council was held at Burghfield Village Hall on **Thursday 12<sup>th</sup> January 2017**, commencing at 7.45pm

**Present:** Mr P Lawrence, Miss M Cresser, Mr D Godding, Mr N Morse, Mrs A Gallagher, Mrs T Hipwell, Dr R Longton, Mr D Godwin, Mr T Ansell, Mrs C Jackson-Doerge, Mr B Neilson, Mrs L Sharp, Mr M Paterson-Borland, Mr P Wilkins, Mr R Hannington, Mr I McFarlane, Mr C Greaves

**In Attendance:** Clerk to the Parish Council, Village Hall manager

## Open Meeting

Due to there not being any members of the public present, the chairman closed the floor and opened the meeting for business.

### 145. 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.

### 146. Minutes of the last Parish Council meeting

**Resolved** that the minutes of the meeting of the Parish Council held on 10 November 2016 be approved as a true and correct record and signed by the presiding Chairman.

### 147. Matters Arising on the Minutes

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

### 148. Chairman's Report

The presiding Chairman gave a brief report on activities and events attended since the last meeting, advising of his attendance at a meeting with a parish council accounting specialist to discuss the advantages/disadvantages of forming a Community Interest Company. The item is to be discussed later in the agenda. A meeting had been held with representatives from West Berkshire Council to discuss their request for financial a contribution towards the running of Burghfield library. The item is to be discussed later in the agenda.

### 149. District Council Report

A written report was provided by District Cllr C Jackson-Doerge & I Morrin for member's information, a copy of which is appended to the minutes and held in the master file.

District Cllr C Jackson-Doerge advised that the relevant paperwork had been obtained and forwarded to the clerk for the application of a members bid for LED lighting within the village hall.

### 150. Village Hall

The Village Hall Manager presented a report highlighting the activities at the hall during November & December 2016 and presented the schedule of payments for January 2017, which are appended to the minutes.

### 151. To receive the minutes of the meeting of the Infrastructure Committee held on 10 November and the draft minutes of the meeting held on 24 November 2016 and approve the recommendations there in

It was **resolved** that the minutes of the Infrastructure Committee meeting held on 10 November and the draft minutes of the meeting held on 24 November 2016, a copy of which have been circulated to all members of the council, be approved and the recommendations there in be endorsed and adopted as presented.

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

The minutes of the NDP Steering Committee held on 6 December 2016 were received and noted by members.

### 153. To receive an update and give consideration to any specific actions points raised by the NDP Steering committee

a) Application submission to WBC – Dr R Longton advised members the application for the NDP for Burghfield had been completed, awaiting approval from the parish council prior to submission to West Berks Council. Confirmation was provided with regard to the area defined for inclusion within the NDP as being Burghfield Parish only. A draft of the application is to be submitted to WBC for further discussion and confirmation of suitability prior to its final submission for approval. Proposed by Mr I Macfarlane, seconded by Mr C Greaves and **resolved** unanimously

b) Proposed Budget & project plan – Members present gave consideration to the draft budget and project plan presented by the steering committee. It was noted that both documents are working documents, subject to change as the project evolves and progresses accordingly. Concerns were raised in relation to the costs listed relating to administration, cloud based archive and recruitment for the development of the project. A request was presented for the steering committee to prepare a more formal document, listing estimated costs next to each of the headings for clarification. The need for grant funding to be explored in further detail was reiterated. Potential sources, with identified amounts available are to be presented to the parish council as soon as possible. Proposed by Mr I Macfarlane, seconded by Mr C Greaves and **resolved** unanimously

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- c) Membership of NDP committee – The terms of reference for the NDP Steering Committee states that at least three members are parish councillors. Membership of the committee was confirmed as currently being Dr R Longton and Mr D Godwin only. A further representative is required to ensure the committee is not in breach of its terms of reference. Members were asked to give due consideration to getting involved with a vote to be cast at the next meeting for the final representative. The Governance & Finance Committee were requested to review the Terms of Reference for the committee, with their recommendation to be presented at the next meeting.

**154. To receive the minutes of the meeting of the Community Committee meeting held on 17 November 2016 and approve the recommendations there in**

It was **resolved** that the minutes of the Community Committee meeting held on 17 November 2016, a copy of which have been circulated to all members of the council, be approved and the recommendations there in be endorsed and adopted as presented.

**155. To give consideration to, and subsequently determine, whether a contribution of £5,715 per annum, for a minimum of 3 years, will be presented to West Berks Council for the Library service within the parish.**

Members present gave consideration to the request for a contribution of £5,715 per annum as a contribution towards the overall annual costs of the provision of a library service within the district. Concerns were raised by members present, specifically with regard to the length of commitment not having been confirmed by WBC and the power the council would be able to grant the funding under. It was confirmed the funding could be allocated utilising the General Power of Competence, if approved by members, and the initial phase of funding would be for a three year period.

Subject to the following conditions being met, members present **resolved** to allocate £5,715 within their budget for the new financial year.

- The installation of a toilet at the existing facility that is accessible to library users
- Library shelving on wheels to utilise the space more effectively, with the potential to hire the space out during "out of hours".
- Improved communication between WBC and Burghfield Parish Council to ensure the management is community led
- Ensure all assurance, health & safety and safe guarding issues are addressed to initiate volunteer key holders to enable the building use to be more flexible
- The existing hours and volunteers are to be maintained to ensure the level of service remains
- To be reviewed annually

Upon receipt of further information from WBC in relation to the service intending to be provided, a decision will be determined by members at the next full council meeting on the 9<sup>th</sup> February as to whether the funding requested is to be forwarded. Confirmation is also required from WBC that the above conditions being stipulated can be met accordingly. Proposed by Miss M Cresser, seconded by Mr C Greaves and **resolved** unanimously.

**156. To give consideration to, and determine the need, for the creation of a Community Interest Company for the potential development of a Community Hub within Burghfield**

Members discussed in detail the potential future of the library and the various community services within the parish. The development of a "Community Hub" housing the library service, a café, a meeting room and possibly some of the children's services functions was considered. To determine the possibility and overall viability of a "Community Hub" a meeting was held with a parish council accounting specialist to obtain detailed advice in relation to the formation of a Community Interest Company to facilitate the Hub.

Proposed by Mr I Macfarlane, seconded by Mr D Godding and **resolved** unanimously that a CIC was not required. T The following points are to be addressed for progression of the project. A report is to be presented at the next meeting:

- Liaison is to be held with the parish council solicitor regarding the covenant for the Common Recreation Ground and to determine whether a Deed of Easement is required.
- To liaise with an architect to determine whether the pavilion would be suitable for conversion and able to house the suggested facilities accordingly.

**157. To give consideration to the level of service currently being received from Thames Valley Police in the provision of a PCSO within the Community and determine its continuation for a further year**

The PCSO contract issued for implementation on 1<sup>st</sup> April 2016 by Thames Valley Police remains unsigned due to a number of concerns raised by the parish council. Answers to the queries have now been provided, initiating further concerns, specifically with regard to the contracts with the three funding parties now being spate and the impact of the split. Members discussed the perceived value of the PCSO within the community, giving consideration to how the role had changed and evolved since initiation during 2007. It was noted that nationally the number of PCSO's had fallen year on year since 2010, with an annual decrease of 5.5%.

Members present voted to submit 3 months' notice to Thames Valley Police for the termination of the current contract. 9 members voted in favour, 4 voted against and 3 abstained. The majority vote was for notice to be served with immediate effect.

**158. To receive the minutes of the meeting of the Governance & Finance Committee held on 17 November and approve the recommendations relating to the estimates there in for financial year commencing 1st April 2017**

It was **resolved** that the minutes of the Governance & Finance Committee meeting held on 17 November 2016, a copy of which have been circulated to all members of the council, be approved and the recommendations there in be endorsed and adopted as presented.

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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 2017 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 D Godding and **resolved** unanimously that the figures shown in the estimates of income and expenditure for the year commencing 1st April 2017 be adopted.  
(The detailed estimate papers are appended to the minutes in the official minute book)

**159. To resolve the amount of precept to be served on West Berkshire District Council for the financial year commencing 1st April 2017**

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 C Greaves, seconded by Mr N Morse and **resolved** unanimously that a precept for the sum of £257,500, a 1% increase on last year, is served on West Berkshire District Council for general purposes for the financial year commencing 1st April 2017.

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

No reports.

**161. Financial Matters:**

**i. Accounts Reconciliation as at 31<sup>st</sup> December 2016**

The accounts reconciliation statements for 31<sup>st</sup> December 2016 were received and noted being 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.

**162. To request any items or events requiring any action or publicity by the Communications Committee**

No specific items were identified.

**163. To receive the PCSO report for December 2016 and consider any issues thereto**

Members noted the PCSO report for January had not been posted on the TVP website for downloading.

**164. Matters for future discussion**

Planning within Burghfield

Lack of attendance at meetings by District Cllr I Morrin.

**165. Clerks items for information**

The clerk advised members of the timetable of meetings for the month:

19 <sup>th</sup> January	Community Committee	7.30pm
26 <sup>th</sup> January	Governance & Finance Committee	6.30pm
26 <sup>th</sup> November	Infrastructure Committee	7.45pm

The next full parish council meeting will be held on Thursday 9<sup>th</sup> February 2017.

Members were advised of the details relating to the District Conference at West Berks Council. Members interested in attending are to advise the clerk accordingly.

The Chairman declared the meeting closed at 21.48pm.