

# BURGHFIELD PARISH COUNCIL

A meeting of the Parish Council was held at Burghfield Village Hall on **Thursday 9<sup>th</sup> March 2017**, commencing at 7.45pm

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

**In Attendance:** Clerk to the Parish Council, Village Hall manager, 2 members of the public

**Apologies:** Mrs A Gallagher, Mr B Neilson

## Open Meeting

A local resident, Mr D Kellaway, gave a presentation to members expressing his desire to become a parish councillor for Burghfield. Mr Kellaway highlighted the attributes and key points he possessed and is able to offer within the role. Members thanked Mr Kellaway for his presentation, inviting him to observe the remainder of the meeting and confirm his formal wish to be co-opted at the next scheduled meeting.

### **186. 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.

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

**Resolved** that the minutes of the meeting of the Parish Council held on 9 February 2017 be approved as a true and correct record and signed by the presiding Chairman.

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

Information relating to the Electoral Review within West Berks was circulated to members for their review. A nomination for the third member to sit upon the NDP committee has been received. The approved donation to the Handybus was raised for completion.

### **189. Chairman's Report**

The presiding Chairman gave a brief verbal report on activities and events attended since the last meeting.

### **190. 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.

### **191. To receive information regarding the Electoral Review for West Berks**

The Commission is carrying out a review to deliver electoral equality for voters across West Berkshire. The electoral review will recommend new electoral arrangements for West Berkshire Council. In particular, it will propose:

- The total number of councillors elected to the council in the future.
- The number of wards.
- The number of councillors representing each ward.
- Ward boundaries.
- Names of wards.

The review can recommend changes to the electoral arrangements of parish and town councils i.e. the number, names and boundaries of parish wards and the number of parish councillors for each parish ward. However, this is only in circumstances where the parished area is to be divided between wards. The consultation will close on 3 April 2017. Members reviewed the information provided by the Boundary Commission determining no response was required for submission to the Boundary Commission.

### **192. Village Hall**

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

### **193. To receive the minutes of the meeting of the Infrastructure Committee held on 9 February and the draft minutes of the meeting held on 23 February 2017 and approve the recommendations there in**

It was **resolved** that the minutes of the Infrastructure Committee meeting held on 9 February and the draft minutes of the meeting held on 23 February 2017, 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.

### **194. 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 for the meeting held on 7<sup>th</sup> February were circulated to members present for information. It was noted that two further meetings had been held since the 7<sup>th</sup> February, the minutes now available for viewing and download via the Burghfield NDP website.

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Dr R Longton provided a verbal update to members present, confirming the Designation Area had been approved by WBC. Grant funding is being investigated further for the overall development of the plan.

An initial questionnaire has been draft for circulation at the upcoming public meeting, scheduled for 4<sup>th</sup> April at the CSA.

Copies of the proposed Service Level Agreement presented by WBC is to be circulated to all councillors for their consideration.

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

- a) To determine the members from the parish council to sit on NDP committee – Mr D Godding was nominated to become the third member required to represent the parish council upon the NDP Steering Committee. Mr D Godding accepted the nomination with his position subsequently being proposed by Mr D Godwin, seconded by Mr N Morse and **resolved** by a majority vote.
- b) To review the Terms of Reference regarding membership of the committee – The terms of reference for the NDP Steering Committee were reviewed by members present, specifically in relation to the requirement for “at least three clear days” for the display of agendas for upcoming meetings. For clarity, the wording is to be amended to incorporate the section relating to Meetings within the Burghfield Standing Orders. Sub-sections A, B,C, and D and to be included within the NDP Steering Committee Terms of Reference. Proposed by Mr D Godwin, seconded by Miss M Cresser and **resolved** unanimously for the Terms of Reference to be amended accordingly.

**196. To receive the minutes of the meeting of the Community Committee meeting held on 16 February 2017 and approve the recommendations there in**

It was **resolved** that the minutes of the Community Committee meeting held on 16 February 2017, 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.

**197. To receive an update in relation to the potential development of a Community Hub and determine an action plan for progression of the project as a whole**

Details relating to the potential expansion of the Pavilion to house a Community Hub have been circulated with the latest newsletter to residents requesting their views via a survey. Face to face interviews have also been scheduled to be held at Café B to determine the level of support locally. The results of the research will be presented at the next full council meeting. Liaison has been held with the parish council's solicitor, providing written confirmation that the proposal is within the remit provided within the Deeds for the Common Recreation Ground.

A working party group is to be established to determine the various features required within the hub prior to proceeding with architects. The following members expressed an interest in sitting upon the working party with additional local expertise being sought for specific projects:

Mr I Macfarlane, Mr P Lawrence, Mr N Morse, Mrs L Sharp, Mr M Paterson-Borland, Mr C Greaves, Miss M Cresser.

**198. To give consideration to the arrangements proposed for the May Fayre 2017**

Members present gave consideration to the format for the upcoming May Fayre, highlighting the stand as being an opportunity to launch the refresh of the parish plan as well as promoting the proposal for a Community Hub. Volunteers were requested to assist on the day. A schedule is to be circulated accordingly.

**199. To confirm the details for the April meeting and the Annual Parish Meeting**

Due to the Easter break coinciding with the scheduled April meeting, members **resolved** unanimously to bring the April meeting forward by a week to Thursday 7<sup>th</sup> April. The Annual Parish Meeting is to be scheduled for the same night with a start time of 7pm. The parish council meeting will follow at 8.00pm.

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

Dr R Longton provided a verbal update of the following meetings attended:

BNAG, BNAG Chairman's meeting, AWE Liaison meeting

Mrs L Sharp advised of her attendance at the Burghfield Charities meeting.

**201. Financial Matters:**

- i. **Accounts Reconciliation as at 28 February 2017**  
The accounts reconciliation statements for 28 February 2017 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.

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

No specific items were identified. The Chairman of the Communications committee requested that an item be incorporated into each of the committee's agendas for consideration to be given to any items requiring publication.

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**203. To receive the PCSO report for February 2017 and consider any issues thereto**

Members noted the PCSO report for February.

**204. Matters for future discussion**

No specific items were identified.

**205. Clerks items for information**

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

16 <sup>th</sup> March	Governance & Finance Committee	6.30pm
16 <sup>th</sup> March	Community Committee	8.00pm
23 <sup>rd</sup> March	Infrastructure Committee	7.30pm

The next full parish council meeting will be held on Thursday 6<sup>th</sup> April 2017.  
The Chairman declared the meeting closed at 21.00pm.

DRAFT