

# BURGHFIELD PARISH COUNCIL

A meeting of the Parish Council held at the Village Hall on **Thursday 8<sup>th</sup> November 2018**, commencing at 7.45pm

**Present:** Mr Paul Lawrence, Mr D Godwin, Mr C Greaves, Mrs T Hipwell, Mr M Paterson-Borland, Mr D Godding, Dr R Longton, Mr I Macfarlane, Mr T Ansell, Mr D Kellaway, Mrs C Jackson-Doerge, Miss M Cresser

**In Attendance:** Clerk to the Parish Council, Assistant Clerk to the Parish Council, Village hall manager, District Cllr I Morrin, 3 members of the public

**Apologies:** Ms A Gallagher, Mr N Morse Mrs L Sharp, Mr B Neilson

## **Open Meeting**

A representative from Burghfield Scouts was in attendance, presenting a request for the use of the land adjoining the Scout hut exclusively and on a lease basis. Cllr P Lawrence advised that upon further information being provided the Community committee would undertake a full review of the request.

Members were asked whether a request had been presented for the use of the skate park for a Christmas market. Cllr P Lawrence advised that liaison had been held with Tesco's with a request for specific information to be presented prior to the relevant committee giving consideration to the request. To date no further correspondence has been held with the organisers.

Mr I Morrin advised members of his desire to join the parish council. Mr I Morrin was advised of the process for co-option accordingly.

## **A local resident raised the following issues they wished to be considered:**

- Support for a Christmas tree to be erected on Auclum Green, Burghfield. Cllr P Lawrence advised that the community committee need to review the request accordingly. The resident was also advised that the land was not in the ownership of the parish council, but leased from WBC who would be required to provide the final confirmation. Proposed by Mr P Lawrence that authority be delegated to the community committee regarding the potential for the erection of a Christmas tree on Auclum Green.
- A request for all contact details of the parish council be included within the parish website upon its re-launch.
- A further request for an annual calendar and the office opening hours was presented.
- When the parish council would be sharing any change in remit for the Community hub. Members advised that upon the details having been determined they would be shared accordingly with the community for their feedback.
- When would the business plan for the hub be made available. The local resident was advised that upon its completion it would also be shared with the community.
- What do the parish intend to do should Sulhamstead not wish to become involved in the NDP? The local resident was advised that the decision is for Sulhamstead.
- Do the parish council intend on instigating a Community Governance review, particularly as CIL monies from Firlands appear to be allocated to Sulhamstead and not Burghfield. The resident was advised that WBC are launching a consultation in relation to the local plan with a request for as many people as possible to respond with comments.

## **127. 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.

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

**Resolved** that the minutes of the meeting of the Parish Council held on 11 October 2018 be approved as a true and correct record and signed by the Chairman.

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**129. Clerks update**

The Clerk provided members with a verbal update following any actions from the previous minutes. All matters arising are being dealt with at the relevant point in the agenda.

**130. Chairman's Report**

Cllr P Lawrence advised that he had attended the WBC District Conference advising discussion had been held regarding the library service and devolution of services to parish councils.

**131. District Council Report**

A verbal report was presented to members by District Cllr Morrin, updating on the following district matters:

- The previously approved boundary changes are to be effective as of May 2019
- A follow up meeting with Miller homes to discuss the mud on the roads from vehicles accessing the site on Hollybush Lane is to be scheduled
- Parking outside primary schools continues to be an issue. The schools are encouraged to strengthen their community engagement, insisting parents park more considerately
- Investigations as to the size and suitability of the site being proposed for Grazeley Garden city are underway.
- Confirmation was sought in relation to the proposed train station at Green Park
- WBC legal department have been requested to investigate the allocation of CIL monies from the Firlands development

**132. To give consideration to any specific projects eligible for funding via Members Bids**

Members gave consideration to any potential projects within the parish eligible for a Members bid, determining the following projects for further investigation and consideration:

- Security and access doors at Village hall
- Partition doors at village hall
- Outdoor gym equipment

**133. Village Hall**

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

**134. To receive the minutes of the meeting of the Infrastructure Committee held on 11 October and the draft minutes from 25 October 2018 and approve the recommendations there in**

The minutes of the meeting of the Infrastructure Committee held on 11 October and the draft minutes from 25 October 2018 were received and the proceedings endorsed and adopted.

**135. To receive an update following the last NDP Steering Committee meeting and give consideration to any specific actions points raised**

Members presented received a verbal update of the recent works undertaken by the NDP committee. It was noted that the committee met on 23<sup>rd</sup> October 2018. Members of the parish council present reiterated the need for the NDP questionnaire to remain separate from the NDP's to avoid duplication. Two members of the NDP group are to attend a workshop being run by TVLC in relation to the transfer of information from maps to documentation. A presentation from the WBC in relation to Heritage sites is being arranged prior to Christmas.

**136. To receive the minutes of the meeting of the Community Hub Working Party Committee held on 18 October 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 18 October 2018 were received and the proceedings endorsed and adopted. Members present were alerted to a modification in design due to the initial cost plan exceeding the proposed budget. A revised cost plan is being prepared by the architect for consideration at the next scheduled committee meeting. An update following discussions held at the previous committee meeting was provided, expressing the need for defined revenue streams within the space at the potential hub.

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

Dr R Longton advised of his attendance at the AWE liaison meeting and the Wokefield Advisory Committee.

**138. To confirm the arrangements for the upcoming Remembrance Day Parade on Sunday 11 November 2018**

A total of 16 volunteers confirmed their attendance at the upcoming Remembrance Day Parade. Thanks were expressed to all who had advised they would be attending.

**139. To give consideration to the West Berks Council Budget proposals presented and determine a response from the parish council accordingly**

Members were unable to give consideration to any WBC budget proposals due to the late release from WBC. It is anticipated that WBC will release all proposals by the end of November for consideration accordingly.

**140. Financial Matters:**

**i. Accounts Reconciliation as at 31 October 2018**

The accounts reconciliation statements for the month ending 31 October 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 had forwarded their 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 is to 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 C Greaves, seconded by Mr M Paterson-Borland and **resolved** unanimously.

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

Further investigation has been undertaken in relation to the provision of Smart water within the parish by the BMNAG group with a presentation scheduled by Inspector Ward at their next meeting. A further meeting is to be established with the interested parties regarding the use of sniffer dogs at the Willink Secondary school.

Members were alerted to the increase in wait times when reporting a crime or anti-social behaviour via the 101 number, estimated as having increased by 400%.

**142. Matters for future discussion – No items were identified.**

**143. Clerks items for information**

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

Community Hub Working Party	-	15 <sup>th</sup> November @ 6.30pm
Community Committee	-	15 <sup>th</sup> November @ 7.45pm
Governance & Finance Committee	-	22 <sup>nd</sup> November @ 6.30pm
Infrastructure (Planning Committee)	-	22 <sup>nd</sup> November @ 7.45pm

The January parish council meeting is scheduled for Thursday 10<sup>th</sup> January 2019.  
The Chairman declared the meeting closed at 21.10pm