

# BURGHFIELD PARISH COUNCIL

A meeting of the Parish Council held at the Village Hall on **Thursday 10<sup>th</sup> January 2019**, commencing at 7.45pm.

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

**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:** Mrs C Jackson-Doerge, Mrs L Sharp, Mr B Neilson

## **Questions from Parishioners:**

No questions were raised by the members of public present.

### **145. 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.

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

**Resolved** that the minutes of the meeting of the Parish Council held on 8 November 2018 be approved as a true and correct record and signed by the Chairman.

### **147. 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.

### **148. Chairman's Report**

Cllr P Lawrence advised that he had not attended any parish related meetings.

### **149. District Council Report**

A written report was presented to members by District Cllr Morrin, updating district matters and those directly affecting the parish of Burghfield.

### **150. To note any comments from members in relation to the 2019/2020 West Berks Council Budget Consultation**

Members present noted the update provided by District Cllr I Morrin in relation to the West Berks Council budget proposals. The consultation period has now closed.

### **151. Village Hall**

The Village Hall Manager presented a report to members highlighting the various activities at the hall during November & December 2018 and the schedule of payments for January 2019, which are to be appended to the minutes.

### **152. To receive the minutes of the meeting of the Infrastructure Committee held on 8 November and the draft minutes from 22 November 2018 and approve the recommendations there in**

The minutes of the meeting of the Infrastructure Committee held on 8 November and the draft minutes from 22 November 2018 were received and the proceedings endorsed and adopted.

### **153. 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. The final draft of the questionnaire has been approved and awaiting circulation for adoption and subsequent circulation. A completion date for the NDP is to be determined upon clarification of housing numbers from West Berkshire Council.

A presentation from the WBC in relation to Heritage sites was held, and well attended, prior to Christmas break. The information is to be circulated to all council members.

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**154. To receive the minutes of the meeting of the Community Hub Working Party Committee held on 15 November 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 15 November 2018 were received and the proceedings endorsed and adopted. Members present were advised that a modification in design had been instigated with the architects further to the initial cost plan exceeding the proposed budget. A revised design and cost plan are being prepared by the architect for consideration at the next scheduled committee meeting on the 17<sup>th</sup> January 2019. Upon confirmation of any design changes, further community consultation is to be held via the parish website, newsletter and May Fayre. A tender expert has offered their services to assist the parish council in the preparation of the required documentation upon acceptance of the revised design and cost plan.

**155. To receive the minutes of the meeting of the Community Committee held on 15 November and approve the recommendations therein and note the draft minutes of the allotments sub-committee from 1 November 2018**

The minutes of the meeting of the Community Committee held on 15 November and the draft minutes of the Allotments sub-committee held on the 1 November 2018 were received and the proceedings therein endorsed and adopted.

**156. To receive the minutes of the meeting of the Governance & Finance Committee held on 29 November and approve the recommendations relating to the estimates therein for financial year commencing 1st April 2019**

The minutes of the meeting of the Governance & Finance Committee held on 29 November 2018 were received and the proceedings endorsed and adopted.

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 2019 were presented for consideration. In addition to the committed revenue finance, the capital schemes were submitted for approval.

Proposed by Mr C Greaves, seconded by Mr I Macfarlane and **resolved** unanimously that the figures shown in the estimates of income and expenditure for the year commencing 1st April 2019 be adopted. *(The detailed estimate papers are appended to the minutes in the official minute book)*

**157. To resolve the amount of precept to be served on West Berkshire District Council for the financial year commencing 1st April 2019**

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 D Godwin and **resolved** unanimously that a precept for the sum of £257,500 is served on West Berkshire District Council for general purposes for the financial year commencing 1st April 2019. Members noted that the increase was 0% on last year's precept and requested it be communicated to local residents via the next parish newsletter.

**158. To receive and approve the recommendations presented regarding questions from parishioners at parish council meetings**

Members present **resolved** unanimously to adopt the proposed recommendations in relation to questions from parishioners.

Proposed by Mr M Paterson-Borland, seconded by Mr D Kellaway and **resolved** unanimously to adopt and implement the policy with immediate effect.

**159. To receive and approve the Standing Orders following review**

Members present **resolved** unanimously to adopt the proposed amendments and recommendations in relation to the Standing Orders with immediate effect.

Proposed by Miss M Cresser, seconded by Dr R Longton and **resolved** unanimously.

**160. To receive and approve the policy presented for councillor use of email and the internet**

Members present **resolved** unanimously to adopt the proposed policy, as presented, in relation to councillor use of email and the internet.

Proposed by Mr I Macfarlane, seconded by Mr N Morse and **resolved** unanimously.

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

Mr D Godding advised of his attendance at an AWE presentation in relation to planning, providing a verbal update of matters discussed.

**162. Financial Matters:**

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

The accounts reconciliation statements for the month ending 31 December 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

**163. To give consideration to the request presented by the Handy bus for the provision of continued financial support from the parish council**

An update was presented to Burghfield Parish Council regarding the provision of the Handybus service for 2018/19. Thanks were expressed for the continued financial support from the parish council. Members expressed a desire to continue with their support for the much valued service.

**164. To determine the permanent location of the parish Tommy figure**

Members resolved unanimously for the Tommy figure to remain in-situ at the War Memorial within St. Mary's churchyard.

**165. 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 present acknowledged a distinct lack of police presence and visibility within the parish.

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

**167. Clerks items for information**

The Clerk advised members of the meeting schedule for January 2019:

Community Hub Working Party	-	17 <sup>th</sup> January @ 6.30pm
Community Committee	-	17 <sup>th</sup> January @ 7.45pm
Communications Committee	-	24 <sup>th</sup> January @ 6.30pm
Infrastructure Committee	-	24 <sup>th</sup> January @ 7.45pm

The February parish council meeting is scheduled for Thursday 14<sup>th</sup> February 2019.  
The Chairman declared the meeting closed at 20.50p.m