

BURGHFIELD PARISH COUNCIL

A meeting of the Parish Council held at the Village Hall on Thursday 9 November 2017, commencing at 7.45 p.m.

Present: Mr Paul Lawrence, Mr C Greaves, Dr R Longton, Mr D Godwin, Ms T Hipwell, Ms A Gallagher, , Mr N Morse, Mr R Hannington, Mr T Ansell, Mr B Neilson, Mr D Kellaway, Mrs C Jackson-Doerge, Mr D Godding

In Attendance: Clerk to the Parish Council, Village Hall Manager, 1 member of the public.

Apologies: Miss M Cresser, Mrs L sharp, Mr I Macfarlane, Mr M Paterson-Borland

Open Meeting

Local farmer, Mr C Webber, advised the council of his plans for Green Farm, including his intention to create a new access from Theale Road following a nasty road traffic accident earlier in the week. The vegetation/hedge line running from The Hatch Gate to Deans Copse Road is to be cut to ground level to enable the ditch to be cleared. The clearance is also part of a long term management plan for the hedging.

A request was presented for the footpath from St. Mary's Church to The Mearings to be cleared back to its original width. A further request was presented for the vegetation to be cut back on the Burghfield Road between the Guide Dogs and the corner of Post Office Lane to improve pedestrian access and vehicle visibility.

116. 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

117. Minutes of the last Parish Council meeting

Resolved that the minutes of the meeting of the Parish Council held on 12 October 2017 be approved as a true and correct record and signed by the Chairman.

118. Matters Arising on the Minutes

The vacancy for an assistant to the parish clerk has been filled accordingly, with the successful applicant scheduled to start work week commencing 13th November 2017.

119. Chairman's Report

The presiding Chairman gave a brief report on activities and events attended since the last meeting, advising of his attendance at the District Conference where the Devolution of services featured significantly. Mr P Lawrence also highlighted that grant funding was available for NDP groups within the district with a deadline date for applications being 31.01.18.

120. District Council Report

Written reports were forwarded to members by both District Cllr I Morrin and District Cllr C Jackson-Doerge updating members of district matters, specifically in relation to the potential Grazeley Garden City development. *(A copy of the report is appended to the minutes and held in the minute book)*

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

Members present gave consideration to the following specific projects within the parish with a request for confirmation as to their eligibility for Members bid funding:

- Defibrillator & cabinet for installation at the Medical Centre, Tarragon Way.
- Capital funding to assist in the purchase of a mini bus for the Handybus Service

122. Village Hall

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

123. To receive the minutes of the meeting of the Infrastructure Committee meeting held on 2 November 2017 and approve the recommendations therein

The minutes of the meeting of the Infrastructure Committee held on 2 November 2017 were received and the proceedings endorsed and adopted.

124. 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

Dr R Longton provided a verbal update to members of the recent works undertaken by the NDP Steering Committee, advising the committee had met on the 3rd November. The committee are currently investigating the potential of instructing a planning advisor. Confirmation is to be sought from the Monitoring Officer at WBC with regard to the instruction of Planning Specialists and any possible conflict of interest. An updated project and budget plan was presented for review by the Governance & Finance Committee.

Mr D Godwin stood down from his role as an official parish council representative. Mr D Kellaway is to be appointed as an official representative. Proposed by Mr D Godwin, seconded by Mr C Greaves and **resolved** unanimously.

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125. To receive the minutes of the meeting of the Governance & Finance Committee held on 9 October and the draft minutes of the meeting held on 2 November 2017 approve the recommendations there in

The minutes of the meeting of the Governance & Finance Committee held on 9 October and the draft minutes of the meeting held on 2 November 2017 were received and the proceedings endorsed and adopted.

The vacancy for an assistant to the parish clerk has been filled accordingly, with the successful applicant scheduled to start work week commencing 13th November 2017.

126. To receive the minutes of the meeting of the Community Committee meeting held on 19 October 2017 and approve the recommendations therein

The minutes of the meeting of the Community Committee held on 19 October 2017 were received and the proceedings endorsed and adopted.

Permission had been granted to the Burghfield Santa's for their Santa Cruise to start from Auclum Green. A Thames Valley Air Ambulance is scheduled to land, subject to favourable weather conditions, on Saturday 16th December to start the cruise proceedings.

Discussions continued with regard to the devolution of services from West Berks Council. Members resolved to adopt a "wait & see" policy regarding verge maintenance and grass cutting of open spaces for the next financial year before committing to any additional cuts. The committee is to compile a list of actions as identified by members of the community to build a profile of specific areas requiring additional attention throughout the year.

127. To receive a verbal update in relation to the potential development of a Community Hub

The Community Hub Working Party met to determine a wish list, highlighting the various features required for each of the potential user groups. Architects have been sought to assess suitability of the building in its current format and discuss possible alternative designs. Further discussions will commence with the architects upon clarification as to whether the current building is to be extended or replaced. Members present forwarded a request for further consideration to be given to a bar within the hub. It was also requested that the building is as green as possible.

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

Dr R Longton advised he had attended a meeting of the Blands Trust, the Willink JAG and Wokefield Common, updating members on any points of interest.

Mr T Ansell advised he had met with Greenham Common Trust.

Mr D Godding advised he had attended the NDP meeting.

129. To appoint stewards to represent the Parish Council for the Remembrance Day Parade on Sunday 8 November 2015

The following members confirmed their offer of services at the upcoming Remembrance Day Parade as marshals:

Mr D Godwin, Mr T Ansell, Mr D Kellaway, Mr D Godding.

Mr P Lawrence requested that ALL members attended next year due to being the Centenary.

130. Financial Matters:

i. Accounts Reconciliation as at 31 October 2017.

The accounts reconciliation statements for the month ending 31 October 2017 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. To request & give consideration to any capital schemes or projects for inclusion within the draft budget for financial year 2018/2019

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 will 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 2018/2019

131. To confirm the support being requested by West Berks Council for the continued provision of a library service within Burghfield

Members present gave consideration to the request presented by WBC for £5,715 as a contribution to support Burghfield Library. To date, WBC have actioned the various points highlighted by the parish council as requiring completion prior to any funds being released.

Resolved by members present to release the funds requested for the current financial year providing an audit identifying where the contribution is to be utilised within the library service provided specifically Burghfield is obtained for accounting purposes. Proposed by Mr B Nielson, seconded by Mrs C Jackson-Doerge and **resolved** unanimously.

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132. **To receive an update from the Handybus highlighting their overall status and operations following the provision of financial support**

Burghfield & Mortimer Handybus forwarded a written report providing members with an update and overall status and operations for the current financial year.

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

The police have advised of their intention to establish a SIAG (Specific Incident Action Group) to assist in obtaining the required information to enable convictions of the perpetrators. A meeting has been scheduled for Tuesday 21st November in Burghfield to gauge interest locally. It was noted that there had been an increase in ASB reports within Burghfield.

134. **Matters for future discussion**

No items were identified.

135. **Clerks items for information**

The Clerk advised members of the meeting schedule for November:

Community Committee	-	16 th November @ 7.30pm
Infrastructure Committee	-	23 rd November @ 7.30pm

The January parish council meeting is scheduled for Thursday 11th January 2018.

The Chairman declared the meeting closed at 21.20pm