

BURGHFIELD PARISH COUNCIL

A meeting of the Parish Council was held at Burghfield Village Hall on **Thursday 14th April 2016**, commencing at 8.15p.m.

Present: Mr P Lawrence, Mrs T Hipwell, , Mr I McFarlane, Miss M Cresser, Mr B Neilson
Ms A Trueman, Mr C Greaves, Mr P Wilkins, Mr D Godding, Mr N Morse
Mr R Hannington, Mrs L Sharp, Mrs A Gallagher, Mrs C Jackson-Doerge,
In Attendance: Clerk to the Parish Council, the Village Hall Manager
Apologies: Mr J Sayer, Mr M Paterson-Borland, Dr R Longton, Mr D Godwin

Open Meeting

The low attendance and the absence of any questions resulted in a brief open meeting.

1. 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.

2. Minutes of the last Parish Council meeting

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

3. Matters Arising on the Minutes

The design of the Burghfield specific app is progressing with its launch being scheduled for the upcoming May Fayre. Further to the request from Dr R in relation to the area of land at the end of Birch Road, the clerk advised that contact had been made with the landowner. To date no action to tidy the area has been forthcoming. The initiation of the Neighbourhood Steering Committee is underway with the draft Terms of Reference having been considered by the Infrastructure Committee for approval at full council.

4. Chairman's Report

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

5. District Council Report

A written report was provided by District Cllr C Jackson-Doerge for members information. A paper copy is to be held in the minute file accordingly for reference.

6. Village Hall

The Village Hall Manager forwarded a written report highlighting the activities at the hall during January and presented the schedule of payments for March 2016, which are appended to the minutes.

7. To receive the minutes of the Infrastructure Committee meetings held on 10 March and the draft minutes of the meeting held on 24 March 2016 and approve the recommendations there in

It was **resolved** that the minutes of the Infrastructure Committee meeting held on 10 March and the draft minutes of the meeting held on 24 March 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.

8. To receive the minutes of the meeting of the Community Committee meeting held on 17 March 2016 and approve the recommendations there in

It was **resolved** that the minutes of the Community Committee meeting held on 17 March, 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.

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

No meetings requiring representation from members of the parish council had been held since previous updates were provided at the March meeting.

10. Financial Matters:

i. Accounts Reconciliation as at 31 March 2016

The accounts reconciliation statements for 31 March 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.

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iii. **Members allowances**

Members were reminded of their councillor allowances for the current financial year. Applications are to be presented in writing to the clerk for allocation

11. **To approve the Terms of Reference for the Neighbourhood Development Plan Steering Committee**

Members present gave consideration to the draft Terms of Reference the Neighbourhood Development Steering group are to operate. Careful consideration was given to the draft as presented. Resolved by a majority vote to adopt of the Terms of Reference, as presented, clarifying the format upon which the Steering Group are to operate. Proposed by Mr C Greaves, seconded by Mr D Godding and resolved by a majority vote with one abstention noted.

12. **To give consideration to the arrangements proposed for the May Fayre 2016**

Members gave consideration to the arrangements and items for promotion on the parish council stall at this year's May Fayre. A rota for attendance, and the manning of the Parish Council stall at the May Fayre, is to be circulated to members.

13. **To confirm the details for the Annual Bike Ride on Sunday 19th June 2016**

All arrangements for the bike week event on Sunday 19th June are being progressed. Further details of the event can be viewed via www.bikeweek.org.uk. Volunteers to assist with the erection of the marquee and overall smooth running of the event were requested.

14. **To approve and sign the PCSO Contract for the current financial year**

The revised contract for the renewal of the PCSO for a further period of 1 year from 1 April 2016 had been received from Thames Valley Police Authority with the terms and conditions set out. The PCSO contract is to be initiated for a further year with monitoring of time spent within the parish being undertaken. The amount payable for the year commencing 1 April 2016 has been set at £7,949 Proposed by Miss M Cresser, seconded by Mrs T Hipwell and **resolved** unanimously that powers be delegated to the clerk for the Clerk to duly consider the revised contract. Upon satisfaction the contract meets the criteria and satisfaction of the council, the clerk is to sign the required documentation on behalf of the council for progression of the contract.

15. **To receive the PCSO report for March 2016 and consider any issues in relation thereto**

The PCSO partially funded activity report for March 2015 was presented and received by members present

16. **To note the BNAG Minutes from December 2015**

The BNAG minutes were duly received and noted by members present.

17. **To request any items or events from the Committee Chairman requiring any action or publicity by the Communications Committee**

A request was present for the decision regarding the initiation of a Neighbourhood Development Plan be publicised by the Communications Committee. The Safer Neighbourhoods Newsletter is to be posted on the parish website.

18. **Matters for future discussion**

The potential amalgamation of the APM with the April parish council meeting in 2017.
The wearing of the chain of office by the chairman.

19. **Clerks items for information**

Members were updated in regard to the meetings scheduled for the rest of the month:

21st April	Community Committee	7.30pm
28th	Governance & Finance	6.30pm
28th April	Infrastructure Committee	7.45pm

The next full parish council meeting will be held on Thursday 12th May 2016.
The Chairman declared the meeting closed at 21.00pm.