

# BURGHFIELD PARISH COUNCIL

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

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

**In Attendance:** Clerk to the Parish Council, Village Hall manager

**Apologies:** Mrs T Hipwell and Mrs L Sharp

## Open Meeting

Mr P Wilkins spoke to fellow members regarding silent disabilities and the need for others to be mindful of them.

### 166. 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.

### 167. Minutes of the last Parish Council meeting

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

### 168. Matters Arising on the Minutes

The precept request has been served upon West Berks Council for financial year 2017/2018. West Berks Council was advised of the decision taken in regard to funding the library within Burghfield. Details are being requested from WBC following the vote by the executive committee on Tuesday 7<sup>th</sup> February.

### 169. Chairman's Report

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

### 170. 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.

### 171. 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. At present, some councillors represent many more, or fewer, electors than colleagues elsewhere in West Berkshire. The review aims to correct those imbalances.

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.

For parishes, 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. After considering all representations made during this consultation, the Commission intends to publish draft recommendations in June 2017. There will then be a further period of consultation on the draft recommendations. Final recommendations are expected to be published in October 2017. The new electoral arrangements will come into effect at the local elections in 2019.

Members are to review the information provided via the Boundary Commission website, forwarding any questions to the clerk for action prior to the next full council meeting. A collective response will be determined at the March meeting for submission to the Boundary Commission.

### 172. Village Hall

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

### 173. To receive the minutes of the meeting of the Infrastructure Committee held on 12 January and the draft minutes of the meeting held on 26 January 2017 and approve the recommendations there in

It was **resolved** that the minutes of the Infrastructure Committee meeting held on 12 January and the draft minutes of the meeting held on 26 January 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.

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**174. 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 NDP Steering Committee meeting scheduled for 10 January 2017 was cancelled due to low attendance. The minutes for the meeting held on 7<sup>th</sup> February are to be circulated as soon as possible for information.

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

- a) Application submission to WBC – Dr R Longton advised members the application for the NDP for Burghfield had been completed, and submitted to WBC prior to final approval from the parish council. Dr R Longton apologised for the misunderstanding advising the request from the parish council for the application to be finalised and signed off by them upon the suggested amendments being incorporated had not been understood. Members present were advised of the amendments made to the document, resolving by a majority vote for the application to remain with WBC for processing.
- b) Updated Budget & project plan – Members present request an updated budget and project plan is presented by the steering committee each month by way of a progress report. It was noted that the documents are working documents, subject to change as the project evolves and progresses accordingly. The previous concerns raised in relation to the costs listed for administration, cloud based archive and recruitment for the development of the project is incorporated. Dr R Longton advised that grant funding was being explored in further detail with potential sources identified.
- c) 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 members of the committee being parish councillors. Membership of the committee was confirmed as Dr R Longton and Mr D Godwin only. A further representative is required to ensure the committee is not in breach of its terms of reference.  
Proposed by Mr C Greaves, seconded by Mrs C Jackson-Doerge, with 10 members voting in favour, 1 against and 1 abstention, for the Terms of Reference to remain at 3 representatives from the Parish Council.
- d) Membership of NDP committee – Upon resolution for the Terms of Reference to remain as 3 members of the parish council necessary on the NDP Steering Committee, a request was presented for a volunteer. Due to no volunteer forthcoming, the chairman requested a nomination be presented prior to the next full parish council meeting. If a volunteer is not found, the NDP Steering Committee will be disbanded due to a breach in its Terms of Reference.

**176. To receive the minutes of the meeting of the Community Committee meeting held on 19 January 2017 and approve the recommendations there in**

It was **resolved** that the minutes of the Community Committee meeting held on 19 January 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.

**177. To receive the minutes of the meeting of the Governance & Finance Committee meeting held on 26 January 2017 and approve the recommendations there in**

It was **resolved** that the minutes of the Governance & Finance Committee meeting held on 26 January 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

**178. To receive the business plan relating to the future of the Handybus Service for Burghfield & Mortimer and approve granting financial assistance**

A formal request was presented for Burghfield Parish Council to consider funding the Handybus operations for 2017/18 for £2,419. The request is proportionate to the number of active users within the parish with similar proportionate requests being presented to the other 2 key parish councils.  
Proposed by Mr D Godwin, seconded by Mr C Greaves and resolved unanimously to grant £2420 to the Handybus for financial year 2017/2018.  
(Local Government Act 1972, s137)

**179. To determine the date for the Annual Bike Ride and determine the organisation of the event**

The event was determined as Sunday 18<sup>th</sup> June 2017. Thanks were expressed to Glyn & Helen Townsend for their offer of help for a further year. Details relating to the BBQ are to be determined nearer the time.

**180. 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 Blands Trust meeting.  
Miss M Cresser advised she had attended a meeting of the Burghfield & Mortimer Volunteer Bureau, updating members with a verbal report.

**181. Financial Matters:**

- i. **Accounts Reconciliation as at 31<sup>st</sup> January 2017**  
The accounts reconciliation statements for 31<sup>st</sup> January 2017 were received and noted being appended to the minutes.

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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.

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

No specific items were identified.

**183. To receive the PCSO report for January 2017 and consider any issues thereto**

Members noted the PCSO report for January.

**184. Matters for future discussion**

Electoral Review for West Berks  
Family Sports Day – 9<sup>th</sup> July 2017  
Date for Parish Council meeting in April, 2017.

**185. Clerks items for information**

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

16 <sup>th</sup> February	Community Committee	7.30pm
23 <sup>rd</sup> February	Infrastructure Committee	7.30pm
2 <sup>nd</sup> March	Communications Committee	7.00pm

The next full parish council meeting will be held on Thursday 9<sup>th</sup> March 2017.  
The Chairman declared the meeting closed at 21.00pm.