

# BURGHFIELD PARISH COUNCIL

## Minutes of the Community Committee Meeting

|                   |  |                                |               |
|-------------------|--|--------------------------------|---------------|
| <b>Date:</b>      | <b>Thursday 17<sup>th</sup> October 2019</b>   | <b>Time:</b>                   | <b>7.45pm</b> |
| <b>Place:</b>     | <b>Committee room, Burghfield Village Hall</b> |                                |               |
| <b>Present:</b>   | Mr D Kellaway                                  | Dr R Longton                   |               |
|                   | Mrs A Gallagher                                | Mr G Harris                    |               |
|                   | Miss M Cresser                                 | Mrs A Hales                    |               |
| <b>Apologies:</b> | Mr I MacFarlane (Chair)                        |                                |               |
| <b>Present:</b>   | Mrs C Morris (Clerk)                           | Mrs C Stroud (Assistant Clerk) |               |
|                   | Mrs C Redding (Village Hall Manager)           |                                |               |
| <b>Absent:</b>    | Mr B Neilson                                   |                                |               |

*The Chairman opened the meeting by reiterating that questions from parishioners were at his discretion and that a total of 15 minutes would be allocated accordingly. The chairman, to ensure fairness for all residents in attendance, stated that a maximum time of 3 minutes was allocated to each individual. The session would close after 15 minutes to ensure all remaining business upon the agenda could be transacted. Residents were reminded that upon closure of the question time, they were in attendance in an observational capacity only and to not cause a disturbance. The following questions were presented:*

The chairman closed the floor to questions due to there being no members of the public present and started the proceedings of the Community Committee meeting.

### 1.10 **Apologies for Absence**

To report, approve and record apologies for absence (and the reasons) from members of the Parish Council

Apologies were received, approved and accepted from Mr I Macfarlane.

### 2.10 **Declaration of any personal or financial interests**

In accordance with the requirements of the process for dealing with member's standards matters, to disclose and declare all personal or financial interests including those of a partner/spouse on any Agenda item (as recorded in the Register of Member's Financial and Other Interests form).

No Declarations were made by members present.

### 3.10 **Applications for Dispensations**

To consider and grant any applications from members who may have a personal/financial interest in a specific matter under consideration.

No applications for dispensations were presented by members present.

### 4.10 **Election of Vice-Chair**

Proposed by Mr G Harris, seconded by Dr R Longton and **resolved** unanimously that Mr D Kellaway be elected as vice-chairman.

### 5.10 **Minutes of the last meeting of the Committee**

6.10 The minutes of the last meeting of the Community Committee held on 25 July 2019 having been circulated, were confirmed a correct record and signed by the Chairman.

### 7.10 **Clerks update**

The Clerk provided a verbal update in relation to any matters arising from the previous minutes, noting items being dealt with at the relevant point in the agenda.

### 8.10 **To update members on the agreed S106 projects identified**

A meeting has been scheduled with West Berks Council to pursue the outstanding S106 projects accordingly. A full update is to be presented at the next meeting following the allocation of the newly formed teams at WBC.

## 9.10

### Parish owned Properties

#### a) **Village Hall**

- i) To receive an update in relation to the daily operation of the village hall

Members present gave consideration to increasing the deposit value for parties at the village hall from £55 to £100. The deposit is to not be applied for children's parties, but evening parties only. **Resolved** unanimously by members present. Miss M Cresser noted that all hirers should be charged accordingly to ensure consistency requesting the matter is discussed in further detail at the next meeting.

- ii) To receive an update in relation to the approved modifications to the West Wing

All previously approved works at the village hall have been completed. The fire exit door in the West Wing has been installed and the fire exit door in the main hall also replaced. The heating/air conditioning units have also been installed within the West Wing and the replacement partition doors in the main hall. The main hall floor has been re-polished.

Miss M Cresser advised the village hall manager that the fire exit door in the main hall had been sealed off at their last WI meeting. Apologies were expressed for any inconvenience caused.

Miss M Cresser advised that the WI were having a speaker who would be exhibiting Birds. Miss M Cresser requested details of any specific rules in relation to birds being in the hall, being advised that providing all debris was cleared away there was no issue with the presentation.

#### b) **Pavilion**

- i) To receive an update in relation to any issues affecting the pavilion

A meeting has been scheduled with Café B regarding the use of the kitchen.

The parish council approved engineer attended site due to an issue with the showers. Works were approved to ensure they were fully operational prior to the next scheduled football game.

## 10.10

### Conservation & Management of Open Spaces within the Parish

- i) **Parish Recreation Grounds**

#### a) Common Rec

Following the weather experienced during the weekend of Burghfest, the parish council appointed groundman has reviewed the overall condition of the ground. The verti-drain and fertilising was brought forward to address the immediate condition with an agreement that football would not be held on site for three weeks. A further visual assessment has been undertaken confirming the area has recovered well considering the two previous summers of drought we have experienced.

The quarterly inspection has been undertaken, identifying items that require further monitoring. It was noted that the safer surfacing was undulating and required attention.

- b) Hatch Rec – The quarterly inspection has been undertaken, identifying items that require monitoring and attention. The parish handyman is to be instructed accordingly.

The new height barriers posts have been installed. The gates are currently being finished, scheduled for final installation at the end of the month.

- c) Old Rec - The quarterly inspection has been undertaken, identifying items that require monitoring and attention. The skate specialist has advised that they will return to site to undertake the additional repairs as soon as possible.

The new height barriers posts have been installed. The gates are currently being finished, scheduled for final installation at the end of the month.

- d) Wells Rec - The quarterly inspection has been undertaken, identifying items that require attention or further monitoring.

#### e) Auclum Green

The quarterly inspection has been undertaken, identifying items that require

attention or further monitoring.

CLlr Hales presented a request at the July Community Committee for members to reconsider the potential of a Christmas tree on Auclum Green. A full and detailed proposal highlighting the location, costs, installation and risk assessment details is awaited.

#### 11.10 Environmental Impact within the parish

- i) To give consideration to the ways in which the parish's environmental impact can be reduced

Members were asked to consider any potential environment strategies for consideration by the committee at future meetings for implementation.

- ii) To determine any specific actions the committee can implement to reduce the environmental impact within the parish

Upon suggestions being presented, and discussed accordingly, members are to determine any relevant actions for their implementation.

#### 12.10 Tree Report

- i) Update on tree works scheduled & completed within parish

A meeting with the parish councils approved tree surgeon is to be scheduled upon review of the 5-year tree management plan recently undertaken. An update of proposed works is to be provided after the meeting.

- ii) To receive an update in relation to the 5 Year Management plan for all trees within the parish

The 5-year management plan for all open spaces within the parish has been completed. Suggested works for each of the 5 years are set out within the recommendations contained within the plan.

- iii) **To deal with any administrative issues for the Allotments:**

- i) To receive an update from the allotments sub-committee representative

A written report was presented to members by Mr G Harris, the allotments sub-committee representative for the parish council.  
*(A copy of the report will be held in the minute book)*

- ii) To give consideration to the recommendations presented by the Allotments Sub-Committee

Upon completion of the relevant investigations, a proposal for the installation of standpipes will be presented to the committee for their consideration.

#### 14.10 Parish Maintenance

- i) To note any areas within the parish requiring maintenance

The clerk provided a verbal update of items of maintenance undertaken within the parish for the previous month.

CLlr Hales advised the walkway between Lambden Way and Reading Road is overgrown. The parish handyman is to be instructed to clear the area.

CLlr Hales enquired as to why the metal hair pin barrier at Mans Hill was not painted white. All parish owned barriers are painted white, however, this one does not fall within the ownership of the parish council.

Members were advised of overgrown vegetation on the bridleway between Pine Ridge Road and Clayhill Road. The issue is to be reported to WBC via the online system.

CLlr Harris advised that following a requires, the footpath signs at the end of Chapel Path had been completed

- ii) To receive and consider the proposal presented by Mr D Kellaway for Wildflower sowing within the parish (supporting documentation provided)

Members present gave consideration to the proposal presented by CLlr Kellaway.

After consideration, members **resolved** unanimously for bulb planting to be instigated along the pathway edge at Auclum Green in the first instance. Upon determining the success of the trial, other areas within the parish will be presented for consideration by the committee.

Members present **resolved** unanimously to request that West Berkshire Council reduce their current maintenance scheme for the roadside verges to once a year, during September, to enable the planting of the wildflower seed mix and encourage the biodiversity.

Members present **resolved** unanimously to present a request to West Berkshire Council for Wildflower sowing on the rural/urban verges within the parish. Liaison with WBC is to be held to determine the most suitable locations.

*(Dr R Longton left the meeting at 20.50pm)*

Members present discussed the various locations presented by Cllr Kellaway for the planting of wildflower seeds. Members determined the most suitable location would be the verge side at the Hatch recreation ground in the first instance, as a trial. The exact volume of seed required is to be determined upon the area being measured. Three Cllr's also volunteered to undertake the planting of the seeds. Thanks were expressed by members present.

iii) To receive the proposal from Cllr Hales for more seating within the parish

Cllr Hales advised she had decided to withdraw the proposal for additional.

Cllr Harris advised the Memorial bench in Omers Gully had been vandalised. The group were advised to submit a grant application to the Finance committee for their consideration to its replacement.

iv) To receive the advice provided by the Bird Society following the request form Cllr Hales for bird and bat boxes to be erected within the parish

Correspondence was noted from the TABCG group in relation to Bird and Bat boxes within the parish. Members were in agreement to not progress the matter any further following the advice provided.

**10. Matters for future discussion** – Deposits and hire charges for hall hirers, tree planting, produce show.

**11. Items for information only** – No further items were identified.

Meeting closed at 21.10pm.