

# BURGHFIELD PARISH COUNCIL

## Minutes of the Community Committee Meeting

<b>Date:</b>	<b>Thursday 23<sup>rd</sup> January 2020</b>	<b>Time:</b>	<b>7.45pm</b>
<b>Place:</b>	<b>Committee room, Burghfield Village Hall</b>		
<b>Present:</b>	Mr I MacFarlane (Chair)	Dr R Longton	
	Mr D Kellaway	Mr G Harris	
	Miss M Cresser	Mrs A Hales	
	Mrs A Gallagher		
<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

No apologies were received requiring approval by members present.

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

**5.10** The minutes of the last meeting of the Community Committee held on 17 October 2019 having been circulated, were confirmed a correct record and signed by the Chairman.

### **6.10 Clerks update**

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

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

Members received a verbal update in relation to outstanding S106 projects within the parish.

### **8.10 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 the proposal presented by the village hall

manager regarding the opening and closing of the village hall following the resignation of the caretaker.

Proposed by Dr R Longton, seconded by Mr D Kellaway and **resolved** with a majority vote for option B – to employ a caretaker on a temporary basis to open up the hall each day, undertaking required checks to ensure the smooth running of the hire of the building. A review is to be undertaken in 6 months, following further discussions being held regarding potential modifications to both the entrance and associated entry system to the hall.

ii) To give consideration to a deposit being applicable for all hirers

At the previous meeting, members gave consideration to increasing the deposit required to secure a booking for parties from £55 to £100. Members discussed whether all hirers should be charged accordingly to ensure consistency requesting the matter was discussed in further detail.

**Resolved** unanimously to only apply a deposit request for ad-hoc evening parties.

iii) To give consideration to modifications to the village hall entrance

Members present were asked to review and give consideration to proposed modifications at the village hall as suggested by the parish council appointed architects. The modifications are to ensure ease of access to the building for all, provide additional storage and utilise the available space for hirers. Members are to discuss in further detail at the next scheduled meeting.

**b) Pavilion**

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

A new cleaner is being sought for the pavilion. An advert is to be placed locally.

Members gave consideration to the possibility of a pop-up café at the pavilion following a request from a local parishioner. **Resolved** unanimously by members present that an expression of interest is to be requested from local providers on a trial basis only. An article is to be placed in the next newsletter and on the parish council website to gauge interest.

Members were advised the Community Hub Committee had received and reviewed revised plans for an extension to the pavilion to provide a permanent café and hireable space. The plans are to be displayed within the local community for further feedback.

**9.10**

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

i) **Parish Recreation Grounds**

a) Common Rec

The quarterly inspection has been undertaken, identifying items that require further monitoring. It was noted that the safer surfacing was undulating and required attention in due course. A quotation is to be obtained.

b) Hatch Rec - The new height barriers and gates have been installed.

c) Old Rec - The new height barriers and gates have been installed.

d) Wells Rec – No issues were identified.

e) Auclum Green - No issues were identified

ii) Proposed extinguishment of public footpath Burghfield 3, Moatlands Cottages, Burghfield RG30 3TA

Members present received and noted the proposed extinguishment of public footpath Burghfield 3, Moatlands Cottages, Burghfield RG30 3TA.

iii) West Berkshire Council: Consolidated Definitive Map

West Berkshire Council has published a 'Second Consolidated Definitive Map and Statement' of public rights of way. This supersedes the 'First Consolidated Definitive Map and Statement' that was published in the year 2000. The Definitive Map and Statement are the legal paper record of recognized public rights of way. The new version incorporates all legal changes to the public rights of way record that took place between the year 2000 and 2019.

**10.10**

**Environmental Impact within the parish**

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

Members discussed the level of the recycling facilities currently available within the parish, determining that further options were to be explored for parishioners to be encouraged to recycle as much as possible. Potential locations are to be investigated with consideration to the dimensions of units.

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

Members are to give consideration to alternative recycling facilities for installation and potential provision within the parish for discussion at the next meeting.

#### 11.10 **Tree Report**

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

A meeting was held with the parish councils approved tree surgeon to determine works required.

- ii) Tree works required within Badgers Glade

An application for works to a tree under a TPO has been submitted to West Berks Council for the crown lifting and pruning of an Oak tree requiring attention.

Further works are scheduled for works required to a collection of 4 Sycamore trees. Due to two of the trees being on the boundary of both parish council owned land and property, the cost is to be split accordingly.

- iii) To discuss future tree planting within the parish

Felled trees are to be replaced in accordance with the advice provided by the parish councils tree surgeon. New trees are to be planted under the advice of the parish councils approved tree surgeon only.

#### 12.10 **Allotments**

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

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

Further investigations are being undertaken as to potential contractors for the provision of standpipes at the Common allotments. An update is to be provided.

- ii) To give consideration to a Produce show

Initial interest for a produce show is to be gauged via a Facebook poll from Mr G Harris. An update will be provided at the next meeting.

#### 13.10 **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.

- ii) To receive an update following the proposal for Wildflower sowing within the parish

The request for Wildflower sowing on the rural/urban verges within the parish has been submitted to West Berks Council for their consideration. Liaison with WBC is to be held to determine the most suitable locations.

Wildflower seeds are to be planted along the verge side at the Hatch recreation ground, as a trial. Cllr's volunteered to undertake the planting of the seeds once the area had dried enough for the planting. Planting will commence in March.

- iii) To receive an update following the proposal for bulb planting within the parish

Upon further investigation, the native bulbs had sold out and required planting prior to confirmation from members of their availability to plant. The proposal is to be readdressed in May.

#### 14.01 **Matters for future discussion** - No further items were identified.

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

Meeting closed at 21.00pm