

BURGHFIELD PARISH COUNCIL

A meeting of the Parish Council held at the Village Hall on **Thursday 11th April 2019**, commencing at 7.45pm.

- Present:** Mr Paul Lawrence, Mr D Godwin, Mr C Greaves, Mr D Godding, Mr D Kellaway, Miss M Cresser, Ms A Gallagher, Mr B Neilson, Mrs T Hipwell, Mr N Morse, Dr R Longton, Mr T Ansell
- In Attendance:** Clerk to the Parish Council, Assistant Clerk to the Parish Council, Village hall manager, 3 members of the public.
- Apologies:** Mr I Macfarlane, Mr M Paterson-Borland, Mrs C Jackson-Doerge, Mrs L Sharp, District Cllr I Morrin.

The Chairman read the following statement prior to opening the floor to questions from parishioners: *"I would like to remind members of the public that the Parish Council does not accept questions or comments that are made anonymously. If you wish to raise any questions you will be required to state your name, confirm whether you live within the parish and give an indication of what it is you wish to speak about. I would also like to remind members of the public that if they wish to record any of the discussions this evening, they are free to do so as long as they record the entire discussion relating to any topic, not just sections of the discussion. This is to ensure no comments are taken out of context. Anyone wishing to make a recording of any discussions is required to ensure that they have the permission to record from any other members of the public in attendance who may wish to speak".*

Questions from Parishioners:

Due to the lack of public representation, the Chairman closed the floor and proceeded with the parish council meeting accordingly.

1. **To receive any apologies for absence and 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 14 March 2019 be approved as a true and correct record and signed by the Chairman.

3. **Clerks update**

The Clerk provided members with a verbal update following any actions from the previous minutes. All matters arising are being dealt with at the relevant point in the agenda.

4. **Chairman's Report**

Cllr P Lawrence advised that he had not attended any meeting, or event, in relation to council business since the previous meeting.

5. **District Council Report**

A written report was presented to members by District Cllr Mrs C Jackson-Doerge and District Cllr I Morrin, updating members on district matters and those directly affecting the parish of Burghfield. *(A copy is attached to the minutes held within the minute book).*

6. **Village Hall**

The Village Hall Manager presented a report to members highlighting the various activities during March 2019 and the schedule of payments for April 2019, which are appended to the minutes.

7. **To receive the minutes of the meeting of the Infrastructure Committee held on 14 March and the draft minutes from 28 March 2019 and approve the recommendations there in**

The minutes of the meeting of the Infrastructure Committee held on 14 March and the draft minutes from 28 March 2019 were received and the proceedings endorsed and adopted.

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8. To receive an update following the last NDP Steering Committee meeting and give consideration to any specific action's points raised

Members present received a verbal update of the recent works undertaken by the NDP committee. The final draft of the questionnaire has been prepared, awaiting approval from the parish council for adoption and subsequent circulation. A cost plan was presented for the release of funds from the allocated budget for the distribution of the questionnaire. Members were reassured that work is progressing in the preparation of the chapters for the overall document.

9. To receive, and subsequently approve, the Questionnaire presented by the NDP Group for circulation to residents within the parish of Burghfield

Members present gave consideration to the Questionnaire presented by the NDP Committee for circulation to all parishioners for the collation of their views to assist in the preparation of a NDP document. Members discussed the questionnaire in detail, requesting more time to scrutinise. **Resolved** unanimously for comments to be collated via email from members and forwarded to the NDP for their incorporation. The document will be re-presented to the parish council at their next scheduled meeting on Thursday 16th May, 2019.

10. To receive the minutes of the meeting of the Community Hub Working Party Committee held on 21 March 2019 and receive a verbal update in relation to the potential development of a Community Hub

The minutes of the meeting of the Community Hub Working Party Committee held on 21 March 2019 were received and the proceedings endorsed and adopted.

11. To receive the minutes of the meeting of the Community Committee held on 21st March and the draft minutes from the Allotments sub-committee held on 5th March 2019 and approve the recommendations therein

The minutes of the meeting of the Community Committee held on 21 March and the draft minutes from Allotments sub-committee held on 5th March 2019 were received and the proceedings endorsed and adopted.

12. To receive a verbal update in relation to the progression of the Community Hub

Members present were updated of the progress to date in relation to the Community hub. It is anticipated that an application for full planning permission will be submitted during the summer period. Upon planning permission being granted, the draft business plan is to be reviewed by a professional prior to submission to the full council for their consideration. A tender expert has been appointed to assist the parish council in the preparation of the documentation for the provision of a café. The committee are instigating an exit strategy which will identify the points within the project upon which consideration is to be given to the overall financial viability. The committee continue to investigate funding required for the project. Community consultation continues via the parish website, newsletter, and a drop-in session at the village hall at the beginning of April and the upcoming May Fayre.

13. To receive an update in relation to the Parish Questionnaire

Members were advised that the parish questionnaire had been distributed to all households with approximately 350 responses received to date. Promotion of the questionnaire is to be continued to encourage residents to return accordingly. Investigations are to be made into the potential of Burghfield Scouts inputting the paper questionnaires onto Survey Monkey for a donation to assist with their fundraising efforts.

14. To give consideration to the arrangements proposed for the May Fayre 2019

Members were reminded of the upcoming May Fayre with consideration being given to the parish council stall and rota for volunteers. Members confirmed the stand would be a joint venture with the NDP group. Volunteers are sought for the manning of the stand, as well as the set up and take down. A rota is to be determined after the result of the election has been declared.

15. To confirm the details for the Annual Bike Ride, Sunday 9th June 2019

The Burghfield Annual Bike Ride is scheduled to be held on Sunday 9th June, 2019. A meeting has been held with the organisers with all details confirmed and confirmation that the required

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documentation will be forwarded to the parish council prior to the event. Volunteers available to assist on the day are being sought.

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

No meetings had been attended by members as representatives of the parish council.

17. **Financial Matters:**

i. **Accounts Reconciliation as at 31 March 2019**

The accounts reconciliation statements for the month ending 31 March 2019 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

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

Members were advised that a meeting had been established with the local police, local parish councils and Sovereign Housing to discuss the increase in crime within the parishes. A report is to be presented at the next scheduled meeting.

19. **Matters for future discussion** – No items were identified.

20. **Clerks items for information**

The Clerk advised members of the meeting schedule for April 2019:

Community Hub Working Party	-	25 th April @ 6.30pm
Infrastructure Committee	-	25 th April @ 7.45pm

The May parish council meeting is scheduled for Thursday 16th May 2019, from 7.45pm.
The Chairman declared the meeting closed at 21.00pm