

BURGHFIELD PARISH COUNCIL

A meeting of the Parish Council was held at the Village Hall on Thursday 14th November 2019, commencing at 7.45p.m.

Present: Mr T Ansell (Chairman), Miss M Cresser, Mr D Kellaway, Mr G Harris, Mrs L Sharp, Mrs J Ansell, Mrs A Hales, Mr P Lawrence, Mr I Macfarlane, Mr C Greaves, Mr D Godwin, Dr R Longton, Mr B Neilson, Ms A May, Mrs C Jackson-Doerge, Ms A Gallagher,

In Attendance: Clerk to the Parish Council, Assistant Clerk, Village Hall Manager, Mrs F Harrison (West Berks Council Libraries), Mr P James (West Berkshire Council Libraries)

Apologies: Mr N Morse, Mr I Morrin, Mrs T Hipwell

Open Meeting

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. There were no questions due to the absence of any parishioners.

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

Apologies for absence were presented and received from the following members:

Mr I Morrin, Mr N Morse, Mrs T Hipwell.

2.11. Declaration of any personal or financial interests

No declarations were made by members in relation to a personal or financial interest in any specific matter on the agenda for consideration.

3.11 Applications for Dispensations

There were no items upon the agenda that necessitated a member to present a written request for dispensations for a Disclosable Pecuniary Interest

4.11 To receive a presentation and verbal update from West Berkshire Council regarding the usage of Burghfield Library

Representatives from West Berkshire Council provided an update to members regarding the current usage figures for Burghfield library. The half year figures are to be placed on the parish website with an additional plea for volunteers.

5.11. Minutes of the last Parish Council meeting

Resolved that the minutes of the meeting of the Parish Council held on 10 October 2019 be approved as a true and correct record and signed by the Chairman. Cllr Alison May interjected, wishing to raise a number of points of order. The Chairman reiterated that the points being raised were in fact questions and therefore

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are to be raised at the relevant point in the agenda, namely, Matters for Future Discussion.

Cllr Andrea Hales also wished to raise some points of order upon which the chairman reiterated the correct procedure.

6.11 Clerks update

The Clerk provided a verbal update to members following the installation of the height and gate barriers at both the Hatch Recreation ground and the Old Recreation Ground. Volunteers are requested to assist at the upcoming "Burghfield on Ice" event, scheduled for Saturday 7th December.

7.11 Chairman's Report

The presiding Chairman, Mr T Ansell, reminded councillors of their duty to abide by the Code of Conduct, signed by all members following election. Members are to ensure respect is shown to each other by not talking over, or whilst another member is speaking. Members were also asked to give consideration as to their New Year's Resolutions with regard to their role upon the council. Members are asked to share their resolutions at the January parish council meeting.

Thanks were expressed to all the volunteers who assisted with the Remembrance Day parade. Volunteers for Burghfield on Ice are to advise the Assistant Clerk of their availability.

Cllr Graham Harris presented the following questions to the Chair:

1. *Mr Chairman, **Agenda items** – I have 2 items for debate (Motions) later in this Agenda. I was informed that in order for them to be included on the Agenda, they needed to be Seconded and that the Seconder had to put that in writing. Firstly, can you point me in the right direction where that is specified in Standing Orders? Secondly, Standing Orders Rules of debate at meetings, 1b, states that 'A motion (including an amendment) shall not be progressed unless it has been moved and seconded'. Can you clarify at what point a Motion is 'progressed'? Is it after it has been debated?*

The Chairman advised that law states any motion presented requires a seconder to facilitate discussions. Although members can bring forward proposals, they must have a seconder before any time is spent on them. Likewise, if a motion is to be introduced onto an agenda the same applies, it must be seconded before officer time is spent creating the agenda item. A proposal, unless seconded, does not progress to being considered unless it is properly moved and seconded. The Council's Standing Orders do not explicitly state that a seconder is required and as such, the Governance & Finance Committee will be reviewing at their next meeting to ensure clarity going forward.
2. *Mr Chairman, relating to the Parish Council meeting 10.10.19 – Minute 13.10 To give consideration to the proposal presented by the Governance & Finance committee for an amendment to the Standing Orders to enable individual councillors to request a named vote on an agenda item A request was presented by Mr D Kellaway for the Standing Orders to be changed to include a mandatory requirement for the way councillors vote on an item. The Governance & Finance Committee advised that the Standing Orders currently state the following: "At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question". Members present*

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requested clarification as to the difference between questions, proposals and motions. The clerk is to present at the next meeting. The request by Mr D Kellaway is to be revisited at the next meeting. This does not appear on tonight's Agenda. I'm concerned that items are deferred and not get re-visited. Can you clarify please, why it is not on this Agenda?

The Chairman advised that due to current workloads, the Clerk has not been in a position to dedicate the time required. The item will be included on a future agenda once clarification has been obtained and prepared

3. *When are the 2020-21 Estimates being prepared? Standing Orders state '3.1 Each committee shall review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than October each year including any proposals for revising the forecast'.*

The Chairman advised that the parish councils appointed accountant, in conjunction with the RFO (Responsible Financial Officer) undertook budget proposal preparations this week. They are to be considered by the Governance & Finance Committee at their next scheduled meeting. Agenda item 18.11 iii) also provides the opportunity for members to present suggestions for capital projects for consideration by the Governance & Finance Committee.

8.11 District Council Report

A written report was presented to members having been prepared by District Cllr G Bridgeman.

9.11. Village Hall

The Village Hall Manager forwarded a report highlighting the activities at the hall during the previous month and presented the schedule of payments for November 2019, which are appended to the minutes.

10.11 To receive the minutes of the meeting of the Infrastructure Committee meeting held on 10 October and 7 November 2019 approve the recommendations therein

The minutes of the meeting of the Infrastructure Committee held on 10 October and the 7 November 2019 were received and the proceedings endorsed and adopted.

11.11 To receive the minutes of the meeting of the Community Committee held on 17 October 2019 and approve the recommendations therein

The minutes of the meeting of the Community Committee held on 17 October 2019 were received and the proceedings endorsed and adopted.

Cllr Andrea Hales requested an amendment to the minutes, item 14.11, to include the following statement: "*until all memorial seating had been repaired in the parish*" Cllr Graham Harris requested an amendment to the minutes, item 14.10 (iii), stating that he had asked whether anyone knew a contact for Omers Gully as preferred to contacting them himself.

The Chairman reiterated that Minutes are formal records of decisions taken and not a verbatim record of a whole meeting and any subsequent discussions. The minutes are signed as to their accuracy. It is not permitted to reopen discussion on a decision recorded in the minutes unless there is a specific item on the agenda relating to that decision, and, subject to standing orders, specifying that it will be reconsidered.

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12.11 To receive the minutes of the meeting of the Communications Committee held on 17 October 2019 and approve the recommendations therein

The minutes of the meeting of the Communications Committee held on 17 October 2019 were received and the proceedings endorsed and adopted.

13.11 Notice of motion received from Cllr Graham Harris:

To give consideration to Council and committee meetings held in the main hall of the village hall, the seating style is changed from a horseshoe to a square.

The motion is seconded by Cllr Andrea Hales

Resolved by a majority vote of 12 members to not change the seating. The motion was rejected accordingly.

14.11 Notice of motion received from Cllr Graham Harris:

The seating arrangement for the top table being Vice Chairman, Chairman, Clerk and Assistant Clerk. All other Councillors and the Village Hall Manager to sit on the remaining 3 sides.

The motion is seconded by Cllr Andrea Hales

Cllr Graham Harris withdrew the motion following the **resolution** by members for the seating arrangements to remain.

15.11 Notice of motion received from Cllr Alison May:

Burghfield Parish Council agree a Three-Year Strategic Plan which clearly defines Burghfield Parish Council's vision for the Parish, its purpose, values, objectives and key priorities. The Strategic Plan will be a comprehensive document that sets out what Burghfield Parish Council (BPC) can achieve, either directly or by trying to increase its influence on the relevant delivery body, such as West Berkshire District Council and other public services. The aim of the Strategic Plan is to provide Burghfield's residents with an understanding of what the Parish Council is aiming to achieve and how it intends to deliver. The Plan will be a 'live' document which the Parish Council will review and update regularly, enabling it to track and monitor its progress against the key agreed priorities.

The motion is seconded by Cllr Andrea Hales

Resolved by a majority vote not to accept the motion as presented due to existing policies and documentation already being in place.

16.11 To receive brief verbal reports from Parish Council Representatives attending meetings of Outside Bodies to which they have been appointed

Cllr Graham Harris advised of his attendance at the BMNAG meeting

17.11 To give consideration to any proposals or specific actions identified by the various committees serving upon the council in relation to environmental issues within the parish

A reminder was presented to each of the committee chairman to ensure an agenda item is included for each meeting for consideration to be given to environmental issues within the parish and any proposals for subsequent improvements that could be made.

Members noted the proposal from the Community committee to plant wildflower seeds on the verge at the Hatch Recreation Ground, between the path and hedge line.

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A further proposal was approved for the planting of bulbs along the verge side of Auclum Green.

18.11. Financial Matters:

i. Accounts Reconciliation as at 30 September 2019.

The accounts reconciliation statements for the month ending 30 September 2019 were received and noted and are appended to the minutes.

ii. Accounts for Payment.

The items for payment shown on the list attached to the minutes are approved and as such sums are to be debited to the account of the Parish Council.

iii. To request & give consideration to any capital schemes or projects for inclusion within the draft budget for financial year 2020/2021

Committee chairman are reminded to forward specific projects and capital expenditure for inclusion at the Governance & Finance meeting.

Cllr Alison May presented a number of projects, all of which fall under the heading of "Green Initiatives", for consideration. The chairman advised that the Electric charging point, planting of bulbs and wildflowers and the digitalisation of the newsletter were already being discussed and progressed by the relevant committees. Consideration will be given to the inclusion of planting 1,000 trees within the parish.

Cllr Alison May presented a request for a Training budget for both councillors and staff, being advised a heading is already in existence.

Cllr Andrea Hales presented some further ideas for consideration. The chairman reiterated that the agenda item was to consider capital expenditure projects.

Cllr Graham Harris requested £10,000 for the provision of Standpipes at the allotments.

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

Cllr Graham Harris advised of his attendance at the BMNAG meeting. The crime figures were presented as follows:

ASB 5, Theft From Vehicle 6 (5 incidences Moto Services. 1 in Parish), Criminal damage 2, Theft/Other 2, Non-Payment Fuel 1, Burglary Dwelling nil, Burglary Non dwelling nil, Shoplifting 3.

20.11. Matters for Future Discussion

Openness & Transparency, Land at Mrs Bland's, Agenda accessibility, documentation in the public domain.

21.10. Clerks items for information

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

Governance & Finance	-	21 st November @ 6.30pm
Infrastructure Committee	-	28 th November @ 7.00pm

The Chairman declared the meeting closed at 21.43pm