

# BURGHFIELD PARISH COUNCIL

A meeting of the Parish Council was held at the Village Hall on Thursday 16<sup>th</sup> May 2019, commencing at 7.45 p.m.

**Present:** Mr Paul Lawrence (Chairman), Mr I Macfarlane, Mr C Greaves, Miss M Cresser, Dr R Longton, Mr D Kellaway, Mr T Ansell, Mrs C Jackson-Doerge, Mrs L sharp, Mr G Harris, Mr I Morrin, Mrs A Hales, Mrs A May, Mrs J Ansell

**In Attendance:** Clerk to the Parish Council, Village Hall Manager, 2 members of the public  
**Apologies:** Mrs T Hipwell, Mr B Neilson, Mr D Godwin, Mr N Morse, Ms A Gallagher

## **Open Meeting**

No questions were raised by the members of the public present.

### **021. Election of Chairman of the Parish Council for the ensuing Municipal Year**

Invitations for the nomination of chairman of the parish council were received. Three members expressed their interest, each providing a short summary of their vision for their chairmanship. Each member was presented in turn for a proposer, seconder and voted upon accordingly.

Proposed by Miss M Cresser, seconded by Mr D Kellaway with a total of 4 votes being received by members present that Mr P Lawrence be elected Chairman of the Parish Council for the ensuing municipal year.

Proposed by Mr G Harris, seconded by Mr C Greaves with a total of 6 votes being received by members present that Mr T Ansell be elected Chairman of the Parish Council for the ensuing municipal year

Proposed by Mrs C Jackson-Doerge, seconded by Mrs A Hales with no votes being received by members present that Mr P Lawrence be elected Chairman of the Parish Council for the ensuing municipal year.

With a majority vote, Mr T Ansell was declared Chairman and took the position of Chair accordingly. Thanks were expressed to Mr P Lawrence for his time as chairman.

### **022. Election of Vice-Chairman of the Parish Council for the ensuing Municipal Year**

**Resolved** unanimously that Mr I Macfarlane be elected Vice- Chairman of the Parish Council for the ensuing municipal year. Proposed by Mr P Lawrence, seconded by Miss M Cresser with 9 votes being received in favour. 2 members abstained from voting. **Resolved** with a majority vote that Mr I Macfarlane undertakes the office of vice chairman.

### **023. Signing of Declaration of Acceptance of Office for the appointed Chairman and vice chairman**

Mr T Ansell and Mr I Macfarlane duly signed the required documentation following their appointed posts, reading aloud their Declarations of Acceptance of Office to members present.

### **024. To receive members apologies for absence**

Apologies for absence were received from the following members: Mrs T Hipwell, Mr B Neilson, Mr D Godwin, Mr N Morse, Ms A Gallagher

### **025. Councillors to sign and confirm they have read and fully understood the councils Standing Orders, Financial Regulations and Code of Conduct for the ensuring municipal year**

Members present were reminded of their obligations to ensure they had read and understood the councils Standing Orders, Financial Regulations and Code of Conduct. Each member is required to confirm by way of signature they had read the documentation at the next scheduled meeting. Mrs A Hales & Mrs A May are both to sign at the next meeting to confirm they have read and understood the documentation.

### **026. 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

### **027. Minutes of the last Parish Council meeting**

**Resolved** that the minutes of the meeting of the Parish Council held on 11<sup>th</sup> April 2019 be approved as a true and correct record and signed by the Chairman.

### **028. Clerks update**

Unfortunately, the parish council had to withdraw from the May Fayre due to lack of volunteers. It is hoped that parish council representation will be present in 2020.

The allotment Rent collection has been completed with the majority of rent having now been collected.

The end of year accounts closedown procedures has been completed with the financial statements having been prepared by DCK Beavers Accountants for presentation at the next Finance and Governance Committee meeting.

The end of year audit visit has also been completed. The report will be presented to the Finance & Governance Committee meeting.

### **029. Chairman's Report**

Due to a change in Chairman there was no report.

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**030. To confirm the council's eligibility, as defined in the Localism Act 2011 and SI 965 The Parish Councils General Power of Competence Order 2012, and subsequently adopt the General Power of Competence for the current financial year.**

Burghfield Council resolves from 16 May 2019, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence. Proposed by Mr C Greaves, seconded by Mrs C Jackson-Doerge and **resolved** unanimously.

**031. District Council Report**

A written report was presented to members having been prepared by District Cllr G Bridgeman. District Cllr R Longton provided a brief verbal report to members. A reminder was presented by the chairman that future meetings require a written report in advance of the meeting to be circulated to members accordingly. *(A copy will be held in the minute book)*

**032. 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 April 2019, which are appended to the minutes.

**033. To receive the minutes of the meeting of the Infrastructure Committee meeting held on 11 April 2019 approve the recommendations therein**

The minutes of the meeting of the Infrastructure Committee held on 11 April 2019 were received and the proceedings endorsed and adopted.

**034. To receive the minutes of the meeting of the Governance & Finance Committee meeting held on 4 April and approve the recommendations therein**

The minutes of the meeting of the Governance & Finance Committee held on 4 April 2019 were received and the proceedings endorsed and adopted.

**035. To receive the comments from members, and subsequently approve, the Questionnaire presented by the NDP Group for circulation to residents within the parish of Burghfield**

Members present determined that the revised questionnaire, following previous comments from the parish council being incorporated, is circulated to members. Feedback is to be forwarded to the clerk prior to the next meeting and consolidated for circulation. The questionnaire is to be considered at the June meeting for its subsequent approval. Upon approval the questionnaire is to be prepared by the NDP group for circulation with the September Parish Newsletter.

The clerk was asked to provide a verbal summary of the role of the NDP group and its relationship to the council for clarification to the newly elected members.

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

No update was provided due to the Community Hub Committee not having met since the previous parish council meeting.

**037. To receive an update in relation to the Parish Questionnaire**

The deadline date for completed questionnaires is imminent with over 300 paper questionnaires having been received and a further 150 completed via Survey Monkey online. All paper copies are to be input onto the survey monkey system to enable full analysis of the results.

**038. 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 BMNAG meeting, providing a brief overview.

**039. To appoint members to serve upon the following committees:**

**Resolved** that the following appointments be confirmed.

**a) Communications**

Mr N Morse, Mrs T Hipwell, Mr D Godwin, Ms A Gallagher, Mrs L Sharp, Mr T Ansell, Mrs J Ansell, Mrs A Hales (8)

**b) Community**

Mr I MacFarlane, Miss M Cresser, Dr R Longton, Mr B Neilson, Ms A Gallagher, Mr D Kellaway, Mr G Harris, Mrs A Hales (8)

**c) Infrastructure**

Mr C Greaves, Mr P Lawrence, Dr R Longton, Miss M Cresser, Mr D Godwin, Mr T Ansell, Mr D Kellaway, Mr I Morrin, Mrs A May, Mrs J Ansell, Mr G Harris (11)

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## d) Community Hub

Mrs C Jackson-Doerge, Mr P Lawrence, Mr I Morris, Mr N Morse, Miss L Sharp, Mr C Greaves

## e) Finance & governance

Mr C Greaves, Mr N Morse, Mr I Macfarlane, Mrs C Jackson-Doerge, Mr T Ansell (5)

*(The Chairman adjourned the Parish Council meeting at 20.47pm to permit the various Committee members to meet to appoint their Chairmen accordingly)*

*The Parish Council meeting reconvened at 20.52pm*

### 040. Appointment of Representatives to Serve on Outside Bodies

**Resolved** that the following appointments be confirmed.

Allotments sub-committee	Mr G Harris
NDP Steering Committee	Mr D Kellaway, Dr R Longton, Mr I Morrin, Mrs A May
Burghfield Charities	Ms L Sharp
Burghfield and Mortimer Volunteer Centre	Miss M Cresser
Willink Recreation Centre	Dr R Longton, Mr C Greaves
Wokefield Common	Dr R Longton
Bland's Trust	Mr I Macfarlane (Reserve – Ms Libby Sharp)
AWE Liaison	Mr N Morse
BMNAG	Dr R. Longton, Mr I Morrin, Mr G Harris

### 041. Minutes of the Annual Parish Meeting

The minutes of the Annual Parish Meeting held on 11<sup>th</sup> April 2019 were received and noted.

### 042. Financial Matters:

- i. **Accounts Reconciliation as at 30<sup>th</sup> April 2019.**  
The accounts reconciliation statements for the month ending 30<sup>th</sup> April 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.
- iii. **To sign and confirm receipt of CIL Parish Payment of £1,388.60 from West Berkshire Council in relation to application 17/01378/FULD**  
The documentation was signed by the Clerk (Proper Officer & RFO) in the presence of the Chairman of the Parish Council for return to West Berks Council for processing.

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

Members raised their concern in relation to the increase in youths hanging around at the pavilion on the Common Rec. The community committee are to give consideration to the introduction of an additional CCTV at the pavilion to capture potential dealings on the outer perimeter of the pavilion and from the Willink School. The dates for future Police surgeries are to be requested and advertised accordingly to encourage further support from within the community.

### 044. Matters for Future Discussion

None

### 045. Clerks items for information

The Clerk advised members of the meeting schedule for May:

Infrastructure (Planning) Committee	-	23 <sup>rd</sup> May at 6.30pm
Community Committee	-	23 <sup>rd</sup> May at 7.45pm

Members confirmed as to whether they required paperwork for meetings via email or paper copy. 3 members requested that their paperwork is sent in paper format only: Mr D Kellaway, Miss M Cresser and Dr R Longton.

The Chairman declared the meeting closed at 21.23pm.