

BURGHFIELD PARISH COUNCIL

Minutes of the Community Committee Meeting

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| Date: | Thursday 10th September 2020 | Time: | 6.30pm |
| Place: | Virtually via Zoom | | |
| Present: | Mr I MacFarlane (Chair) | Mrs A Gallagher | |
| | Miss M Cresser | Mr B Neilson | |
| Apologies: | Dr R Longton | Mr C Greaves | |
| Present: | Mrs C Morris (Clerk) | Mrs C Stroud (Assistant Clerk) | |
| | 6 Members of the public | | |

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. No questions were presented, the chairman closed the floor and started the proceedings of the meeting

No questions were presented by members of the public present.

1.09 Apologies for Absence

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

Apologies were received and approved by members present for Cllr D Longton.

2.09 Declaration of any personal or pecuniary interests

In accordance with the requirements of the process for dealing with member's standards matters, to disclose and declare all personal or pecuniary 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 of a personal or pecuniary nature were presented.

3.09 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.

4.09 Minutes of the last meeting of the Committee

The minutes of the last meeting of the Community Committee held on 9 July 2020, having been circulated, were confirmed a correct record, and signed by the Chairman.

5.09 Clerks update

The Clerk provided an update to members on any matters arising from the previous minutes, advising that they will be dealt with at the relevant point in the agenda.

6.09 Parish owned Properties

a) Village Hall

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

It was previously determined by the parish council to keep the hall closed until further notice due to the inability to comply with the Covid safe restrictions and guidelines issued. Regular hirers have been advised with a questionnaire presented for their completion to assist in determining future requirements. Additional Government guidelines have since been released, effective 14th September, advising groups of no more than 6 can meet inside.

ii) To receive an update in relation to the refurbishment and improvement works

Planning permission has been granted with a cost plan having been prepared for progression of

the project. Upon collation of the required documentation, the tender process will commence. The Asset Management Committee are to progress the project accordingly.

b) Pavilion

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

There have been a few general maintenance issues requiring attention at the pavilion, including the provision of hot water and the dishwasher. The items are being dealt with via the relevant specialists.

ii) To receive an update further to the use of the Pavilion for a socially distanced pop up pub & Café

A verbal report was provided by the clerk advising members of the success of the socially distanced pop up pub on the Common Recreation Ground. The organisers were applauded for their efficient and effective organisation of the overall set up and organising of the events. Members were advised that WBC had attended site, congratulating the organisers on their excellent organisation of the events.

iii) To give consideration to the request for the use of the Pavilion for a pop-up Café

Café B is to continue operating a takeaway service during September following their success during August.

Members gave consideration to a request received from a local resident for permission to trial a pop-up café from the pavilion. To ascertain the details of the request in further detail, the proposer is to be asked to attend the next meeting.

7.09

Conservation & Management of Open Spaces within the Parish

a) Parish Recreation Grounds

i) To receive a report regarding parish owned recreation grounds

All play areas have now been re-opened. The repairs required at the skate park have been completed. A number of repairs are required at the play areas following heavy use during the summer. The repairs are in hand with the relevant specialists.

The basketball hoop at the Common Recreation ground was vandalised and subsequently removed. A replacement has been ordered.

ii) To receive an update of any specific works required within the parish

Most of the hedges within the parish are being cut at present by the parish handyman. Two replacement litter bins have been purchased following damage during the summer period.

iii) To receive an update following the improvement works at the Skate Park

The skate ramp has been replaced following a Health & Safety concern being raised. A number of other issues have been identified that require attention. These are to be addressed within the overall refurbishment project.

iv) To receive an update from the focus group in relation to the improvements to the Skate Park

The focus group have liaised with a skate park specialist to determine the equipment currently on-site requiring refurbishment or replacement. A specification has been developed for the progression of preparing the tender documentation for quotations.

b) Auclum Green

i) To confirm improved security and fencing at Auclum Green

Members present gave consideration to the options presented for improved security at Auclum Green.

Resolved: To install low level Birds Nest Fencing on the outer perimeter of Auclum Green. Proposed by Cllr Gallagher, seconded by Cllr Cresser and resolved unanimously.

c) Conservation

i) Wildflowers on the perimeter of the Common Recreation Ground

Members reiterated that the item had been previously discussed, determining the common recreation ground site as not suitable due to tree roots, shading, football and potential dog toilet areas. An alternative site was suggested along the edge of the pathway on the Hatch Recreation Ground. Further guidance as to planting and timings is to be sought from Cllr J Ansell.

8.09

Environmental Impact within the parish

- i) To determine whether any additional recycling facilities within the parish could be instigated

Following the resignation of Cllr D Kellaway, further investigation is required as to the sizes and potential locations of additional recycling facilities within the parish. Cllr I Macfarlane & Cllr C Greaves are to review and provide an update at the next meeting.

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

Members gave consideration to any additional actions that could be implemented to reduce the environmental impact within the parish. Further investigation is to be made into Electric Car Charging point and an Electric Car Share Scheme.

9.09

Tree Report

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

The 5 Year Management Plan has been shared with the Parish Council appointed tree surgeon. Future works within the parish are in accordance with the plan, with an emphasis being placed on public spaces.

Works have been identified, being required as soon as possible at Auclum Green, Skate Park and the Burial Ground. The councils approved tree surgeon has been advised with works estimated to be completed within the next 4-6 weeks.

10.09

Allotments

To deal with any administrative issues for the Allotments:

- i) To receive an update in relation to any administrative issues for the allotment sites

A verbal report was presented by the Assistant Clerk, advising that both sites have considerably sized waiting lists at present.

Members discussed the splitting of larger plots where it was identified the plot holder wished to relinquish sections for ease of maintenance.

Resolved: Plots to be split where identified, and prepared to an acceptable standard to reduce the waiting list. Proposed by Cllr Greaves, seconded by Cllr Gallagher and resolved unanimously. A request is to be presented to Cllr J Ansell and the allotments sub-committee for a definition of an "acceptable standard"

Members discussed the introduction of a holding deposit for new tenants to ensure plots are left tidy when tenancy agreements are relinquished. A report is to be presented at the next meeting further to additional investigation as to the cost involved in the clearance and preparation of plots.

- ii) To receive an update regarding plot inspections

Members present discussed the current procedure for the inspection of allotment plots. To ensure compliance with Covid guidelines, and the overall management of the two sites, the inspections are to be undertaken in-house by the council. The NAS guidelines advise that tenants are to be shown sympathy as to the overall condition of their plots at this present time, particularly as some may have suffered ill health or still be shielding. The committee thanked the members of the sub-committee for their help and assistance to date.

Resolved: Plot inspections are to be undertaken by the parish council only. Proposed by Cllr T Ansell, seconded by Cllr Cresser.

- iii) To give consideration to the current operation and overall function of the allotments sub-committee

The sub-committee Terms of Reference state that there should be at least one elected parish council representative upon the committee. Following the resignation of Mr G Harris, a new representative is required for the continuation of the sub-committee. Members present were asked if they would be willing to sit upon the committee accordingly. Due to no members expressing an interest the question will be asked again upon further members being voted on to the Community Committee. In the interim period, the allotment plot holders are able to continue meeting as a group with any recommendations coming to the Community committee for their consideration and discussion where appropriate.

11.09

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.

- ii) To receive the feedback from the Royal British Legion in relation to the potential positioning of additional Tommy figures within the parish

Feedback was requested from the Royal British Legion regarding the proposal for additional Tommy figures within the parish. RBL suggested a Navy, an Army and an Air Force figure that could be placed on the roundabout by the chemist on Reading Road for two weeks before Remembrance Sunday. Members requested clarification from West Berkshire Council as to the suggested location. The PC Tommy Silhouette statue could be installed at the roundabout as an alternative to purchasing additional statues. An update is to be provided at the next meeting.

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

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

Meeting closed at 20.18pm.