

# BURGHFIELD PARISH COUNCIL

A meeting of the Parish Council held at the Village Hall on Thursday 12<sup>th</sup> July 2018, commencing at 7.45pm

**Present:** Mr Paul Lawrence, Mr D Godding, Miss M Cresser, Mr I Macfarlane, Dr R Longton, Mr T Ansell, Mr D Godwin, Ms A Gallagher, Mr C Greaves, Mrs L Sharp  
**In Attendance:** Clerk to the Parish Council, Assistant Clerk to the Parish Council, 46 members of the public,  
**Apologies:** Mr N Morse, Mr R Hannington, Mr B Neilson, Mr D Kellaway, Mrs T Hipwell, Mr M Paterson-Borland, Mrs C Jackson-Doerge

## **Open Meeting**

Mr P Lawrence opened the meeting by reading a statement regarding the legal status of the Common Allotments, Reading Road, Burghfield. It was confirmed that the parish council had been asked to consider a request from the NDP Steering committee to investigate the merit in asking the question, within their proposed questionnaire for all residents to complete, of the potential use of the allotments for development in the future. Mr P Lawrence confirmed the allotments were statutory allotments, awarded to the parish council as part of an Enclosure Award in 1853. Permission to use the land for anything other than allotments has to be sought from the Secretary of State with an alternative site being identified and provided. Dr R Longton, member of the NDP Committee, confirmed that the intention of the request from the NDP was to explore all possibilities within the parish and at no point did the committee insinuate that the allotments should be sold for development. A formal response will be forwarded to the NDP Steering Committee confirming the parish council's position in relation to the allotments. Mr P Lawrence then opened the floor to questions from parishioner's present:

Questions were raised with regard to the resolution within the minutes of the April Community Committee's meeting regarding the formation of an allotments sub-committee. Mr I Macfarlane (Community Committee Chairman) confirmed that a notice had been included within the last parish newsletter requesting volunteers for an allotments sub-committee but to date no one had come forward. However, should plot holders present be interested in forming a sub-committee the parish council would support the formation. Plot holders present were asked to confirm whether they wished the lock currently installed on the entrance from Bunces Lane to remain. 40 plot holders present voted in favour of the lock being removed with 1 plot holder expressing their desire for it to remain. Mr I Macfarlane confirmed that the lock would be removed with immediate effect.

A plot holder enquired as to why the rent for allotments was to increase. Mr I Macfarlane advised that the allotments were not run on a "for profit" basis and incur significant on-going maintenance costs. The increase is merely a reflection in those costs having increased and general inflation.

A request was presented for a copy of the parish councils Allotment Policy. The clerk is to confirm the details of the policy held.

A request was presented by a plot holder for a copy of the Documents listing held by Land Registry confirming the allotments ownership and award via the Enclosure Award. The Clerk is to confirm the document is a public document prior to forwarding.

A plot holder requested that email addresses be collated for plot holders to enable more direct communication. Plot holders present were asked to leave their details upon exiting the meeting.

A request was presented for all councillor addresses, telephone numbers and emails are listed on the parish website. Members present confirmed that due to the new GDPR regulations, councillor specific emails are being developed and will be posted on the parish website in due course.

A member of the public presented a duplicate request enquiring as to whether the parish council would consider a Boundary Review. It was reiterated that the request should preferably come direct from Sulhamstead Parish Council as it would affect their parish significantly. Mr P Lawrence also reiterated that to date there had not been any evidence from the community to confirm the wish for a Boundary Review, until such evidence is provided Burghfield Parish Council would not be instigating a review.

Mr P Lawrence closed the floor to questions at 20.10pm and started proceedings for the full parish council meeting, reminding members of the public remaining that they were present in an observational capacity only.

## **66. 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. Miss M Cresser had previously advised the council, in writing, of her attendance at a free lunch for the Burghfield Volunteer Bureau where she is a parish council representative.

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

**Resolved** that the minutes of the meeting of the Parish Council held on 14 June 2018 be approved as a true and correct record and signed by the Chairman.

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## 68. Matters Arising on the Minutes

Various discussion points were raised at the previous meeting by a member of the public. The items are to be considered by the relevant committee in due course.

The Community committee gave consideration to the request for planting of bulbs within the parish, determining that they would review in conjunction with the proposal to pursue Burghfield in Bloom and the Great British Clean at their meeting in September.

The presentation from Englefield Estates regarding the potential development at Pond House Farm has been placed on the parish council website for viewing.

Mr P Lawrence moved item 17 of the agenda to enable members of the public to be present whilst determining the response to the NDP Steering committee regarding the allotments:

## 69. To give consideration to the request from the NDP to investigate the potential use of the allotments site on Reading Road to be utilised to create a village centre

Proposed by Mr T Ansell, seconded by Mr D Godwin and **resolved** unanimously to advise the NDP Steering Committee the parish council would not support the allotments being utilised to create a village centre. A formal response is to be forwarded detailing the legal status of the allotments and the views expressed by plot holders present.

## 70. Chairman's Report

The presiding Chairman gave a brief report on activities and events attended since the last meeting.

## 71. District Council Report

A written report was forwarded to members by District Cllr Morrin, updating members of district matters, specifically those in relation to Burghfield. *(A copy of the report is appended to the minutes and held in the minute book)*

## 72. Village Hall

The Village Hall Manager presented a report to members highlighting the various activities at the hall during June 2018 and the schedule of payments for July 2018, which are to be appended to the minutes.

## 73. To receive the minutes of the meeting of the Infrastructure Committee held on 14 June and the draft minutes from 28 June 2018 and approve the recommendations there in

The minutes of the meeting of the Infrastructure Committee held on 14 June and the draft minutes from 28 June 2018 were received and the proceedings endorsed and adopted.

## 74. To receive the minutes from the last NDP Steering Committee meeting and give consideration to any specific actions points raised by the NDP Steering committee

Dr R Longton provided an update to members of the recent works undertaken by the NDP Steering Committee, advising that

## 75. To collate members views on the progress of the NDP to date

Members are to consider the progress to date of the NDP group. A detailed report highlighting the successes achieved thus so far and proposed actions for the remainder of the year is to be requested from the NDP group for circulation to members prior to the September meeting. The item will be deferred for any further discussion until then.

## 76. To receive the minutes of the meeting of the Community Hub Working Party Committee held on 21 June 2018 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 June 2018 were received and the proceedings endorsed and adopted.

## 77. To receive the minutes of the meeting of the Community Committee held on 21 June and approve the recommendations there in

The minutes of the meeting of the Community Committee held on 21 June 2018 were received and the proceedings endorsed and adopted.

## 78. To receive and approve the documentation presented in preparation for GDPR compliance

Members present reviewed the documentation presented in relation to the new GDPR requirements. Proposed by Mr I Macfarlane, seconded by Mr D Godwin and **resolved** unanimously to adopt the documentation accordingly.

## 79. To discuss the use of councillor specific email address

Proposed by Miss M Cresser, seconded by Mr D Godwin and **Resolved** unanimously to establish councillor specific email addresses as soon as possible to ensure full compliance with GDPR regulations.

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**80. 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 AWE liaison Committee meeting and the unveiling of the Chris Mears plaque at the Willink Secondary School.

**79. To give further consideration to the potential instruction of Berkshire Youth for engagement within the parish with the local youth**

Members gave consideration to the objectives to be achieved in engaging Berkshire Youth within the parish to assist in identifying their specific needs. The parish plan sub committee group are to consider the objectives to be achieved in liaising with the youth, specifically in relation to the use of the proposed community hub.

**80. To receive an update in relation to the transfer of Maintenance of the closed church yard from St. Mary's Church**

Members were advised the maintenance of the closed Church yard was to be transferred to the parish council as of 1<sup>st</sup> September 2018.

**81. Financial Matters:**

**i. Accounts Reconciliation as at 30<sup>th</sup> June 2018**

The accounts reconciliation statements for the month ending 30 June 2018 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

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

The Willink School expressed their thanks to the parish council in enabling the school to utilise sniffer dogs in school to send a message to the local community that an attempt has been made to address the current situation.

Discussions are to be instigated between the potential funding parties regarding longer term funding. Feedback is to be obtained from the Willink following the visit.

Parishioners are to be reminded to report any anti-social behaviour issues within the parish to the 101 number. A large notice will be included within the next parish newsletter.

The clerk advised that the travellers on the Hatch Recreation Ground had advised they would be moving on by the weekend. Members present resolved that should the travellers remain on site after the weekend, a court eviction order is to be obtained.

**83. Matters for future discussion – Display of draft minutes**

**84. Clerks items for information**

The Clerk advised members of the meeting schedule for July 2018:

Community Hub Working Party	-	19 <sup>th</sup> July @ 6.30pm
Infrastructure Committee (Planning only)	-	19 <sup>th</sup> July @ 7.45pm

The July parish council meeting is scheduled for Thursday 13<sup>th</sup> September 2018.

**The Chairman declared the meeting closed at 21.08pm**