

# BURGHFIELD PARISH COUNCIL

A meeting of the Parish Council was held virtually on Thursday 1<sup>st</sup> October 2020, commencing at 7.00pm.

**Present:** Mr T Ansell (Chairman), Mrs J Ansell, Mr P Lawrence, Ms A Gallagher, Miss M Cresser, Dr R Longton, Mr D Godwin, Mr I Morrin,  
**In Attendance:** Clerk to the Parish Council, Assistant Clerk, 3 Members of the public  
**Apologies:** Mrs C Jackson-Doerge, Mr N Morse, Mr I Macfarlane, Mr C Greaves  
**Absent:** Mr B Neilson

## **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. The following questions were raised:*

**No questions were raised by members present**

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

Apologies for absence were presented, received, and accepted from the following members: *Mrs C Jackson-Doerge, Mr N Morse, Mr I Macfarlane, C Greaves.*

### **2.10 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.

### **3.10 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.

### **4.10 Minutes of the last Parish Council meeting**

**Resolved** that the minutes of the meeting of the Parish Council held on 3 September 2020 be approved as a true and correct record by members present.

### **5.10 Co-option**

#### **i) Co-option to fill the casual vacancies upon the Council**

Both Mr Godding and Mrs Awberry gave a brief introduction to members as to their skills and attributes that believe they could be to the council.

Resolved unanimously to co-opt Mr D Godding.

Proposed by Cllr R Longton, seconded by Cllr Cresser.

Resolved unanimously to co-opt Mrs S Awberry.

Proposed by Cllr J Ansell, seconded by Cllr I Morrin and resolved by a majority vote.

#### **ii) To receive the signed Acceptance of Office from the newly co-opted Councillors**

Both Mr D Godding and Mrs S Awberry signed their Declaration of Acceptance of Office, holding their signed document up to the camera for verification.

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## **6.10 Clerks update**

The Clerk provided a verbal update to members and advising of any specific actions taken since the last meeting.

## **7.10 To receive a verbal report from the Chairman**

The Chairman advised that he had not attended anything since the last meeting. At the request of the chairman, Cllr D Godwin provided a verbal update regarding the revised Remembrance Day Parade.

*(Ms L Sharp arrived at 19.58pm)*

## **8.10 Questions to the chairman previously submitted in writing**

No questions were previously submitted.

## **9.10 Committee Membership**

### **i) To review the committee membership upon the council and reassign accordingly**

Due to the co-option of two members upon the council, the current membership upon the committees was reviewed. The following members were re-allocated with immediate effect:

Cllr D Godding	- Community & Asset Management Committee
Cllr S Awberry	- Community & Communications Committee
Cllr J Ansell	- Transfer from Infrastructure to Community

## **10.10 To receive a report from a District Councillor**

A report was presented by District Cllr R Longton. Members discussed potential projects eligible for a Members Bid. The Community Committee are to review. The criteria is to be circulated to members for further ideas.

## **11.10 West Berkshire Council draft Cultural Heritage Strategy**

Members present gave consideration to the West Berkshire Council draft Cultural Heritage Strategy. It was determined that the Community Committee would review and determine any comments for submission.

## **12.10 To receive a report in relation to the Village Hall and the schedule of payments for October 2020**

The Clerk provided a verbal report updating members of any matters pertaining to the village hall. The village hall remains closed for the foreseeable future due to restrictions imposed by government. The closure will enable the refurbishment works to be facilitated.

## **13.10 To receive the minutes of the meeting of the Infrastructure Committee held on 3 September and 24 September 2020 and approve the recommendations therein**

**Resolved** that the minutes of the meeting of Infrastructure Committee held on 3 September and the 24<sup>th</sup> September 2020 be approved as a true and correct record by members present.

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## **14.09 To receive the minutes of the meeting of the Community Committee held on 10 September 2020 and approve the recommendations there in**

**Resolved** that the minutes of the meeting of the Communications Committee held on 10 September 2020 be approved as a true and correct record by members present. A representative was requested to sit on the Allotments sub-committee. Cllr S Awberry volunteered, being approved by members present.

## **15.10 To receive the minutes of the meeting of the Asset Management Committee held on 17 September 2020 and approve the recommendations there in**

Resolved that the minutes of the meeting of the Asset Management Committee held on 17 September 2020 be approved as a true and correct record by members present.

### **i) To receive an update in relation to the refurbishment works at the village hall**

Members were verbally updated of progress to date in relation to the refurbishment works required at the village hall. Planning permission has been granted with tender documentation being completed for progression of the project.

## **16.10 To receive the minutes of the meeting of the Communications Committee held 17 September on the 2020 and approve the recommendations there in**

Resolved that the minutes of the meeting of the Communications Committee held on 17 September 2020 be approved as a true and correct record by members present. Clarification is to be sought from SMPC as to the correct date for their VE Day celebrations in 2021.

## **17.10 To request items from the Committee Chairman requiring any action by the Communications Committee**

No items were identified by the Committee Chairman for promotion or publication.

## **18.10 Financial Matters**

### **i) Bank Account Reconciliation Statement as 30 September 2020**

The accounts reconciliation statements for the month ending 30 September 2020 were noted, being appended to the minutes.

### **ii) Accounts for Payment**

Items for payment, shown on the list attached to the minutes, were noted and as such sums are to be debited to the account of the Parish Council.

### **iii) To give consideration to any capital schemes or projects for inclusion within the draft budget for financial year 2021/22**

Members considered any additional schemes or projects in the preparation of the estimates of expenditure for the forthcoming financial year:

**Resolved** unanimously to delegate powers to the Governance & Finance Committee to incorporate within the capital schemes and projects any items identified for inclusion by the various committees following their review which could have any financial impact. A draft budget will be presented in January for consideration.

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## **19.10 Matters for Future Discussion**

Cllr D Godwin advised that another SID representative was required following a change in working patterns. The item is to be passed to the Infrastructure Committee for volunteers.

Concerns were raised by Cllr S Awberry regarding an increase in motorbikes within the parish. Residents are to be reminded to report any incidents to 101. The BMNAG are also to be advised of the rise in incidents.

## **20.10 Items for information**

No further items for information.

## **21.10 EXCLUSION OF PRESS AND PUBLIC:**

To resolve, pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, that because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of the following: Resolved unanimously to exclude the public and press.

- i) To receive an update from the Staffing Committee

Members received an update from the Staffing Committee of matters pertaining to members of staff upon the council, advising of any specific actions having been taken.

**Close of meeting at 20.50pm.**