

## BURGHFIELD PARISH COUNCIL

**Date:** Thursday 19<sup>th</sup> November 2020      **Time:** 6.30pm  
**Place:** Virtually via Zoom  
**Present:** Mrs L Sharp (Chairman)      Mrs A Gallagher  
Mr N Morse      Mr T Ansell  
Mrs J Ansell      Mr D Godwin  
Mrs S Awberry

**Attending:** Clerk to the Parish Council, Assistant Clerk to the Parish Council

*The Chairman opened the meeting by reiterating that questions from parishioners were at their discretion and that a total of 15 minutes would be allocated accordingly. No questions were raised by members of the public present. The chairman closed the floor to questions, reiterating that members of the public were present in an observational capacity only.*

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

No apologies were presented.

**2.11 Declaration of any personal or financial interests**

*In accordance with the requirements of the process for dealing with member's standards matters, to disclose and declare all personal or financial 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 were presented by members in attendance.

**3.11 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 were presented by members in attendance.

**4.11 Minutes of the last meeting of the Committee**

The minutes of the last meeting of the Communications Committee held on 17 September 2020, having been circulated, were confirmed a correct record, and signed by the presiding Chairman.

**5.11 Matters Arising on the Minutes**

All items are being at the relevant point in the agenda.

**6.11 Parish Newsletter**

i) To consider the next edition of the newsletter, the articles within

Thanks were expressed to all members of the parish council who worked hard in ensuring the newsletter continued to be prepared and distributed throughout the lockdown period.

Members gave consideration to the following article for inclusion in the next edition:

*What3words, Domestic abuse support, children's page, Mental health support, Historic highlights from the May Fayre, The Six Bells, events for 2020, Treasure trail within the parish, walks around Burghfield, advertisement for deliveries of the newsletters, village hall refurbishment update, water fountain grant success, electric car charging point at village hall.*

Members gave consideration to the employment of locals for the distribution of the newsletter. An article is to be included within the March edition advertising for interesting parties.

ii) Confirm the production and distribution of the newsletter due to Covid safety

rulings

All existing volunteers expressed their commitment in ensuring the next edition continues to be distributed.

**7.11 Communication Methods**

i) To review the Communications Policy

Members **resolved** unanimously to accept the policy as presented.

**8.11 Community Events**

i) To discuss any potential community events during 2021

Mortimer Parish Council have been contacted to advise that Burghfield would be willing to initiate discussions in relation to their proposed VE Day Celebrations for May Bank Holiday weekend in 2021.

A schedule of proposed events for 2021, based on previous years, was discussed by members. An event to celebrate the reopening of the village hall is to be scheduled.

**9.11 Environmental Initiatives**

i) To consider any proposals, or specific actions, for potential environmental initiatives

Parishioners continue to be reminded that the newsletter was available in email format as an alternative to print to encourage environmental considerations.

**10.11 To consider the development of an Emergency Plan**

Members discussed the development of an Emergency Plan within the parish, determining that it needed to be a living document requiring regular updates.

Members gave consideration to putting forward the use of Burghfield Village Hall to assist local agencies should an emergency occur locally.

Resolved: To contact WBC to determine the process for offering the hall as an emergency location.

Proposed by Cllr Morse, seconded by Cllr Godwin and resolved unanimously.

**11.11 To discuss Operation London Bridge and determine any specific action required**

Members gave consideration to the requirements for operation London Bridge. A quotation was presented for the Ghost page required for display on the parish website, alongside an electronic book of condolences.

Resolved: To instruct the webmaster to create a Ghost page in preparation.

Proposed by Cllr Gallagher, seconded by Cllr Awberry.

Contact is to be established with St. Marys, Burghfield to co-ordinate access to a Book of Condolences for parishioners.

Proposed by Cllr Ansell, seconded by Cllr Morse and resolved unanimously.

**12.11 Matters for Future Discussion** – no items were identified.

**13.11 Items for Information Only** - No further items.

**Conclusion** - The Chairman closed the meeting closed at 19.23pm