

# BURGHFIELD PARISH COUNCIL

## Minutes of the Community Committee Meeting

<b>Date:</b>	<b>Thursday 15<sup>th</sup> October 2020</b>	<b>Time:</b>	<b>7.45pm.</b>
<b>Place:</b>	<b>Virtually via Zoom</b>		
<b>Present:</b>	Mr I MacFarlane (Chair)	Mrs A Gallagher	
	Miss M Cresser	Mr B Neilson	
	Dr R Longton	Mrs J Ansell	
	Mr D Godding	Mrs S Awberry	
	Mr T Ansell		
<b>Apologies:</b>	None		
<b>Present:</b>	Mrs C Morris (Clerk)	Mrs C Stroud (Assistant Clerk)	
	5 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.*

An allotment holder expressed concerns regarding the proposed increase in allotment rent effective April 2022, believing the proposed increase disproportionate with the level of service received.

The chairman advised the plot holder had been present for the discussions relating to the proposal, and therefore was fully aware the increase was to cover water costs only, it did not include administration or the maintenance of the site.

An allotment holder wished to reiterate that the report prepared by the allotments sub-committee, had not been circulated. The chairman noted the comment, reiterating that the rulings stipulate questions are to be presented in writing the day before a meeting.

### **1.10 Apologies for Absence**

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

No apologies were received.

### **2.10 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.

### **3.10 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.

### **4.10 Minutes of the last meeting of the Committee**

The minutes of the last meeting of the Community Committee held on 10 September

2020, having been circulated, were confirmed a correct record, and signed by the Chairman.

#### 5.10 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.

#### 6.10 Parish owned Properties

##### a) Village Hall

###### i) To receive an update in relation to any issues affecting the village hall

The village hall remains closed. A roof leak was discovered and resolved accordingly. Some damage has been caused within the ladies toilet.

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

Further to Planning permission being granted and a cost plan prepared, the tender documentation has been sent with an advert also being placed on the Gov Contract finder website. The Asset Management Committee will progress the project accordingly.

##### b) Pavilion

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

The maintenance issues have continued requiring attention at the pavilion, including the provision of hot water and the dishwasher.

#### 7.10 Conservation & Management of Open Spaces within the Parish

##### a) Parish Recreation Grounds

###### i) To receive a report regarding parish owned recreation grounds

A number of repairs have been identified at the various play areas following heavy use during the summer period. The basketball hoop at the Common Recreation ground is scheduled for repair on the 22<sup>nd</sup> October.

Members were alerted to the condition of the safer surfacing at the Common Recreation Ground, with the quarterly report advising the council plans for its replacement. A request was presented by the G&F committee for investigations as to whether the surfacing could be patched.

Resolved: To obtain quotations and determine the specific monies required. The estimate is to be presented to council for allocation from reserves for capital expenditure accordingly.

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

Concerns were expressed regarding overgrown vegetation on Clayhill Road, specifically surrounding the streetlights.

Resolved: To remind people to report the incidents via the West Berkshire Council online reporting system for action.

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

Additional advice and quotations are being sought for the refurbishment of the skate park further to the issues being raised by both the quarterly and annual inspections. The G&F committee requested the level of reserves required be determined accordingly and presented for approval.

Resolved: A report with the various options available is presented at the next meeting. The level of funding is determined and presented for approval accordingly.

###### iv) To receive the action plan for the planting of Wildflowers at the Hatch Recreation Ground

A report was presented to members detailing the procedures required for the planting of wildflowers within the parish. Further advice was sought from the parish councils garden maintenance contractors regarding the wildflower seed planting, who suggested the alternative of a specific wildflower garden at the burial ground or small, native bulbs being

planted due to the preparation and subsequent maintenance required for wildflowers.  
Resolved: To Review in Spring, the specified time for preparation and planting.

### 8.10 Environmental Impact within the parish

- i) To receive an update as to whether any additional recycling facilities within the parish could be instigated

Cllr I Macfarlane & Cllr C Greaves are to provide an updated report at the next meeting. It was noted that additional recycling facilities had been provided at The Willink.

- ii) To receive an update in relation to the provision of Electric Charging Points in the parish

Resolved: The Clerk investigate further with a report provided at the next meeting for further consideration.

- iii) 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.

Resolved: Further investigation is made into the clearance of the area at the bottom of the Hatch Allotments for a Community Orchard. The item is to be discussed in further detail in January 2021.

### 9.10 Tree Report

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

Works have been identified, being required 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.

Members were advised the Cherry tree on the corner of Recreation Road and School Lane was subject to a fungal infection within the central trunk, requiring removal. The parish councils appointed tree surgeon has placed an order for the Traffic Management required, estimating the works to be undertaken during half term.

Resolved: A replacement tree is considered upon landscaping of the area following the provision of the Community Hub.

- ii) To give consideration to the suitability of applying to the Tree Branching Out fund

Resolved: To submit an application for £1,500 to the Tree Branching Out Fund for native hedging for planting within the parish during National Tree Week. (28<sup>th</sup> Nov – 6<sup>th</sup> Dec)  
Proposed by Cllr S Awberry, seconded by Cllr J Ansell and resolved unanimously.

- iii) To receive the quotation for hedging plants at the Common Allotments site

Resolved: To accept the quotation received for the planting of native hedge plants at the common allotments. If successful, the grant obtained from the Tree Branching Out Fund is to be utilised for the purchase of the hedging plants.

Proposed by Cllr A Gallagher, seconded by Cllr R Longton resolved by a majority vote with 1 against. (It was noted that West Berks are to be asked as to their tree supplier for future reference)

### 10.10 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

The waiting list at both sites continues to be sizable. The site inspections will enable plots not being worked as per the guidelines to be identified.

Consideration was given as to the level of clearance of allotments plots as they become available for new tenants.

Resolved: Plots are marked out and rotavated only. No chemicals are to be used in the preparation of plots.

Members were advised the Chairman of the allotments sub-committee had resigned, resulting in there no longer being a representative from the Hatch allotments.

Resolved: The parish council suspend the allotments sub-committee until further notice further to there not being a chairman or representation from the Hatch allotments. The views of all plot holders as to the effectiveness of the sub-committee, and whether they wished for it to continue would be obtained to determine whether it is to be re-established or abolished. Proposed by Cllr T Ansell, seconded by Cllr A Gallagher and resolved unanimously.

ii) To receive an update regarding plot inspections

Following ratification at full council, an initial site inspection was undertaken at the Hatch allotment site. The assistant clerk advised the phone app linked to the database and software system had been installed on both the Clerks phone for the inspections. The app provides the functionality to retrieve plot holders' details, upload photographs of the plot and initiate letters directly.

iii) To determine the action required regarding the encroachment of land

Further to being contacted by the owner of Wellington Cottage in relation to the land at the rear of their property belonging to the parish council. The G&F committee requested that members gave full consideration to the options available, determining that the land either be retained, leased by way of a tenancy agreement, or sold. Members present discussed the various options, determining their preferred course of action.

Resolved: That the areas of land are reclaimed and retained by the parish and not to be sold.

Resolved: To instruct the parish council solicitor to investigate the establishment of a tenancy agreement for both properties.

**11.10 Parish Maintenance**

i) To note any areas within the parish requiring maintenance

A number of areas within the parish were identified as requiring general vegetation maintenance.

Resolved: To report to WBC in the first instance. The parish handyman is to be provided with a list of the areas requiring maintenance. Time permitting, maintenance of the areas can be undertaken by the parish handyman.

Cllr S Awberry raised concerns in relation to the general maintenance of Hedges, specifically privately owned. Incidents are to be reported to WBC via their online system.

ii) To determine the purchase and positioning of additional Tommy figures within the parish

Members requested clarification from West Berkshire Council as to whether a Tommy Silhouette statue could be installed at the roundabout at the previous meeting. To date a response is awaited. Members discussed moving the existing Tommy figure from the War Memorial to the entrance to Church Lane for the week prior to Remembrance Sunday. The Tommy would then be moved back in-situ after the event.

Resolved: To not purchase an additional Tommy figures further to clarification from WBC still awaited. Resolved unanimously.

Resolved: To erect the existing Tommy at the entrance to Church Lane, moving back to the War Memorial for the service on Remembrance Day. Resolved unanimously

iii) To give consideration to the purchase of a Defib Cabinet for positioning at the Co-op

Members gave consideration to the request for funds to be released for the purchase of a Defib cabinet at the Co-op, Clayhill Road. The Co-op confirmed they would provide the electricity supply required for the cabinet.

Resolved: To purchase the cabinet and install asap. Proposed by Cllr T Ansell, seconded by Cllr M Cresser and resolved unanimously

**12.10 To give consideration to projects eligible for funding via the Covid Recovery Bid**

Members gave consideration to suitable projects eligible for application for the Covid Recovery Fund.

Resolved: To investigate whether an application for the funding of a Defibrillator cabinet could be submitted.

**13.10**

**To determine comments for submission to WBC re the Cultural Heritage Strategy**

Members determined that comments could be submitted as individuals in relation to the Cultural Heritage Strategy.

**Matters for future discussion** – Community Orchard, Hatch Allotments

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

Meeting closed at 20.18pm.