

BURGHFIELD PARISH COUNCIL

Minutes of the Community Committee Meeting

Date:	Thursday 9th July 2020	Time:	6.30pm
Place:	Virtually via Zoom		
Present:	Mr I MacFarlane (Chair)	Dr R Longton	
	Mr D Kellaway	Mr G Harris	
	Miss M Cresser	Mrs A Hales	
	Mrs A Gallagher	Mr B Neilson	
	Mrs J Kellaway	Mr C Greaves (arriving at 18.48pm)	
Present:	Mrs C Morris (Clerk)	Mrs C Stroud (Assistant Clerk)	
	4 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

Ms A May raised questions in relation to the proposed improvements to the village hall, requesting copies of certain documents and confirmation of public consultation. The Chairman advised that a written response would be presented in due course.

Mr G Townsend presented a request for consideration to be given to the use of the pavilion for a pop-up pub during the summer months.

1.07 Apologies for Absence

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

No apologies were received requiring approval by members present.

2.07 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).

Cllr G Harris and Cllr D Kellaway declared personal interest in items 12.07 due to both being allotment holders.

Cllr T Ansell declared a personal interest in item 8.07 b) ii) due to being a member of the Burghfield Santa's.

3.07 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.

4.07 Minutes of the last meeting of the Committee

5.07 The minutes of the last meeting of the Community Committee held on 11 June 2020, having been circulated, were confirmed a correct record, and signed by the Chairman.

6.07 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.

7.07 To update members on the agreed S106 projects identified

- i) Members noted that all remaining projects identified utilising S106 funds were being dealt with

under the delegation of the Infrastructure Committee.

8.07

Parish owned Properties

a) Village Hall

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

Further to government guidelines, and the requirements in ensuring the village hall is post Covid ready for hirers, it was determined by the parish council to keep the hall closed until further notice. Regular hirers are to be advised of the closure via email with a questionnaire presented for their completion to assist in determining their future requirements.

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

Further to the parish council resolving to undertake necessary improvements to the village hall, to modernise the facilities, members **resolved** to proceed with the project accordingly. Planning permission has been submitted with a structural engineer and cost plan being instigated for progression of the project. Upon collation of the required documentation, the tender process is to commence.

- iii) To progress the plan of action regarding the refurbishment and improvements works

Members determined the project was to be handled by the Community Hub Committee, for progression, during the summer period, with full delegated powers.

The following members expressed an interest in joining the hub committee:

Cllr I Macfarlane, Cllr M Cresser and Cllr J Kellaway

b) Pavilion

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

The Pavilion remains closed until government guidelines advise otherwise.

Legionnaire checks have continued, with a recommendation for a full flush of the system prior to re-opening.

Further to the increase in the number of groups congregating at the pavilion and causing damage, the local PCSO was been informed and has increased patrols. The litter warden continues to increase his patrols to address the litter.

- ii) To consider the use of the Pavilion for a socially distanced pop up pub

Members present considered the proposal presented by the Burghfield Santa's for the use of the Sports Pavilion, and Common Recreation Ground, for a socially distanced pop up pub facility. Detailed discussions were held, with various concerns being raised by members. Due to the committee being unable to determine a decision, Cllr Hales suggested an extraordinary parish council meeting is called.

Proposed by Cllr M Cresser, seconded by Cllr D Kellaway and **resolved** unanimously that a request is forwarded to the parish council chairman for an extraordinary meeting to consider the request in further detail.

9.07

Conservation & Management of Open Spaces within the Parish

1) 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.

- ii) To confirm the plan of action in relation to the re-opening of the play areas following Government Guidelines issued

All play areas have been re-opened further to a one off disinfectant clean. Risk assessments for all areas have been completed with appropriate advisory signage installed, as per government guidelines. Weekly inspections continue.

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

The approved remedial works have now been completed.

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

A working party has been established with users of the park for consultation and design ideas. A draft re-modelling of the site has been drawn up with a specification prepared for obtaining 3 quotations for the improvements required.

- v) To consider the request received for the use of the Common Recreation Ground for Burghfest (Government Guidelines permitting)

Members present received the request presented for the use of the Recreation Ground for Burghfest, government guidelines permitting. The request is to be considered at the September Parish Council meeting.

- vi) To consider the locking of the gate at the Common Recreation Ground car park gates

Proposed by Cllr B Neilson, seconded by Cllr A Gallagher and **resolved** unanimously to thank Mrs K Eagle for her kind offer of locking the gates to the Common Recreation Ground car park each evening again. Mrs Eagle is to be asked to undertake the locking of the gates daily at 9.30pm with immediate effect.

2) **School Firs**

- i) To receive an update regarding the improvement works within School Firs

Further to the previously approved recommendations presented by Cllr D Kellaway for improvements to be made to the pathway through School Firs, a specialist is to be instructed to review and price the project to ensure the longevity of the path and eliminate flooding issues.

Cllr D Kellaway provided a map to members of the area highlighting the pathways within the copse that are no longer used or require attention. To be discussed in further detail at the next scheduled meeting.

3) i) **Conservation**

- i) To receive the proposal from Cllr Hales to investigate the eligibility of the Countryside Stewardship Scheme

Cllr A Hales is to present a report to the committee upon clarification of the requirements.

10.07 **Environmental Impact within the parish**

- i) To receive an update from Cllr D Kellaway to determine whether any additional recycling facilities within the parish could be instigated

Cllr Kellaway presented his report to members regarding the provision of additional recycling facilities within the parish. Availability and sizes of Tetrapak recycling units are to be obtained to enable further discussions to be held at the next scheduled meeting.

- ii) To receive an update further to the application for grant funding for the installation of a water fountain

Further to the resolution to apply for a Members Bid to purchase a water fountain, members were advised the application had been submitted. An answer is awaited as to its success. The exact location of the refill station will be determined upon clarification of the water supply available.

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

Further advertising of recycling facilities available within the parish is to be promoted via the parish newsletter and website.

11.07 **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.

The hedge line at Auclum Green has been assessed following a request. A tree is to be crown lifted upon clarification from the parish council approved tree surgeon.

- ii) To receive an update in relation to the maintenance of the boundary hedges at the Common allotments

The opinion of the parish council appointed tree surgeon was sought to determine the health of the hedge. The advice was for remedial works to be undertaken to ensure the hedge remained in good health, however, they were satisfied as to the condition of the hedge and confirmed the growth was from this season and to be expected given the weather conditions experienced.

12.07 **Allotments**

- iii) **To deal with any administrative issues for the Allotments:**

- i) To receive an update from the allotments sub-committee representative

The Assistant Clerk provided a verbal update advising the wait list currently stands at 25 for an allotment.

- ii) To consider the proposal presented by the Governance & Finance Committee to increase the allotment rent for 2021/22

Members present acknowledged the proposal presented by the Governance & Finance committee to raise the annual rent for an allotment plot by 30p per 10 square metres from £1.30 to £1.60. The proposal was presented following the scrutiny of the annual accounts and the anomaly between the income and expenditure, specifically at the Common allotments site. This was noted as being due to the increase in water costs alone, not incorporating administrative or maintenance costs. The allotments sub-committee requested the opportunity to review the increase being proposed.

13.07

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 consider proposal presented by Cllr Hales for the purchase of two additional Tommy Figures and large ornamental poppies

Cllr A Hales presented a proposal for additional Tommy figures and large ornamental poppies for display within the parish.

Members requested liaison is held with the Royal British Legion to obtain their feedback on the purchase and specific locations. An update is to be provided at the next scheduled meeting.

14.07

Matters for future discussion – Wildflowers on the perimeter of the Common Recreation Ground

15.07

Items for information only – No further items were identified.

Meeting closed at 20.17pm