

BURGHFIELD PARISH COUNCIL

A meeting of the Parish Council was held virtually on Thursday 2nd July 2020, commencing at 7.00pm.

Present: Mr T Ansell (Chairman), Mr N Morse, Mr I Macfarlane, Mr G Harris, Mrs L Sharp, Mrs J Ansell, Mr P Lawrence, Mr C Greaves, Ms A Gallagher, Mr D Kellaway, Mrs C Jackson-Doerge, Miss M Cresser, Dr R Longton, Mrs A Hales, Mr D Godwin, Mr I Morrin, Mrs J Kellaway

In Attendance: Clerk to the Parish Council & Assistant Clerk, 1 Member of the public

Apologies: 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:

The member of public in attendance expressed their support for the proposed refurbishment works at the Village Hall.

1.07 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: Mr C Greaves

2.07 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.

3.07 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.

4.07 Minutes of the last Parish Council meeting

Resolved that the minutes of the meeting of the Parish Council held on 4 June 2020 be approved as a true and correct record by members present.

5.07 Clerks update

The Clerk provided a written report updating members and advising of any specific actions taken following the recent outbreak of Covid-19.

A specific update was provided in relation to the re-opening of the play areas further to the announcement from central government for their re-opening after the 4th July.

A detailed risk assessment of each area has been completed with signage proposing to be installed at each entrance to remind users of their responsibilities and they will be using the equipment at their own risk. A clean will be undertaken of each area prior to opening. It is anticipated they will be ready for opening mid-week.

The repairs required at the skate park are underway.

BURGHFIELD PARISH COUNCIL

6.07 To receive a verbal report from the Chairman

The Chairman advised that he had not attended anything, but significant time had been spent on untangling the legislation from central government throughout the lockdown period.

The Chairman advised that Cllr J Kellaway had requested to sit upon the Community and Communications Committees.

7.07 Questions to the chairman previously submitted in writing

No questions were presented.

8.07 To receive a report from a District Councillor

No report.

9.07 To receive a report in relation to the Village Hall and the schedule of payments for July 2020

The Clerk provided a verbal report updating members that the village hall remained closed further to the outbreak of Covid-19. All bookings had been cancelled for the foreseeable future.

The government's announcement that community halls could open from the 4th July, stipulates that it is only applicable if the owner/operator believe it is safe to do so.

The detailed guidance recently released is being reviewed to determine the feasibility of re-opening the hall in the near future.

10.06 To receive the minutes of the meeting of the Infrastructure Committee held on 18 June 2020 and approve the recommendations therein

Resolved that the minutes of the meeting of Infrastructure Committee held on 18 June 2020 be approved as a true and correct record by members present.

Cllr A Hales advised that further speed data is being collated along the Reading road with the installation of a black box from West Berkshire Council.

11.07 To receive the minutes of the meeting of the Communications Committee held on 18 June 2020 and approve the recommendations there in

Resolved that the minutes of the meeting of the Communications Committee held on 18 June 2020 be approved as a true and correct record by members present.

i) To request items for Communication within the local community from members.

The various committees upon the council are reminded to forward any items requiring wider communication to the Communications committee.

Ms L Sharp also requested articles from the various committees upon the council to advertise their activities.

12.07 To receive the minutes of the meeting of the Community Committee held on 11 June 2020 and approve the recommendations there in

Resolved that the minutes of the meeting of the Communications Committee held on 11 June 2020 be approved as a true and correct record by members present.

i) Resolution: To undertake the refurbishment and modernisation works required at the village hall

BURGHFIELD PARISH COUNCIL

Members **resolved** unanimously to proceed with the necessary refurbishment works required at the village hall to address the accessibility and to modernise the building for the future. Progress the paperwork required for the development of the project accordingly. Proposed by Cllr J Ansell, seconded by Cllr I Macfarlane.

Resolved unanimously that the Community Hub Committee, in conjunction with members of the Community Committee wishing to sit upon the combined committee, would oversee the project to ensure its progress throughout the summer period.

13.07 To receive the minutes of the meeting of the Governance & Finance Committee held virtually on 25 June 2020 approve the recommendations therein

Resolved that the minutes of the meeting of the Governance & Finance Committee held on 25 June 2020 be approved as a true and correct record by members present.

i) Resolution: To approve the recommendation to increase the annual allotment rent

Cllr G Harris requested the community committee and allotments sub-committee are given the opportunity to discuss the proposed rent increase and present recommendations. Any further recommendations, or proposed amendments to the proposal presented, are to be forwarded to the Governance & Finance Committee.

14.07 Financial Matters

i) Bank Account Reconciliation Statement as at 30 June 2020

The accounts reconciliation statements for the month ending 30 June 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 receive the Financial Statements for financial year ending 31st March 2020

The Statement of Accounts for the year ended 31 March 2020 were scrutinised by the Governance & Finance Committee prior to the request being presented for their endorsement and adoption by the Parish Council.

Proposed by Cllr M Cresser, seconded by Cllr J Ansell and **resolved** unanimously

iv) To approve and sign the Annual Governance and Accountability Return for Financial year ending 31st March 2020

The Annual Governance statement contained within the AGAR document was scrutinised and completed by the Governance & Finance Committee upon satisfaction that all points had been adhered to. Further to approval, the document was authorised to be signed by the Chairman and the Responsible Finance Officer. Proposed by Cllr D Godwin, seconded by Cllr C Jackson-Doerge and **resolved** unanimously

15.07 Matters for Future Discussion -

To consider any matters accepted by the Chairman for discussion and/or inclusion on a future Council/Committee agenda. (Discussions will not be minuted):

Regular updates in relation to the refurbishment of the village hall.

16.07 Items for information

No items were presented.

17.07 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

BURGHFIELD PARISH COUNCIL

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) **Resolution:** To approve the recommendations presented by the Staffing Committee

Members present resolved unanimously to adopt the recommendations presented by the staffing committee, as presented.

Resolution 1: Proposed by Cllr L Sharp, seconded by Cllr N Morse and resolved unanimously.

Resolution 2: Proposed by Cllr I Macfarlane, seconded by Dr R Longton and resolved unanimously.

Resolution 3: Proposed by Cllr I Morrin, seconded by Cllr M Cresser and resolved unanimously.

Close of meeting at 20.43pm.