

# BURGHFIELD PARISH COUNCIL

A meeting of the Parish Council was held at the Village Hall on Thursday 5<sup>th</sup> March 2020, commencing at 7.45p.m.

**Present:** Mr T Ansell (Chairman), Miss M Cresser,  
Mr G Harris, Mrs L Sharp, Mrs J Ansell, Mrs A Hales,  
Mr P Lawrence, Mr C Greaves, Mr D Godwin, Ms A Gallagher,  
Mr B Neilson, Mr D Kellaway, Mr I Macfarlane,  
Mrs C Jackson-Doerge, Mr I Morrin, Dr R Longton,  
**In Attendance:** Clerk to the Parish Council, Assistant Clerk, Village Hall  
Manager, 7 members of the public  
**Apologies:** Mr N Morse, Mr I Morrin, Mr B Neilson  
**Absent:** Mr I Macfarlane

## **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 everyone. 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:

- 1) *As a group of users of the Skate Park, we are keen for it to be considered for an upgrade. We would be happy to get involved in the planning and fundraising for the improvement works required.*  
*The chairman responded by advising that the Community committee would relook at improvement works and the associated costs. The group were thanked for attending with contact details retained to establish meetings to progress accordingly.*
- 2) *A local resident reiterated that the location they referred to at the previous meeting was in fact the footpath between Stable Close and Pineridge Road.*

## **1.03 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 N Morse (resolved unanimously), Mr I Morrin (majority vote)

Mr B Neilson(resolved unanimously)

Mr I Macfarlane was absent.

## **2.03 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.

## **3.03 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.

# BURGHFIELD PARISH COUNCIL

## 4.02 Minutes of the last Parish Council meeting

**Resolved** that the minutes of the meeting of the Parish Council held on 13 February 2020 be approved as a true and correct record and signed by the Chairman.

## 5.03 Clerks update

The Clerk provided a verbal update to members of specific action to date since the previous parish council meeting, advising the Infrastructure committee had discussed the concerns raised by local residents regarding inconsiderate parking outside Garlands School.

Each committee is to undertake a review of the three settlement boundaries with comments to be collated for presentation to West Berks Council prior to the end of the month.

## 6.03 To receive a report from the Chairman on any events attended since the last meeting and other matters of interest to Members

The Chairman advised that Mrs T Hipwell had resigned from her position upon the council. Thanks were expressed to Mrs Hipwell for all her hard work both on the parish council and within the local community.

The chairman advised members of his attendance at a meeting relating to the upcoming Burghfield Bike Ride, Community Sports Day and Green Fair.

The Chairman reminded members present that they were not to draw their own personal conclusions or assumptions following discussions at meetings and then share those opinions within the public domain. The minutes provide an accurate record of events of all meetings and are made available for public viewing as quickly as possible following each of the meetings of the council and its committees.

Members were also reminded that paperwork uploaded on to the cloud was for councillor's information and again, not for public sharing, the parish council website is the platform upon which relevant information is shared.

A further reminder of the contents of the Code of Conduct, and the agreement by all members to abide by the document, was provided by the chairman, reiterating the importance of demonstrating respect to staff, each other and individuals' opinions.

*(Mrs C Jackson-Doerge arrived at 20.02pm)*

## 7.03 To confirm the details for the April meeting and the Annual Parish Meeting

The Annual Parish Meeting is scheduled for Thursday 30th April 2020, from 6.30pm in the main hall. Members gave consideration to the existing format for the meeting, proposing the following is implemented:

- Organisations in receipt of grant funding from the parish council are to be asked to attend to showcase their services and advise as to how the money received was utilised.
  - A small-scale exhibition of the local community groups is to be set up around the room for people to browse and learn more regarding the various volunteer work within the local area.
  - Café style layout with refreshments to be provided by the WI
- Proposed by Mr C Greaves, seconded by Mr D Godwin and **resolved** unanimously.

# BURGHFIELD PARISH COUNCIL

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

The following question was presented, in writing, to the chairman, by Mrs J Ansell:

*It has come to my attention that sitting through the last few council meetings, questions raised to the chairman could have been answered before the meeting either by the chairman or the clerk of the council.*

*Going forward can I suggest that questions should be answered, where possible, within the relevant committees and only brought to the full council meetings when unsuccessfully resolved and require the full council's attention and time*

Some members expressed their concern regarding the potential for the stifling of both debate and discussions. The chairman reiterated that members must think about the questions being submitted, checking the councils Standing Orders and ensuring relevance before submitting any question for inclusion upon the agenda.

## **9.03 Recycling within the parish and how the parish council could expand upon the facilities being provided**

Members present discussed various options available to increase recycling within the parish and whether they were able to assist in providing the necessary platform. The following suggestions were presented:

- Collection point for Thatcham Refillables at the Village hall
- Battery recycling
- Tetrapak recycling/collection point

The Community Committee are to undertake further investigations as to the potential for additional recycling facilities.

## **10.03 To receive an update of progress to date from the NDP Steering Committee and a budget & timescale estimate for completion of the overall document**

Dr R Longton updated members of progress to date, specifically in relation to the housing numbers following the release of the HELA document form WBC. Further analysis of the questionnaire is required for each of the various chapters forming the overall document is to be undertaken. Members present noted the minutes of the NDP meeting held on the 21<sup>st</sup> January 2020 and the draft minutes from the 18<sup>th</sup> February 2020.

## **11.03 District Council Report**

A written report was presented to members having been prepared by District Cllr G Bridgeman.

## **12.03. Village Hall**

The Village Hall report highlighted the activities at the hall during the previous month, and the schedule of payments for February 2020, were presented by the Village Hall Manager.

## **13.03 To receive the minutes of the meeting of the Infrastructure Committee meeting held on 13 February and the draft minutes from 27 February 2020 and approve the recommendations therein**

# BURGHFIELD PARISH COUNCIL

The minutes of the meeting of the Infrastructure Committee held on the 13 February and the draft minutes from 27 February 2020 received and the proceedings endorsed and adopted.

The committee reviewed the settlement boundaries as requested. Comments are being collated and are to be considered by the committee at their next scheduled meeting for submission to West Berks Council.

## **14.03 To receive the minutes of the meeting of the Community Hub Working Party held on 120 February 2020 receive a verbal update in relation to the potential development of a Community Hub**

The minutes of the meeting of the Community Hub Committee held on 20 February 2020 were received and the proceedings endorsed and adopted.

Members attention was drawn to the mission statement for the proposed Community hub. Following the revised designs being presented and accepted by the committee a cost plan has been requested for further consideration.

Mr P Lawrence presented a suggestion for further external assistance in the provision of a café at the Community hub. The suggestion is to be presented at the next committee meeting for consideration by members.

Mr G Harris enquired as to how the hub was to be funded. The chairman advised that upon firm costs having been determined, the grant request funding plan was to be developed.

## **15.03 To receive the minutes of the meeting of the Governance & Finance Committee held on 27 February 2020 and approve the recommendations therein**

The minutes of the meeting of the Community Hub Committee held on 27 February 2020 were received and the proceedings endorsed and adopted.

Members present were advised a separate staffing committee had been formed, further to legal advice and guidance having been obtained.

Mrs A Hales enquired as to why two additional members had been co-opted to the Governance & Finance Committee. The chairman advised that further to legal advice regarding a staffing committee, and the expression of interest by two members upon the council, additional members were co-opted to ensure a balance of both skills and expertise to undertake the requirements of both committees.

Miss M Cresser enquired as to whether the allotment rent was to be considered by the Community committee. The chairman advised it would be included on their agenda for consideration.

## **16.03 To receive the minutes of the meeting of the Communications Committee held on 20 February 2020 and approve the recommendations therein**

The minutes of the meeting of the Communications Committee held on 20 February 2020 were received and the proceedings endorsed and adopted.

Members were alerted to the number, and variety of community events scheduled for the year ahead. Miss M Cresser requested permission to attend the next scheduled meeting on the 19<sup>th</sup> March.

## **17.03 To receive an update in relation to the arrangements for the VE Day Celebrations**

Members were advised that invitations to the VE Day Celebrations scheduled for Friday 8<sup>th</sup> May had been distributed. The event is in honour of the elderly within the parish, with afternoon tea being served to invitees. All are welcome.

# BURGHFIELD PARISH COUNCIL

## **18.03 To give consideration to the requests presented by the Mortimer VE Day Committee**

Members present gave consideration to the following requests presented by Mortimer's VE Day organising committee:

- *2021 Mortimer & Burghfield PC joint event for 2021*  
After much discussion, members resolved unanimously to explore a joint event in 2021.
- *SMPC VE75 Banner placement on Burghfield Village Hall Fence*  
Members resolved by a majority vote that subject to size, content and location a banner could be placed on the village hall fence.
- *SMPC VE75 Poster placement on Burghfield Parish notice boards*  
Members resolved by a majority vote that posters could be placed on the local noticeboards
- *Availability of Burghfield Village Hall toilets on Saturday 9th for procession break.*  
Members resolved by a majority vote to ensure the toilets to be made available on Saturday 9<sup>th</sup> May, 2020.

## **19.03 To receive an update in relation to the arrangements for the May Fayre 2020**

A rota is to be circulated for hourly slots at the upcoming May Fayre. The presentation boards are to be displayed, show casing the successes of the parish council for the past 12 months. Suggestions for improvements within the parish are to be sought from parishioners.

## **20.03 To receive brief verbal reports from Parish Council Representatives attending meetings of Outside Bodies to which they have been appointed**

Miss M Cresser advised of her attendance at the Burghfield & Mortimer Volunteer Bureau.

## **21.03 To give consideration to any proposals or specific actions identified by the various committees serving upon the council in relation to environmental issues within the parish**

The Infrastructure committee are to present a request to West Berkshire Council for an improved cycle way between Burghfield, along the canal to Reading, particularly as the route forms part of the National Cycleway.

The Community Committee are to investigate the planting of trees within the parish in conjunction with the Woodland Trust. Further investigations are also to be held in relation to National Tree Week and the Woodland Trusts "Big Climate Fightback". Further investigations are to be held into the installation of a water bottle refilling station and an electric car charging point.

Wildflower plating is to be undertaken at the Hatch once the weather shows signs of improvement.

## **22.03 Financial Matters:**

- Accounts Reconciliation as at 29 February 2020**  
The accounts reconciliation statements for the month ending 29 February 2020 were received and noted and are appended to the minutes.
- Accounts for Payment.**

# BURGHFIELD PARISH COUNCIL

The items for payment shown on the list attached to the minutes are approved and as such sums are to be debited to the account of the Parish Council.

## **23.03 To receive an update regarding ASB or policing issues within the parish and determine any action required**

Crime within the local area has been particularly low of which members expressed their delight. The crime figures are to be included on the parish website.

## **24.03 Matters for Future Discussion**

No further items were raised for future discussion.

## **25.03 Clerks items for information**

The Clerk advised members of the meeting schedule for March 2020:

Communications Committee	-	19 March @ 6.30pm
Community Committee	-	19 March @ 7.45pm
Infrastructure Committee	-	26 March @ 6.30pm
Community Hub	-	26 March @ 7.45pm

Members were reminded of the upcoming District Parish Conference on Thursday 12<sup>th</sup> March at the West Berkshire Offices.

Members were reminded of the April meeting being scheduled for Thursday 2<sup>nd</sup> April 2020.

The Chairman declared the meeting closed at 21.14pm