

BURGHFIELD PARISH COUNCIL

A meeting of the Parish Council was held at the Village Hall on Thursday 9th January 2020, commencing at 7.45p.m.

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

In Attendance: Clerk to the Parish Council, Assistant Clerk,

Apologies: Mrs T Hipwell, Dr R Longton, Mr B Neilson, Village Hall Manager, 2 representatives from the NDP Steering Committee, 3 members of the public.

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:

- 1) *A local resident stated the following: I understand from the minutes of the Infrastructure Committee meeting that there is a proposal to improve the surfacing of Chapel path and potentially install some low-level lighting? Could consideration please be given to the impact any lighting may have on the local residents and ask they are consulted prior to any works commencing. Concerns are also expressed in relation to the drainage and height level of the pathway. Again, if local residents could be consulted to minimise any potential; impact it would be appreciated.*
- 2) *A local resident raised their concern regarding the footway between Valley Road and Stable Close, referencing the lack of lighting.*
- 3) *A request was presented for increased recycling facilities within the parish, particularly for TetraPak's.*
- 4) *A request was presented for investigations to be made into switching streetlights off within the parish between the hours of midnight and 5am.*

1.01 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:

Dr R Longton, Mr B Neilson and Mrs T Hipwell

2.01. 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.

3.01 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

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4.01. Minutes of the last Parish Council meeting

Resolved that the minutes of the meeting of the Parish Council held on 14 November 2019 be approved as a true and correct record and signed by the Chairman.

5.01 Clerks update

The Clerk provided a verbal update to members, specifically advising of the success of the “Burghfield on Ice” event held on Saturday 7th December.

6.01 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 members present that Cllr A May had resigned from her position during November. The vacancy was advertised accordingly with confirmation being provided by WBC that the vacancy could now be filled by co-option. Members were asked at the November meeting to give consideration to their New Year’s Resolutions in relation to their role upon the council. Members are asked to share their resolutions.

Thanks were expressed to all the volunteers who assisted with the Burghfield on Ice event.

Cllr G Harris raised the following questions to the chairman:

- 1) *Estimates: Can you please ensure that estimates are discussed at Committee level well in time for the next Financial Year, 2021-2022 and onwards?
I can confirm that the Community Committee has not discussed estimates for 2020-21 yet estimates have been produced. How have these estimates been prepared and why haven’t we been consulted? The majority of expenditure heads would fall under the Community Committee remit yet I’ve no idea of the details of the proposed expenditure. At the last PC meeting on 14.11.19, you said ‘Committee chairman are reminded to forward specific projects and capital expenditure for inclusion at the Governance & Finance meeting’. The next scheduled meeting of the G & F committee was 7 days later, leaving no time to collectively discuss proposals. I hastily submitted 3 proposals and 1 of them has ear marked reserves marked against it. I’ve no idea about the other 2.*

The Chairman advised the agenda item would be programmed earlier next year. The chairman also advised that the Finance Committee was made up of committee chairman to ensure items identified upon each of the committee’s was raised and discussed accordingly. The finance committee is appointed by the full council and entrusted to review and scrutinise the accounts in conjunction with the councils appointed accountant.

- 2) *Can you explain why the council is funding an extra member of staff for 6 months?*
The chairman advised that only 6 months had been budgeted for in the next financial year due to the length the overall employment process takes.
- 3) *Councillor vacancy: Did Cllr May give any reason(s) for her resignation? What was it (they)?*
The chairman advised that no specific reason had been given.

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

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The Chairman of the NDP Steering Committee provided a PowerPoint presentation to members, updating of progress to date, specifically in relation to the results of the housing needs questionnaire circulated to parishioners.

Members present raised the following questions:

- 1) *Can you please give an indication of time and costs in completing the NDP?*
The time of committee members is free. However, a consultant maybe needed which will become apparent further through the process.
- 2) *What is the overall plan for development?*
To influence new developments, in line with parishioners wishes shown within the questionnaire.
- 3) *Has a detailed plan of work been developed following works completed to date?*
A detailed plan will be formed upon the collation and analysis of the questionnaire results.
- 4) *When the decision has been taken by WBC re housing numbers, what is the time plan for the production of the final document?*
6 months, as an estimate.
- 5) *There are concerns that people won't want to respond to a large document with a vast amount of detail in.*
It will be important to ensure the highlights and allocated sites only are specified to ensure as much feedback as possible is obtained.
- 6) *Considerable awareness has been made for an NDP due to the questionnaire of which congratulations are to be expressed – well done.*

8.01 Notice of motion received from Cllr Tim Ansell

"For members to discuss whether the Parish council should continue to fund the NDP for the next 12 months".

The motion is seconded by Cllr Chris Greaves

Due to no timescale or detailed budget being presented, Cllr T Ansell withdrew his motion.

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

Duplicate item - please see item no. 6.01

10.01 District Council Report

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

11.01. Village Hall

The Village Hall report highlighted the activities at the hall during the previous month, and the schedule of payments for December 2019 and January 2020, were presented by the Clerk in the village hall managers absence.

12.01 To receive the minutes of the meeting of the Infrastructure Committee meeting held on 7 November and 28 November 2019 approve the recommendations therein

The minutes of the meeting of the Infrastructure Committee held on the 7 November and the 28 November 2019 were received and the proceedings endorsed and adopted.

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13.01 To receive the minutes of the meeting of the Governance & Finance Committee held on 21 November 2019 and approve the recommendations relating to the estimates therein for financial year commencing 1st April 2020

The minutes of the meeting of the Governance & Finance Committee held on 21 November 2019 were received and the proceedings endorsed and adopted. Members present noted the estimates predicted a deficit budget, acknowledging that although the deficit would be funded via general reserves, the councils reserve fund would remain within the recommended 6-month net expenditure, in accordance with the councils reserves policy.

14.01 To approve the revenue and capital estimates for the financial year commencing 1 April 2020

A detailed schedule, showing the income and expenditure for the last financial year, the current and protracted positions for the current year and the proposed income and expenditure for the year commencing 1st April 2020 were presented for consideration. In addition to the committed revenue finance, the capital schemes were submitted for approval.

Resolved with a majority vote of 11 members that the figures shown in the estimates of income and expenditure for the year commencing 1st April 2020 be adopted. 3 members voted against,

(The estimates are appended to the minutes in the official minute book)

15.01 To resolve the amount of precept to be served on West Berkshire District Council for the financial year commencing 1st April 2020

Consideration was given to the amount of precept to be served upon West Berkshire Council. In arriving at the required amount, members were reminded of the need to ensure that the general balances, aside from those earmarked for specific purposes, were maintained in compliance with current requirements. The clerk advised members of the details relating to the changes in the Council Tax Base figures presented by WBC and the proposed level of grant funding being passed on to the parish council.

Proposed by Mr D Godwin, seconded by Mr I Macfarlane and resolved by a majority vote of 11 members, with 3 members voting against, that a precept for the sum of £275,000, be served upon West Berkshire Council for the year commencing 1 April 2020.

Members noted that the increase was 6.8% on last year's precept and requested it be communicated to local residents via an infographic's poster and within the next parish newsletter.

16.01 To receive and approve the Standing Orders following review

Mr G Harris requested clarification as to the time allocated to chairman's questions within the revised standing orders.

Members present resolved to adopt the proposed amendments and recommendations in relation to the Standing Orders with immediate effect.

Proposed by Mrs J Ansell, seconded by Mr C Greaves and resolved by a majority vote of 12 votes with 1-member voting against and 2 abstentions.

17.01 To receive and approve the Financial Regulations following review

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Members present resolved unanimously to adopt the proposed amendments and recommendations in relation to the Financial Regulations with immediate effect. Proposed by Miss M Cresser, seconded by Mrs L Sharp and **resolved** unanimously.

18.01 To give consideration to the recommendation from the Governance & Finance Committee for the formation of a Community Events Committee

Members present gave consideration to the formation of an additional committee upon the council specifically for Community Events. Following the results of the Parish questionnaire highlighting parishioners desire for additional events, members **resolved** unanimously to not accept the recommendation presented and for the Communications committee to continue with community events as part of their remit. Members requested that external members of the public, with specialist identified skills, are co-opted to assist the committee with the workload. An additional member, with identified specialist skills, is to be co-opted to the Finance Committee.

19.01 To appoint members to sit upon the Community Events Committee

Due to members voting against the formation of a separate committee, members were not required.

20.01 To appoint a Chairman of the Community Events Committee

Due to members voting against the formation of a separate committee, a chairman was not required.

21.01 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 Mortimer & Burghfield Volunteer Bureau and the Anderson Day Centre.

Mr G Harris advised of his attendance at the recent BMNAG meeting.

22.01 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

A reminder was presented to each of the committee chairman to ensure an agenda item is included for each meeting for consideration to be given to environmental issues within the parish and any proposals for subsequent improvements that could be made. The relevant committees are to give consideration to the following initiatives and how or when they could be incorporated:

Earth Hour, Earth Day, World Environment Day, Clean Air Day, Cycle to Workday, Zero Waste Week, Zero Emissions Day, Walk to school week/month.

23.01 Financial Matters:

i. Accounts Reconciliation as at 31 December 2019.

The accounts reconciliation statements for the month ending 31 December 2019 were received and noted and are appended to the minutes.

ii. Accounts for Payment.

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.

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

A request was presented for the minutes of the BMNAG meetings to be displayed on the parish website.

25.01. Matters for Future Discussion

Recycling within the parish and how the parish council could expand upon the facilities being provided.

26.01 Clerks items for information

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

Community Hub	-	16 th January @ 6.30pm
Communications Committee	-	16 th January @ 7.45pm
Infrastructure Committee	-	23 rd January @ 6.30pm
Community Committee	-	23 rd January @ 7.45pm

The Chairman declared the meeting closed at 21.40pm.