

# BURGHFIELD PARISH COUNCIL

## Minutes of the Community Committee Meeting

<b>Date:</b>	<b>Thursday 11<sup>th</sup> February 2021</b>	<b>Time:</b>	<b>7.00pm.</b>
<b>Place:</b>	<b>Virtually via Zoom</b>		
<b>Present:</b>	Mr I MacFarlane (Chair)	Mrs A Gallagher	
	Miss M Cresser	Mr T Ansell	
	Dr R Longton	Mrs J Ansell	
	Mr D Godding	Mrs S Awberry	
<b>Apologies:</b>	All members present		
<b>Present:</b>	Mrs C Morris (Clerk)	Mrs C Stroud (Assistant Clerk)	
	1 Member 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.

- 1.02 Apologies for Absence**  
To report, approve and record apologies for absence (and the reasons) from members of the Parish Council  
Apologies were presented and accepted for Mr B Neilson.
- 2.02 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.
- 3.02 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.
- 4.02 Minutes of the last meeting of the Committee**  
The minutes of the last meeting of the Community Committee held on 14 January 2021, having been circulated, were confirmed as a correct record.
- 5.02 Clerks update**  
The Clerk provided a written report updating to members on any matters arising from the previous minutes. (*Appendix A*)
- 6.02 Parish owned Properties**
- a) **Village Hall**
- i) To receive an update of the refurbishment works

Members received a written report highlighting progress to date of works undertaken at the village hall. Progress pictures have been placed on the parish website. (*Appendix A*)

- ii) To receive an update in relation to the Defibrillator at the Village Hall

Members were advised that the defibrillator at the village hall was currently out of action due to the building works. A request has been presented to the Nisa store for the unit to be stored under the counter in case of need. Confirmation is awaited from the owner.

**b) Pavilion**

- i) To receive an update in relation to the Sports Pavilion

A new boiler has been fitted serving both the heating and hot water system. Upon resolving internet issues, a Hive system is to be installed to enable remote control.

**7.02**

**Conservation & Management of Open Spaces within the Parish**

**a) Parish Recreation Grounds**

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

Members received a written report from the Clerk. (*Appendix A*)

The fencing at Auclum Green is scheduled for installation on Friday 12<sup>th</sup> February 2021.

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

No further works requiring immediate attention were identified, all scheduled works continue accordingly.

- iii) To receive a report to discuss the action required for the Skate Park

Members present discussed the various options as presented for the future and use of the facilities, noting the anticipated remaining life of the existing equipment.

**Resolved:** To include an article within the next newsletter advising parishioners the parish council may be forced to close the skate park due to the equipment having come to the end of its life. Parishioners are to be encouraged to express their views in determining the future of the area, to ascertain whether it is to remain as a skate park or alternatively, a toddler specific play area. A *recommendation* is to be presented to the Governance & Finance Committee for an allocation of £25,000 to the site. Any additional funds required for either project is to be obtained via grant funding. Proposed by Cllr Gallagher and seconded by Cllr Cresser and resolved unanimously.

**8.02**

**Environmental Impact within the parish**

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

Members reviewed the detailed written report presented relating to the installation of electric charging points. Due to the main purpose of charging points being to attract visitors to an area, members questioned the overall value for Burghfield.

**Resolved:** It was resolved unanimously that an electric charging point was not required.

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

Further investigation is to be undertaken as to the process for the delivery of a Community Orchard. The item is to be a matter for future discussion and is to be scheduled for discussion again in 2022.

**9.02**

**Tree Report**

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

Liaison is currently being held with the parish councils appointed tree surgeon to determine the next schedule for tree works required. Upon clarification, the required number of days will be scheduled.

- ii) To receive an update in relation to the Hedging plants

Hedging plants are awaiting suitable weather conditions for planting at the Common allotments. Additional plants have been obtained to address the gap in the corner of the Hatch and Sulhamstead Road. It is anticipated the planting will be completed prior to the

end of February.

## 10.02

### **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

Plot inspections and allocations are once again on hold due to Covid restrictions. Interest continues with a waitlist being maintained in accordance with the Allotment rules.

- ii) To determine the progression of the reinstatement of an allotments sub-committee

Members gave consideration to the criteria and eligibility for an allotments sub-committee, giving consideration to the current Terms of Reference.

**Resolved:** That the Clerk undertakes a full review of the Terms of Reference for presentation at the next meeting with the following amendments:

*Members are to be Burghfield parishioners, an annual survey of plot holders, quarterly meetings, consist of 4 plot holders and 1 representative from the parish council, plot inspections to remain the responsibility of the parish council.*

- iii) To discuss a 5-year strategy for the Allotments

Members discussed the requirement for a 5-year strategy for the operation and management of the allotment sites within the parish.

**Resolved:** The Clerk is to prepare a strategy document for review by the committee, with the committee requesting the following points are included:

The allotments aim to become cost neutral in 5 years, water supply, behaviour of plot holders, deposit for clearance of plots, the management of both sites.

- iv) To discuss a Spring Clean event at the allotment sites

**Resolved:** To install a skip at the Common allotments over the Easter weekend to encourage plot holders to have a Spring tidy up.

- v) To receive an update regarding the encroachment of land

A letter has been prepared for circulation to the properties identified as encroaching land at the Hatch allotments. A site meeting was held to ascertain the boundary line. Further advice and guidance is awaited from the parish council solicitor.

## 11.02

### **Parish Maintenance**

- i) To note any areas within the parish requiring maintenance

A number of Graffiti incidents have been reported within the parish. A request for the CCTV footage at the pavilion has been forwarded.

- ii) To discuss potential locations for a water fountain

Members discussed suitable locations for the water fountain.

**Resolved:** To install on the outer wall at the Pavilion.

- iii) To discuss the installation of an additional Dog Waste bin

Members gave consideration to the installation of an additional dog waste bin at the footpath opposite St. Mary's School. WBC advised they were unable to add to their existing schedule, resulting in the installation being at a significant cost to the parish.

**Resolved:** A dog bin is to be relocated from the Hatch recreation ground to the end of the footpath and added to the WBC collection route accordingly.

## 12.02

### **Matters for future discussion**

## 13.02

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

Meeting closed at 20.18pm.