

# BURGHFIELD PARISH COUNCIL

A meeting of the Parish Council was held virtually on Thursday 8<sup>th</sup> April 2021, commencing at 7.45pm.

**Present:** Mr T Ansell (Chairman), Mrs J Ansell, Mr P Lawrence, Ms A Gallagher, Miss M Cresser, Dr R Longton, Mr D Godwin, Mr N Morse, Mr I Macfarlane, Ms L Sharp, Mr C Greaves, Mr B Neilson, Mr D Godding, Mrs S Awberry, Mr I Morrin  
**In Attendance:** Clerk to the Parish Council, Assistant Clerk  
**Apologies:** Mrs C Jackson-Doerge

## **Open Meeting**

No questions were presented due to no members of the public being present.

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

Apologies for absence were presented, recorded, and approved by members for Mrs C Jackson-Doerge.

### **2.04 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.

### **3.04 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.

### **4.04 Minutes of the last Parish Council meeting**

Resolved that the minutes of the meeting of the Parish Council held on 4 March 2021 be approved as a true and correct record.

### **5.04 Clerks update**

The Clerk provided a verbal report to members updating of events and works to date. The Year-end Financial procedures are underway with both audit and closedown scheduled prior to the month end.

Maintenance of the playing fields has commenced with football also having returned to the Common Rec with the easing of government guidelines.

### **6.04 To receive a verbal report from the Chairman**

The Chairman advised that he had not attended anything since the last meeting.

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

No questions had been previously submitted to the Chairman.

### **8.04 To receive a report from a District Councillor**

A written report was previously circulated by District Cllr G Bridgeman.

District Cllr R Longton provided a verbal report to members of items of note.

### **9.04 To receive the minutes of the meeting of the Infrastructure Committee held on 18 March 2021 and approve the recommendations therein**

Resolved that the minutes of the meeting of Infrastructure Committee held on 18 March 2021 be approved as a true and correct record.

### **10.04 To receive the minutes of the meeting of the Community Committee held on 18 March 2021 and approve the recommendations there in**

Resolved that the minutes of the meeting of the Community Committee held on 18 March 2021 be approved as a true and correct record.

### **11.04 To receive the minutes of the meeting of the Asset Management Committee held on 11 March 2021 and approve the recommendations there in**

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Resolved that the minutes of the meeting of the Asset Management Committee held on 11 March 2021 be approved as a true and correct record.

i) To receive an update in relation to the refurbishment works at the village hall

Members were verbally updated of progress to date in relation to the refurbishment works at the village hall. The contractors monthly progress report was also received by members.

**12.04 To receive the minutes of the meeting of the Communications Committee held 11 March 2021 approve the recommendations there in**

Resolved that the minutes of the meeting of the Communications Committee held on 11 March 2021 be approved as a true and correct record.

**13.04 To receive the minutes of the meeting of the Governance & Finance Committee held 18 March 2021 approve the recommendations there in**

Resolved that the minutes of the meeting of the Governance & Finance Committee held on 18 March 2021 be approved as a true and correct record.

- i) Resolved: To adopt the Investment Strategy as presented and proceed with establishing a Public Deposit Fund with the CCLA for all council reserves held.  
Proposed by Cllr P Lawrence, seconded by Cllr Greaves and resolved with a majority vote of 8 votes in favour, 4 against and one abstention.

**14.04 Financial Matters**

- i) Parish Council Bank Account Reconciliation Statement as 31 March 2021  
The accounts reconciliation statements for the month ending 31 March 2021 were noted, being appended to the minutes.
- ii) Accounts for Payment  
The payments schedule is to be approved by the Governance & Finance Committee under delegated authority upon the completion of the year end processes.
- iii) Village Hall Bank Account Reconciliation Statement as 31 March 2021  
The accounts reconciliation statements for the month ending 31 March 2021 were noted, being appended to the minutes.
- iv) Accounts for Payment  
The payments schedule is to be approved by the Governance & Finance Committee under delegated authority upon the completion of the year end processes.

**15.04 To consider any upcoming projects eligible for funding utilising the Members Bid and approve submission accordingly**

Resolved: To submit an application for a Members bid to purchase a permanent but movable canopy for erection on the Common Recreation ground for use by a Café.  
Proposed by Cllr Greaves, seconded by Cllr Morrin and resolved unanimously.

**16.04 To confirm the return of Café B as a takeaway service at the Pavilion**

Resolved: To grant permission for Café B to operate a takeaway service from the Pavilion in accordance with government guidelines and Covid restrictions. Copies of the relevant paperwork are to be provided prior to opening to ensure full compliance with the Covid restrictions applicable at the time.  
Proposed by Cllr Macfarlane, seconded by Cllr Lawrence and resolved unanimously.

**17.04 To receive an update regarding legislation for the convening meetings following the 7th May 2021**

Resolved: To hold the Annual Parish Meeting and the Annual General Meeting on the 6<sup>th</sup> May 2021, prior to the legislation enabling online meetings to continue ceases.

Resolved: To postpone meetings until 1<sup>st</sup> July 2021, in line with the Covid Government Roadmap and the ending of online meetings being permissible. Subject to legislation changes following the challenge at High Court and Call for Evidence, a meeting is to be convened at the first possible opportunity.

Resolved: To initiate working party meetings to instigate discussions for specific projects upon the committees. 13 members voted in favour, 1 against, being resolved with a majority vote.

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The Staffing committee are deal with all matters relating to the return to work for members of staff.

## **18.04 To confirm the Clerks Delegated Authority and define the timescale applicable:**

*“in the event that it is not possible to convene a meeting of the council, the Clerk shall have delegated authority to make decisions on behalf of the council where such decisions cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline”*

Resolved: The Chairman of the Parish Council, Committee Chair, Committee Vice Chair and the parish Clerk shall have delegated authority to make decisions on behalf of the council for period 7<sup>th</sup> May to Wednesday 30<sup>th</sup> June 2021 inclusive, subject to any legislative change. Proposed by Cllr M Cresser, seconded by Cllr P Lawrence and resolved with a majority vote of 13 members voting in favour and one member against.

Resolved: The Chairman of the Infrastructure Committee, the Committee Vice Chair and the parish Clerk shall have delegated authority to make decisions on behalf of the council for period 7<sup>th</sup> May to Wednesday 30<sup>th</sup> June 2021 inclusive, subject to any legislative change. Proposed by Cllr J Ansell, seconded by Cllr N Morse and resolved with a majority vote of 13 members voting in favour and one member against.

Resolved: The Chairman of the Communications Committee, the Committee Vice Chair and the parish Clerk shall have delegated authority to make decisions on behalf of the council for period 7<sup>th</sup> May to Wednesday 30<sup>th</sup> June 2021 inclusive, subject to any legislative change. Proposed by Cllr N Morse, seconded by Cllr J Ansell and resolved with a majority vote of 13 members voting in favour and one member against.

Resolved: The Chairman of the Community Committee, the Committee Vice Chair and the parish Clerk shall have delegated authority to make decisions on behalf of the council for period 7<sup>th</sup> May to Wednesday 30<sup>th</sup> June 2021 inclusive, subject to any legislative change. Proposed by Cllr L Sharp, seconded by Cllr A Gallagher and resolved with a majority vote of 13 members voting in favour and one member against.

Resolved: The Chairman of the Governance Committee, the Committee Vice Chair and the parish Clerk shall have delegated authority to make decisions on behalf of the council for period 7<sup>th</sup> May to Wednesday 30<sup>th</sup> June 2021 inclusive, subject to any legislative change. Proposed by Cllr N Morse, seconded by Cllr D Godwin and resolved with a majority vote of 13 members voting in favour and one member against.

Resolved: The Chairman of the Asset Management Committee, the Committee Vice Chair and the parish Clerk shall have delegated authority to make decisions on behalf of the council for period 7<sup>th</sup> May to Wednesday 30<sup>th</sup> June 2021 inclusive, subject to any legislative change. Proposed by Cllr P Lawrence, seconded by Cllr M Cresser and resolved with a majority vote of 13 members voting in favour and one member against.

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

No reports

## **20.04 To request items from the Committee Chairman requiring any action by the Communications Committee**

A short overview of achievements of each of the committees is to be identified by the Committee Chairman for publication within the next parish newsletter and presentation at the Annual Parish Meeting.

## **21.04 Matters for Future Discussion**

No further items were identified for future discussion.

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## **22.04 Items for information**

Members were advised that an updated meeting schedule will be distributed following the decision taken in relation to face to face meetings resuming.  
Members were advised of the format for the upcoming Annual Parish Meeting and the Annual Meeting of the Parish, highlighting differences between the two meetings.

## **23.04 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 nature of the business to be transacted, the public and the press leave the meeting during consideration of the following:

**Close of meeting at 21.09pm**

DRAFT