

# BURGHFIELD PARISH COUNCIL

A meeting of the Parish Council was held virtually on Thursday 4<sup>th</sup> March 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, Mrs C Jackson-Doerge, 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, Mr D Kemp (DCK Bevers Accounting)

**Apologies:** All members were present

## **Open Meeting**

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

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

No apologies for absence were presented from members.

### **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.

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

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

### **5.03 Clerks update**

The Clerk provided a report, advising that all necessary measures continued to be implemented in accordance with guidelines issued by central government for the national lockdown imposed on Monday 4<sup>th</sup> January 2021.

Members acknowledged that the legislation currently enabling online meetings is due to expire on 7<sup>th</sup> May. Further details are awaited from central government as to whether the legislation is to be extended. A review will be undertaken of councillor's preferences regarding face-to-face meetings if and when required.

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

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

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

No questions had been previously submitted to the Chairman.

### **8.03 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, expressing his gratitude at representing Burghfield & Mortimer as a District Cllr for West Berkshire Council.

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

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

- i) Resolved: To continue with the production of the NDP, at no cost to the parish, with a timeframe of completion prior to September 2021. The NDP group are to employ the services of an external specialist to assist in the completion of the document providing all fees can be

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covered by grant funding obtained.

Proposed by Cllr Godding, seconded by Cllr Morse and resolved unanimously.

## **10.03 To receive the minutes of the meeting of the Community Committee held on 11 February 2021 and approve the recommendations there in**

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

## **11.03 To receive the minutes of the meeting of the Asset Management Committee held on 18 February 2021 and approve the recommendations there in**

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

### ii) 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.

## **12.03 To receive the minutes of the meeting of the Governance & Finance Committee held 24 February 2021 approve the recommendations there in**

Resolved that the minutes of the meeting of the Governance & Finance Committee held on 24 February 2021 be approved as a true and correct record.

### i) Resolved:

1) To make an Option to Tax in respect of VAT with effect from 1<sup>st</sup> April 2021

2) To authorise (in writing) the Clerk and Responsible Financial Officer be authorised to undertake such actions as necessary, including the signing of all forms and correspondence for submittal to HMRC in respect of this Option to Tax for Burghfield Village Hall.

3) To request the assistance of DCK Accounting Solutions in preparing the application.

Proposed by Cllr Macfarlane, seconded by Cllr Jackson-Doerge and resolved unanimously.

### ii) Members expressed concerns regarding a Public Deposit Fund for council reserves and investing in deposits funds outside of the UK. The recommendation is to be reviewed by the Governance & Finance Committee in further detail and represented at full council for decision. Proposed by Cllr M Cresser, seconded by Cllr Jackson-Doerge and resolved unanimously.

## **13.03 Financial Matters**

### i) Parish Council Bank Account Reconciliation Statement as 28 February 2021

The accounts reconciliation statements for the month ending 28 February 2021 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) Village Hall Bank Account Reconciliation Statement as 28 February 2021

The accounts reconciliation statements for the month ending 28 February 2021 were noted, being appended to the minutes.

### iv) 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 Village Hall.

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

Cllr Sharp advised of attendance at the Burghfield Charities, providing a verbal update to members.

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

No items were identified by the Committee Chairman for promotion or publication.

## **16.03 Matters for Future Discussion**

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No further items

## **17.03 Items for information**

No further items for information.

## **18.03 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 21.00pm**