

BURGHFIELD PARISH COUNCIL

Minutes of the Community Committee Meeting

Date: Thursday 21st April 2022 **Time:** 7.00pm

Place: West Wing Committee Room, Burghfield Village Hall

Present: Mr I MacFarlane (Chair) Mrs A Gallagher
Miss M Cresser Mr D Godding
Mrs J Ansell Mr T Ansell
Dr R Longton Mr B Neilson (arrived 19.40pm)

Apologies: All members were present

Present: Clerk to the Parish Council

1.0422 **Apologies for Absence**

All members were present.

2.0422 **Declaration of any personal or pecuniary interests**

In accordance with the requirements of the process for dealing with member's standards matters. no Declarations of a personal or pecuniary nature were presented.

3.0422 **Applications for Dispensations**

No applications for dispensations were presented by members present.

4.0422 **Minutes of the last meeting of the Committee**

The minutes of the last meeting of the Community Committee held on 24 March 2022, having been circulated, were confirmed as a correct record.

5.0422 **Clerks update**

The clerk provided a verbal update of any actions taken to date following the previous meeting.

6.0422 **Parish owned Properties**

a) **Village Hall**

i) To receive a report relating to the daily operation of the village hall

Weekly bookings for April total £3,700 with an estimated income of £18,000 for financial year 2021/2022.

A request was presented to members for a banner to be erected on the village hall fence to advertise the upcoming May Fayre

Resolved: To grant permission for the banner to be displayed for two weeks prior to the event on the caveat it is removed day after the event. Proposed by Cllr J Ansell, seconded by Cllr Gallagher and resolved with a majority vote. (Cllr Godding abstained)

A request was presented for a banner advertising the Scarecrow Trail in the parish to be erected on the village hall fence from the Burghfield Guiding group.

Resolved: To grant permission for the banner to be displayed for two weeks prior to the event on the caveat it is removed day after the event. Proposed by Cllr J Ansell, seconded by Cllr Gallagher and resolved unanimously.

ii) To receive a report relating to the upkeep & maintenance of the hall and note any actions required

Concerns had been raised from hirers regarding the noise levels when two separate events are held in the main hall and the Longton Hall. Members requested the doors be assessed from a maintenance perspective from the supplier. An update is to be provided at the next scheduled meeting.

Members expressed their concern at the number of residents living adjacent to the village hall using the car park for their own convenience both during the day and overnight. Due to the increase in the number of users of the hall, and the threat of travellers gaining access, the car park is to be locked every evening as of the 1st of May 2022.

Members gave consideration to the hatching of the first car parking space in the middle row to increase the width for accessing the far parking line.

Resolved: To hatch the first middle bay. Resolved unanimously.

b) Pavilion

- i) To receive an update in relation to the use of the Sports pavilion

Confirmation of all emergency procedures having been updated is to be obtained from Burghfield Football Club. A meeting is to be established with BFC to confirm.

7.0422

Conservation & Management of Open Spaces within the Parish

a) Parish Recreation Grounds

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

a) Common Recreation Ground

The Helicopter is to remain taped off until the safer surfacing has been replaced.

The contractor has been instructed to undertake the works required to improve the entranceway.

A replacement mesh panel for the MUGA has been ordered and is awaiting delivery.

b) Hatch Recreation Ground

No issues to report.

c) Wells Recreation Ground

The contractor has been instructed to undertake the works required to improve the entranceway.

d) Auclum Green

The contractor has been instructed to move the goal posts. Sockets are to be purchased to enable the goals to be moved regularly.

e) Old Recreation Ground (Skate Park)

Members considered an annual maintenance plan for the newly installed ramps.

Resolved: To ensure a maintenance plan is in place upon refurbishment/replacement at the site.

- ii) To receive a quotation for the safer surfacing at the Common Recreation Ground

Members gave consideration to the quotation received for the replacement of the safer surfacing. Two options were considered, to replace as existing and to replace the whole area.

Resolved: To instruct contractor B to install safer surfacing to the whole area on the Common Recreation Ground Play area on the proviso the contractor will extend the warranty period to 5 years. Proposed by Cllr T Ansell, seconded by Cllr Cresser and resolved unanimously.

- iii) To receive an update in relation to the provision of CCTV within the parish at identified locations

Members discussed the provision of CCTV within the parish, acknowledging the requirement to ensure that any provision reflected the public interest and that the proposed systems meet all legislative requirements, principally: a) Data Protection Act 1998, b) Human Rights Act 1998 and c) Regulation of Investigatory Powers Acts 2000.

The following policies are to be approved prior to installation of any monitoring equipment: a) CCTV usage policy, b) CCTV Code of Practice and an application for access to information held on the CCTV system.

Resolved: To accept the offer of the deployable camera and install as soon as possible. The relevant policies are to be draft for presentation at the May full council meeting accordingly.

Members confirmed that use of a Mosquito within the parish was not suitable due to uncertainty regarding legality of the device.

8.0422

Tree Report

- i) Update on tree works within the parish

The councils approved tree surgeon has completed 5 days work within the parish, addressing trees of concern in School Firs, Badgers Glade, Allotments site, Skate Park, and the Common Recreation Ground.

9.0422

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

Members received a report further to the allotment's surgery held in April at both sites.

Resolved: Cllr J Ansell is to undertake a review of allotment plot sizes to determine where plots can be either brought together or split for ease of rental.

Resolved: To advise plot holders of the importance of maintaining a pathway on the perimeter of all plots. A reminder is to be included within the Rent Notification letters scheduled for distribution in the next couple of weeks.

Resolved: To advise that the delivery of wood chippings is to cease. Deliveries can be accepted at an individual's plot only.

Resolved: To ensure all plots are numbered and replace where necessary.

Members were advised that a full inspection of the water troughs at both sites had been undertaken with all being reported as being in full working order.

ii) To confirm the locations and provision of IBC units at the allotment sites

A review of the site was undertaken to determine the number of units and their specific locations. Feedback was requested by plot holders prior to their installation. Suggested locations are to be discussed in further detail at the next meeting. £1000 to be requested from the Governance & Finance committee for the purchase of 5 units as a trial. Proposed by Cllr J Ansell, seconded by Cllr Longton and resolved unanimously.

iii) Spring Clean at allotment sites

The Spring Clean proved successful once again with thanks being expressed to the parish council for the provision of the skips required. Members acknowledged that the limited time of a single skip had proved successful and would be utilised again in the future.

10.0422 Parish Maintenance

i) To give consideration to any specific works identified or required within the parish

No further items were identified.

11.0422 Matters for future discussion – Provision of Christmas lights within the parish and Village Hall

12.0422 Items for information only – No further items were identified.

Meeting closed at 20.45pm