

# BURGHFIELD PARISH COUNCIL

A meeting of the Parish Council was held at Burghfield Village Hall, Recreation Road, Burghfield on Thursday 11 January 2024 at 7.45pm.

**Present:** Cllr I Macfarlane (Chairman), Cllr P Lawrence, Cllr Y Mattos, Cllr S Awbery, Cllr R Thorrington, Cllr B Neilson, Cllr A Gallagher, Cllr Greaves, Cllr L Watts, Cllr A Mackinnon, Cllr D Selway, Cllr N Morse, Cllr L Sharp

**In Attendance:** Clerk to the Parish Council and 4 Members of the public

**Apologies:** Cllr L Watts

## **Public Participation:**

Due to no members of the public being present, no questions were raised.

### **1.0124 To report, approve and record apologies for absence (and the reasons) from members**

Apologies for absence were presented and approved from *Cllr L Watts*.

### **2.0124 To receive any Declaration of interests or Applications for Dispensations**

No declarations were made by members in relation to a personal or financial interest in any specific matter on the agenda for consideration.

Cllr Selway was granted dispensation under Standing Order 13 to enable participation in discussions surrounding allotments at both full council and relevant committee meetings.

Cllr Selway was reminded that no voting on items relating to allotments was permitted.

### **3.0124 To receive the application for the vacancy upon the council and co-opt accordingly**

Resolved: To co-opt Riley De Koster to fill the vacancy currently upon the council. Proposed by Cllr Thorrington, seconded by Cllr A Gallagher and resolved unanimously.

Resolved: That Cllr Riley be co-opted to the Communications committee accordingly.

Proposed By Cllr L Sharp, seconded by Cllr N Morse and resolved unanimously.

### **4.0124 To receive a verbal report from the Chairman**

Cllr Macfarlane advised members present of Cllr Jane Ansell's resignation. Thanks were expressed to Jane for all her work upon the council, with members wishing her well for the future. Members were reminded of the WBC Budget proposals and to reply as individuals as well as a council on items of note. The Community committee are scheduled to discuss the proposal from WBC to pass the responsibility of emptying dog waste bins to the parish council. It is anticipated that the change could result in a saving to the council overall.

### **5.0124 To review the membership of the Community Committee and determine the chairmanship**

Resolved: The following members are to remain upon the Community Committee accordingly: *Cllr Gallagher, Cllr Selway, Cllr Awbery, Cllr Neilson, Cllr Lawrence, Cllr Mattos, Cllr Thorrington*.

Cllr A Gallagher, Cllr D Selway and Cllr C Greaves all expressed an interest in undertaking the role of chairman of the committee. Members voted accordingly for each, resulting in a tie. The Chair exercised his casting vote, resulting in Cllr C Greaves being voted as chair of the community committee. Resolved by a majority vote.

### **6.0124 Questions to the chairman previously submitted in writing**

No questions were received prior to the meeting.

### **7.0124 To receive a report from a District Councillor**

The District Cllr report was circulated to members prior to the meeting. No questions were raised by members present.

### **8.0124 Minutes of the last Parish Council meeting**

Resolved: that the minutes of the meeting of the Parish Council held on 2 November 2023 be approved as a true and correct record.

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## **9.0124 To receive the minutes of the meetings of the Communications Committee and approve the recommendations therein**

Resolved: that the minutes of the meeting of the Communications Committee held on 9 November be approved as a true and correct record and the recommendations therein.

## **10.0124 To determine the progression of the Parish Strategic Plan Questionnaire**

Resolved: That each committee prepares 5 questions that relate to their area of responsibility for collation. The questions are to be developed with the **SHAPE** acronym which will form the basis of the questionnaire for circulation.

*(SHAPE: Safer/Sustainable, Healthy, Amenities, Prosperous, Environment)*

## **11.0124 To receive the minutes of the meeting of the Community Committee and approve the recommendations therein**

Resolved: that the minutes of the meeting of the Community Committee held on 19 October 2023 be approved and the recommendations therein.

## **12.0124 To receive the minutes of the meeting of the Infrastructure Committee and approve the recommendations therein**

Resolved: that the minutes of the meeting of the Infrastructure Committee held on 23 November be approved and the recommendations therein.

## **13.0124 To determine the process for the completion of the NDP document and receive feedback from Cllr's following their review**

Resolved: The comments submitted by members are to be incorporated accordingly into the document. Cllr P Lawrence is to update the main centrally held document for presentation to WBC for the progression of the referendum process. The next stage for progression of the referendum is to be discussed by the Communications committee with a proposed schedule to be presented at the next full council meeting.

## **14.0124 To confirm the adoption of the Biodiversity Policy**

Resolved: To adopt the Biodiversity Policy as presented. Proposed by Cllr C Greaves, seconded by Cllr A Gallagher and resolved unanimously.

## **15.0124 To receive the minutes of the meeting of the Governance & Finance Committee held on 23 November 2023 and approve the recommendations relating to the estimates there in for financial year commencing 1st April 2024**

Resolved: that the minutes of the meeting of the Governance & Finance Committee held on 23 November be approved and the recommendations therein.

Resolved: Resolved unanimously by members present the estimates for financial year commencing 1<sup>st</sup> April 2024 be adopted as presented.

## **16.0124 To resolve the amount of precept to be served on West Berkshire District Council for the financial year commencing 1st April 2024**

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. Members noted the amount presented no increase on last year's precept.

Resolved: that a precept for the sum of **£281,470**, be served upon West Berkshire Council for the year commencing 1 April 2024. Proposed by Cllr P Lawrence, seconded by Cllr L Sharp and resolved unanimously.

Delegated authority was provided to the RFO, Chairman and one other member of the parish council for the relevant documentation to be completed, signed and returned upon receipt from WBC.

## **17.0124 Financial Matters**

- i) Parish Council Bank Account Reconciliation & payments as of 31 December 2023:  
The accounts reconciliation statements for month ending 31 December 2023 were noted. Items for payment are to be debited to the account of the Parish Council.

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- ii) Village Hall Bank Account Reconciliation & payments as of 31 December 2023:  
The accounts reconciliation statements for month ending 31 December 2023 were noted.  
Items for payment are to be debited to the account of the Village Hall.  
Total bookings for December were noted as £4,258.75 with provisional bookings for January being £2,937.50

### **18.0124 Matters for Future Discussion**

The infrastructure committee give further consideration to the opening of the public toilet.  
The future of the Community Hub committee and accompanying café costs breakdown.  
The community committee consider the need for a Village Greens policy.  
Update of the parish website by the communications committee.

### **19.0124 Items for information**

The Clerk advised of the meeting schedule for the month:

Communications Committee	-	18 January @ 7.00pm
Infrastructure Committee	-	25 January @ 6.30pm
Community Committee	-	25 January @ 7.45pm

### **20.0124 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. Exclusion was not required.

**Close of meeting at 20.25pm**