

BURGHFIELD PARISH COUNCIL

A meeting of the Parish Council was held at Burghfield Village Hall, Recreation Road, Burghfield on Thursday 2 May 2024 at 7.45pm.

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

In Attendance: Clerk to the Parish Council and District Cllr N Carter

Apologies: Cllr N Morse, Cllr D Godwin

Absent : Cllr A Mackinnon

Public Participation:

District Cllr N Carter advised that a new report for May would be forthcoming. However, he wished to take the opportunity to raise a few points for further consideration, including the provision of a mini recycling centre within the parish.

Highways attended a local area prone to flooding to ascertain whether any action could be taken to alleviate the issues experienced. Reference to EV charging points for placement within Omers Rise and Hunters Way was also raised. A number of local residents had expressed concerns, specifically in relation to parking.

1.0524 Election of Chairman of the Parish Council for the ensuing Municipal Year

Invitations for the nomination of chairman of the parish council were received as follows: Proposed by Cllr C Greaves, seconded by Cllr Sharp that **Cllr I Macfarlane** be elected as Chairman for the ensuing municipal year.

Resolved: Cllr I Macfarlane be elected Chairman for the ensuing municipal year with a majority vote.

2.0524 Election of Vice-Chairman of the Parish Council for the ensuing Municipal Year

Resolved: Cllr P Lawrence be elected Vice-Chairman for the ensuing municipal year. Proposed by Cllr L Sharp, seconded by Cllr C Greaves and resolved unanimously.

3.0524 Signing of Declaration of Acceptance of Office for the appointed Chairman and vice chairman

Cllr I Macfarlane & Cllr P Lawrence duly signed the Declaration of Acceptance of Office, being counter-signed by the Clerk following their appointed posts.

4.0524 To report, approve and record apologies for absence (and the reasons) from members

Apologies for absence were presented and approved from Cllr Godwin and Cllr Morse.

5.0524 To Receive Declarations of a Personal or Pecuniary Interest and Grant any Dispensations requested

No Declarations of interest or applications for dispensation were presented by members present.

6.0524 To confirm the council's eligibility, as defined in the Localism Act 2011 and SI 965 The Parish Councils General Power of Competence Order 2012, and subsequently adopt the General Power of Competence for the current financial year.

Burghfield Council resolves from 2 May 2024, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence.

Proposed by Cllr P Lawrence, seconded by Cllr I Kitson and resolved unanimously.

7.0524 Committee membership

Resolved: the following appointments to the committees upon the council be confirmed:

a) Communications & Events

Cllr L Sharp, Cllr N Morse, Cllr A Gallagher, Cllr B Neilson, Cllr R Thorrington, Cllr D Selway, Cllr L Watts. (7)

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Environment & Recreation

Cllr P Lawrence, Cllr R Thorrington, Cllr B Neilson, Cllr C greaves, Cllr Y Mattos, Cllr S Awbery, Cllr A Gallagher (7)

Facilities

Cllr C Greaves, Cllr N Morse, Cllr Y Mattos, Cllr L Watts, Cllr I Kitson, Cllr D Selway, Cllr A Gallagher, Cllr A Mackinnon. (8)

Planning & Highways

Cllr P Lawrence, Cllr I Kitson, Cllr S Awbery, Cllr A Gallagher, Cllr L Sharp, Cllr A Mackinnon (6)

Finance & Audit

The Finance & Audit committee consists of the appointed chairman of the council committees.

b) To elect the Chairman for each of Council's Committees in accordance with the Terms of Reference

Communications & Events:

Resolved: Cllr L Sharp is elected chairman of the Communications & Events committee.

Environment & Recreation:

Resolved: Cllr P Lawrence is elected chairman of the Environment & Recreation committee.

Facilities:

Resolved: Cllr C Greaves is elected chairman of the Facilities committee.

(Cllr I Kitson & Cllr B Neilson both abstained from voting)

Planning & Highways:

Resolved: Cllr I Kitson is elected chairman of the Planning & Highways committee.

Finance & Audit:

Resolved: Cllr P Lawrence is elected chairman of the Finance & Audit committee.

8.0524 External Membership: To appoint members to represent the Parish Council on the following external bodies:

Resolved: the following appointments to external bodies be confirmed:

AWE Liaison:	Cllr N Morse & Cllr P Lawrence
BMNAG:	Cllr R Thorrington
Burghfield Volunteer Bureau:	Cllr S Awbery
Burghfield Charities:	Cllr L Sharp & Cllr Y Mattos

9.0524 To receive the minutes of the last Parish Council meeting held on 11th April 2024

Resolved that the minutes of the meeting of the Parish Council held on 11th April 2024 be approved as a true and correct record and signed by the presiding Chairman.

10.0524 To receive a verbal report from the Chairman

The chairman advised there were no additional items that would not be addressed during the course of the meeting. Members were reminded of the upcoming May Fayre and the rota.

11.0524 Questions to the chairman previously submitted in writing

The following questions were previously submitted by one resident in writing to the Chairman:

Question:

In line with BPC's Public Participation guidance, I would be most grateful if you can arrange for the following question to be presented during Burghfield Parish Council's Parish council meeting scheduled to take place on Thursday 2 May 2024:

"Correspondence issued by Burghfield Parish Council dated 25 April 2024 at 1:12pm, being a response to BPC Council minute no: 4.0424, states: "1. Burghfield PC's NDP Draft v0-16 collated (now superseded) was NOT submitted to West Berkshire Council during the first quarter of 2022, nor did the PC request an SEA/HRA Screening report....."

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Can the Council advise:

1) If present members of Burghfield Parish Council (BPC) benefit from receiving a copy of answers to public questions whereby the BPC Chairman, on behalf of BPC, advised "...a written response would be prepared by the Clerk for presented (sic) to the resident in due course."?

2) If BPC Councillors are satisfied that their answers to public questions, as recorded in BPC minutes, should be excluded from being recorded in their Council minutes?

Answer:

The Chairman presented a request for the Finance & Audit Committee undertake a review of the guidelines for parishioners questions and the recording of subsequent responses within the parish council minutes and website.

Question:

Neighbourhood Development Plans have statutory status making them an important tool to help to protect the natural environment and heritage assets. They provide an ideal opportunity to improve the local environment, including protecting and enhancing existing assets, such as local parks, nature reserves and other green spaces as well as creating new habitats.

There presently exists an absence of the latest comprehensive assessment of Burghfield's natural environments and heritage spaces to robustly support Burghfield's draft Neighbourhood Development Plan.

Can Burghfield Parish Council advise of their plans in the commissioning of appropriate professional report(s) in support of comprehensively identifying and recording Burghfield's natural environment and heritage assets?

Answer:

The Chairman advised that the PC have identified a range of available resources in the form of professional reports which are provided by West Berkshire Council, including an environmental assessment for Burghfield, a Historic Character Zone Study for Burghfield, Landscape Character Assessments, and Historic Environment Records. All these records are available to the Parish Council online and will go towards informing the relevant content of the Neighbourhood Plan. Should we consider that information is still lacking after reference to these resources, the PC will discuss whether further reports are required. We will however approach West Berkshire Council before commissioning any further reports, as it is apparent that the District Council hold a comprehensive collection of resources, and may be able to supply any omissions

Question:

Burghfield Parish Council's consultee response to question relating to Burghfield's NDP resulted in Burghfield Parish Council retracting their support of retaining their proposal in support of ensuring Burghfield Common village boundary included Burghfield Common residents residing within Burghfield Common area. However it has been noted that Burghfield Parish Council supported boundary changes associated with lower Burghfield and the expansion of a boundary next to the ancient and semi natural woodland area known as Pondhouse Copse.

Can Burghfield Parish Council provide:

1) Burghfield Common village citizens with a reason why Burghfield Common villagers are being treated differently to their neighbours located in the lower Burghfield area?

2) Explain to Burghfield parish citizens of the financial implication borne by all Burghfield citizens as a consequence of BPC retraction of the their commitment to do the right by their community? Finally,

3) Will Burghfield Parish Council agree to instigating a Parish Boundary Review to reinstate Burghfield Parish Council's original Burghfield Common boundary commitment, ie to ensure all citizens living within Burghfield Common are part of the same parish?"

Answer:

The chairman recommended seeking additional clarification from the resident to better understand the question and provide an appropriate response.

12.0524 To receive a report from a District Councillor

No questions were presented.

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13.0524 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 18 April 2024 be approved and the recommendations therein.

14.0524 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 18 April 2024 be approved as a true and correct record and the recommendations therein.

15.0524 To receive the minutes of the meetings of the Governance & Finance Committee and approve the recommendations therein

Cllr D Selway requested clarification as to the revised policy for grant applications, specifically in relation to funding requests received requiring approval prior to the year end.

Members discussed the provision of a contingency fund for any extraordinary applications received during the with delegation being provided to the Finance & Audit committee for consideration to be given to the request accordingly.

Resolved: that the minutes of the meeting of the Governance & Finance Committee held on 4 April 2024 be approved as a true and correct record and the recommendations therein.

16.0524 To receive brief verbal reports from Parish Council Representatives attending meetings of Outside Bodies to which they have been appointed

Cllr S Awbery advised of her attendance at the Burghfield & Mortimer Volunteer Bureau, advising of their upcoming annual meeting.

Cllr L Sharp advised of her attendance at the meeting of Burghfield Charities.

17.0524 Financial Matters

- i) Parish Council Bank Account Reconciliation & payments as of 30 April 2024:
The accounts reconciliation statements for month ending 30 April 2024 were noted. Items for payment are to be debited to the account of the Parish Council.
Discussion ensued in relation to the Willink Leisure Centre contribution, requesting the Finance & Audit committee undertake a review of the subsidy in conjunction with the surrounding parishes who also provide subsidies.
- ii) Village Hall Bank Account Reconciliation & payments as of 30 April 2024:
The accounts reconciliation statements for 30 April 2024 were noted. Items for payment are to be debited to the account of the Village Hall. Bookings for April were noted as £4,486.87
- iii) To confirm the appointment of Auditing Solutions as Internal Auditor to Burghfield PC
Resolved: To appoint Auditing solutions as internal auditors for financial year 2024/2025.

18.0524 Councillors to confirm they have read and fully understood the councils Standing Orders for the ensuing municipal year

Members present were reminded of their obligations to ensure they had read and understood the councils Standing Orders. Each member was required to confirm by way of signature they had read the documentation.

19.0524 Councillors to confirm they have read and fully understood the councils Financial Regulations for the ensuing municipal year

Due to revised model Financial Regulations awaited from NALC, the items is to be deferred to the next meeting.

20.0524 Councillors to confirm they have read and fully understood the Code of Conduct for the ensuing municipal year

Members present were reminded of their obligations to ensure they had read and understood the councils Code of Conduct. Each member was required to confirm the would abide by the Code by way of signature.

21.0524 To confirm the Committee Terms of Reference for the ensuing municipal year

Resolved: The Terms of Reference for each of the committees were confirmed and adopted for implementation.

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22.0524 To receive and approve the Scheme of Delegation for 2024/2025

Resolved: The Scheme of Delegation for 2024/2025 was received, approved and adopted accordingly by members present.

23.0524 Matters for Future Discussion

To re-establish the Willink Liaison Committee.

24.0524 Items for information

Members were advised of the meeting schedule for May & June 2024 with a copy being available via on the cloud system for members.

25.0524 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 20.55pm.