

**Minutes of an Ordinary Meeting of Burghclere Parish Council held on  
9<sup>th</sup> May 2022 at 7.15pm in the Portal Hall Clubroom**

**Present:** Cllrs R Carrow (Chairman), A Crowley (Vice-Chairman), S Whiting,  
G Morton, I Collins and A Patrick-Smith

J Letsome (Clerk)

J Parkes

Borough Cllr J Izett - to item 25

County Cllr T Thacker – to item 20

1 x Parishioner

**14. Apologies**

Received and accepted from:

- Cllr Wason

**15. Declaration of members' interests for this meeting**

- There were none.

**16. To note vacancy following recent non-contested election**

Cllrs noted that one vacancy remained previously filled by Julian Parkes. He would be seeking co-option back to the council in the June meeting.

**17. Confirm minutes of the meeting held on 4<sup>th</sup> April 2022**

The minutes of the meeting held on 4<sup>th</sup> April 2022 had previously been circulated and were accepted as a true record of the meeting.

**18. Review Progress of actions from meeting held on 4<sup>th</sup> April 2022**

There was an update on progress of the actions, as follows:

<b>Item No:</b>	<b>Action</b>	<b>Due by</b>	<b>Progress</b>	<b>Owner</b>
254	Promote councillor vacancy		Actioned	All
255	Upload March minutes to website		Actioned	Clerk

Chairman Signature: .....Date: .....

256	Check progress re Parish online (brought forward) <i>Cllr Wason has in hand and will raise training in future meeting.</i>		Actioned	Clerk
256	Prepare instructions re Thermal Imaging Camera. (brought forward)		Later agenda item	Cllr Carrow
262	Submit responses to planning applications		Actioned	Cllr Carrow/ Clerk
263	Arrange meeting between Orchard Homes and Borough Cllrs Izett and Carr. <i>Cllrs Carrow and Izett agreed this could now proceed. Cllr Carrow to arrange.</i>			Cllr Carrow
270	Progress Annual Parish Meeting agenda and arrangements		Actioned	Clerk/all
271	Upload approved Standing Orders and Financial Regulations to the website.		Actioned	Clerk
272	Amend Budget for year commencing 1 <sup>st</sup> April 2022 to reflect actual figures to 31 <sup>st</sup> March 2022		Actioned	Clerk
272	Upload year end bank reconciliation and cashbook to website.		Actioned	Clerk
274	Continue to review Clerk's Pension Provision		Later agenda item	Cllr Crowley

#### **19. To receive minutes of Pinder Recreation Trust meeting held 7<sup>th</sup> March 2022**

The minutes of the Pinder Recreation Trust meeting held on 7<sup>th</sup> March 2022 were accepted as a report to the Parish Council. These are attached at Appendix A.

#### **20. County Councillor Report**

Cllr Thacker reported that:

- Cllr Keith Mans would be standing down as Leader, to be replaced by Cllr Rob Humby, with Cllr Roz Chadd becoming Vice-Chairman.
- Hampshire continued to pursue County Deals, despite not being included in the first wave announced as part of the government's Levelling Up Programme.

Chairman Signature: .....Date: .....

In the meantime, HCC hoped to work alongside Southampton, Portsmouth, and District Councils to create an economic prosperity board.

Cllr Carrow noted the consultation on Hampshire County Council's Local Transport Plan 4 was open for comments until 26<sup>th</sup> June. He invited Cllrs to view this and share their comments in advance of the June meeting, when a Parish response would be agreed.

## **21. Borough Councillor Report**

Cllr Izett reported on the outcome of the elections on 5<sup>th</sup> May, during which one third of Borough Councillors were up for election. The new overall composition is:

- Conservative Party - 29 seats
- Labour Party- 10 seats
- Liberal Democrats - 7 seats
- Basingstoke & Deane Independents - 8 seat

Cllr Carr was noted to have been elected as one of the three councillors representing Evingar ward.

The new cabinet would meet on 18<sup>th</sup> May. Cllr Izett expected the priorities to be the Local Plan, Housing/Planning and Climate Change.

## **22. Parishioners' open time**

The Parishioner in attendance raised concerns regarding:

- Fly-tipping from Pound Lane into the railway cutting, on discussion it was agreed to place laminated signs in the problem areas and Cllr Izett would discuss with B&DBC's enforcement team for additional advice.
- The spread of Japanese Knotweed and how this was being addressed. Cllr Izett to find out if this was a Highways or Borough responsibility.
- Organised rally driving in and around Spring Lane – it was agreed the Clerk would raise this with the local PCSO.

## **23. Chairman's Comments**

There were none.

## **24. Planning applications received since 4<sup>th</sup> April 2022**

**The following applications were discussed:**

- 22/00993/HSE Periwinkle Cottage 9 West Street Burghclere RG20 9LD  
Proposed Two-storey gabled rear extension, set in bound of existing cat-slide roof and a small single-storey flat roof rear extension.

**Response:** No comments.

Chairman Signature: .....Date: .....

- 22/01113/HSE Treetops Harts Lane Burghclere Hampshire RG20 9JN  
Conversion of existing integrated double garage to habitable accommodation and erection of a side infill extension. Construction of new level access ramp with oak front porch. Erection of detached single garage / store building to front driveway and installation of new access gates.

**Response:** Councillors raised no objections to the work proposed on the main house. However, felt that the size of the main garage and in particular its height to be unsuitable for the locality as was mentioned in the response to 22/00198/HSE Grange Lodge.

- 22/01079/HSE AND 22/01080/LBC Ridgemoor Farm West Street Burghclere RG20 9LD  
Internal and external alterations to allow for conversion of barn to ancillary accommodation

**Response:** No comments.

- 22/01199/HSE 2 Aldern Bridge Cottages Burghclere Road Aldern Bridge Adbury  
Two storey side extension and log burner flue

**Response:** Cllr Carrow confirmed a satisfactory response to queries raised had been received and there were no concerns to raise.

**Planning Applications currently being considered:**

Cllr Carrow confirmed the objection to 22/00428/FUL (Land at Manor Farm) had been submitted.

**Cllrs noted the decisions reached by B&DBC since previous meeting:**

- 21/00228/OUT Land To The Rear Of Millbrook House Ayres Lane Burghclere  
Outline Planning Permission for the erection of a new C3 class residential dwellinghouse, together with associated residential curtilage, a garage, parking, and landscaping with some matters reserved except for access and scale.

**Granted**

Cllr Carrow reported that he had raised concerns to B&DBC about aspects of its consideration, in particular relating to the made Neighbourhood Plan. He also noted additional concerns regarding the S106 funding being used for a biodiversity scheme in Penwood. Cllr Izett offered his support and would follow up.

- 22/00615/ROC Beacon Hill House Winchester Road Whitway  
Variation of condition 1 of 18/00377/FUL to re-design houses and garages. Plots 2 and 3 changed from 3 bedroom detached houses to 4 bedroom detached houses, no change in external appearance. Increase size of proposed garages

**Granted**

- T/00058/22/TPO Sandham House Pound Lane Burghclere  
T2 Oak: fell

**Refused**

- 21/03600/HSE 6 Weir Vale Cottages Sydmonton Road Old Burghclere  
RG20 9NR  
Construction of hardstanding and vehicular access from existing entry point

**Granted**

- 21/03578/HSE The Wolery Burghclere Road Earlstone Common Burghclere  
RG20 9HN  
Erection of single storey side extension, insertion of new ground floor doors to rear elevation to replace window, new boundary treatments, erection of new front gates and associated landscaping at existing vehicular entrance

**Granted**

- 22/00720/LDPO Hannington View Harts Lane Burghclere Newbury RG20 9JB  
Certificate of lawfulness for the erection of a single storey rear extension

**Granted**

- 22/00467/RET Fir Cottage Heatherwold Newtown Hampshire RG20 9BG  
Change of use of part of existing commercial paddock to residential garden land enclosed by 1.2 metre high post and rail fence

**Refused**

Cllr Carrow reported that he met recently met with the applicants to discuss the concerns they had raised in a letter regarding the decision. He had explained the planning context and the options open to them.

**25. Planning Update**

Cllr Carrow reported on:

- **Local Plan Update**  
Nothing further to report

- **Neighbourhood Plan**

- Review

Cllr Carrow reported that funds for this Financial Year's bid had been submitted. B&DBC had responded to questions about the Strategic Environmental Assessment saying that the Local Planning Authority might still want to consult on it, he noted that without a housing allocation it should be unnecessary. A representative from ONeill Homer would be visiting on 13<sup>th</sup> May to view and photograph some areas for the new Design Code. All Cllrs were invited to attend.

Chairman Signature: .....Date: .....

- Orchard Homes  
Cllr Carrow would proceed with arranging a meeting between Orchard Homes and Borough Cllrs Izett and Carr.
- Housing numbers  
Cllr Carrow reported that Whitchurch Town Council had recently held a meeting to examine how best to add pressure to reduce the housing target for B&DBC. The figures were currently based on the new standard model are from the 2011 census and it is believed that the 2021 census figures should be used which would reduce the target from ~900 to less than 700. He noted that this did not currently affect BPC but he would continue to remain engaged.

**26. Road matters**

Nothing further to report.

**27. Footpaths Report**

Cllr Carrow noted that recently fallen trees had been cleared by landowners. He had completed the hedge cutter training course.

**28. Playground Project**

Cllr Carrow reported that work had started on the fencing. Work would commence on installing the adult exercise equipment after the Millennium Garden extension fencing had been completed. The repairs required on the existing equipment was expected to be completed on 10<sup>th</sup>/11<sup>th</sup> May.

**29. Hampshire 2050 Climate Change**

Cllr Carrow reported that the newly named Basingstoke Area Sustainability group had met on 13<sup>th</sup> April. He noted that grants were still available, including for residents interested in becoming “Energy Champions.” He had obtained a guide to the FLIR camera attachment and would draft one for the parish for use later in the year.

**30. Website & IT – to include fibre network scheme**

Cllr Crowley would chase up the removal of the “subscribe” button. The “ticker” function was noted not be working.

Cllr Crowley reported that the fibre cabling was ready to be completed in the Portal Hall, having already been completed Sports Club and Cottage. He noted that the current broadband contract would need to be ended as soon as the new one commenced. He would encourage the company to remove equipment and “make good” as much as possible in advance of the Jubilee weekend.

There followed a general discussion on the PC’s Communication Strategy, and it was agreed this should be considered at more length in a later meeting.

### 31. Queen's Platinum Jubilee

Cllr Whiting reported that arrangements were proceeding well for the planned programme of events.

Cllrs noted that a grant offer of £1,000 had been received from B&DBC towards the costs incurred. It was agreed that the Clerk could sign the acceptance.

### 32. Documents for review and agreement

The following documents had been circulated for review and agreement:

- Terms of Reference for:
  - Planning Working Group – agreed subject to changes as discussed.
  - Finance Working Group – agreed with no changes required
  - Staffing Committee – agreed subject to changes as discussed.

### 33. Accounts

The following payments were approved:

Budget Section	Date	Details	Cheque	Amount
<b>Expenditure</b>		<b>Approved &amp; Paid</b>		
Subscriptions	06/05/2022	HALC Affiliation fee	BACS	£413.39
Insurance	06/05/2022	BHIB Annual premium	BACS	£547.39
				<b>£960.78</b>

The following payments were noted as having been paid:

Budget Section	Date	Details	Cheque	Amount
<b>Expenditure</b>		<b>Approved &amp; Paid</b>		
Salary/PAYE	29/04/2022	Litterwarden	SO	£514.80
Salary/PAYE	29/04/2022	Clerk - Salary	BACS	£745.00
Admin/Courses	29/04/2022	Clerk - Expenses	BACS	£101.21
Salary/PAYE	29/04/2022	HMRC re PAYE	BACS	£104.80
Neighbourhood Plan	11/02/2022	Groundworks re grant	BACS	£1,980.00
				<b>£3,445.81</b>

Chairman Signature: .....Date: .....

The Clerk had previously circulated a bank reconciliation for the month ending 30<sup>th</sup> April 2022 and showing the figures:

- A balance in the Treasurers account of £7,974.77
- The balance in the Business Bank Instant Account stood at £6804.59.
- The balance in the Newbury Building Society account stood at £19,565.84

She confirmed that the first 50% precept payment had been received since 30<sup>th</sup> April 2022, together with the Litterwarden Grant.

The Finance Working Group had reviewed the insurance renewal documents and were content with the contents.

A budget monitoring document had been circulated and was taken as read. The Clerk confirmed a payment of £1980 had been made as reimbursement of unspent money relating to the Locality Grant.

#### **34. Clerk's Pension Provision**

Cllr Crowley gave an update on the pension provider options available. On discussion it was agreed to proceed based on an 8% gross salary contribution, with BPC's employer contribution being 3%. This would be set up once he had established some further details from the providers, noting that it would most likely be with the NEST pension scheme.

#### **35. Clerk's Report**

The Clerk had circulated a report which had mostly been covered under earlier agenda items. She reported that:

- The van in Harts Lane had been removed from Harts Lane.
- Preparation for the internal audit on 17<sup>th</sup> May was almost complete.
- She was waiting for the assessment of her final submissions for CiLCA.

#### **36. Next Meetings**

- Tuesday 17<sup>th</sup> May 2022 – Annual Parish Assembly in the Portal Hall
- Monday 6<sup>th</sup> June 2022 at 7pm, to be held in the Portal Hall Clubroom.

There being no further business the Chairman closed the meeting at 9.08 pm



**Actions from May Meeting:**

<b>Item No:</b>	<b>Action</b>	<b>Due by</b>	<b>Progress</b>	<b>Owner</b>
17	Upload April minutes to website		Actioned	Clerk
20	Add Hampshire County Council's Local Transport Plan 4 to June agenda			Clerk
22	Progress actions re prevention of fly-tipping.			All
22	Establish responsibilities re Japanese Knotweed clearance.			Cllr Izett
22	Contact PCSO re rally drivers.			Clerk
24	Upload responses to Planning Applications		Actioned	Clerk
25	Arrange meeting between Orchard Homes and Borough Cllrs Izett and Carr.			Cllr Carrow
29	Complete guide to the FLIR camera attachment.		In progress	Cllr Carrow
30	Encourage Fibre Networks to remove and "make good" prior to Jubilee weekend.			Cllr Crowley
30	Add communications strategy to June agenda			Clerk
31	Sign and return Jubilee Grant acceptance form		Actioned	Clerk
32	Upload amended documents to website.			Clerk
33	Progress payments to be made.			Cllr Carrow
34	Complete Clerk's Pension arrangements			Cllr Crowley

Chairman Signature: .....Date: .....

## Appendix A

Minutes for the meeting of the Pinder Recreational Trust Management Committee  
held on 7<sup>th</sup> March 2022 at 9.45pm in the Portal Hall Clubroom

**Present:** Andrew Crowley (AC) Chairman, Richard Carrow (RC), I Collins (IC),  
And S Whiting (SW)

J Letsome (JL) - minutes.

- **Apologies**

Apologies had been received from Helen Brierley, Geoff Morton, Amanda Wason, and Julian Parkes

- **Approval of the minutes of the meeting held on 7<sup>th</sup> February 2022**

AC proposed the minutes be accepted as an accurate record; this was agreed by all.

- **Review of Actions and Matters arising from previous minutes**

Item No:	Action	Due by	Progress	Owner
5	Pass over building contractor contact details.  Obtain quotes re capping chimney and roof work  <i>AC reported a meeting with a contractor had been arranged.</i>		Ongoing	IC  AC
5	Contact heating engineers  <i>AC to contact Steve Learoyd. IC to look at thermostat.</i>		Ongoing	AC
5	Arrange for contractor to address damp at Portal Hall Cottage  <i>AC reported a meeting with a contractor had been arranged.</i>		Ongoing	GM/AC
7.	Progress window quotes and funding  <i>AC to obtain revised quotes.</i>		Ongoing	SWAC
11.	Progress remainder of signatory changes.		Ongoing	JL

Chairman Signature: .....Date: .....

11.	Confirm electricity supply contract end date.		Outstanding	AC
	Check Oil levels. <i>AC to order in.</i>		Ongoing	AC

- **Pre-School Update**

There was little to add to the update reported at the previous meeting.

- **Portal Hall – Future Bookings, Management & Maintenance, Portal Cottage**  
SW reported that approximately £2700 in bookings had been received to date in the current year which was agreed to be good news.

**Maintenance and Management issues raised**

As noted in the Action list.

**Portal Cottage**

The tenants had completed the bedroom decoration as agreed.

- **Millennium Garden**

RC spoke to previously circulated documents relating to a concern that had been raised regarding the management of the Yew Tree in Millennium Garden. On discussion it was agreed to leave it untouched until such time it needed further attention.

- **Sports Club Update and lease renewal**

IC reported they had recently held a very successful train run with half of the proceedings being donated to the Ukraine fund.

The container needed to be repositioned. The club had been advised not to dump grass cuttings in the car park because this encouraged others to do the same.

They had recently received a B&DBC grant from the hospitality fund and he understood they continued to apply for other grants.

- **Priority Works List**

It was agreed to proceed with obtaining quotes for an upgrade to the kitchen.

- **Playground update**

JL reported that the weekly inspections had taken place with no issues reported, however it had been noted that there were maintenance issues highlighted in earlier inspections that had not been addressed. She would share a list in a format that identified those.

- **IT/Website Update**

Nothing further in addition to the matters covered in the earlier Parish Council meeting.

- **SSE Purchase**

AC reported that he had recent contact with the lawyers who had indicated it was close to completion but had nothing further to report.

- **Accounts**

JL had previously circulated the latest accounts. The surplus for the year to date was showing as £29,603.05. The bank balance as of 6<sup>th</sup> March 2022 stood at £76,139.54, with £8,226.25 in the Newbury Building Society account.

The bank balance was noted to be close to the Financial Services compensation limit (£85k).

Therefore, it was agreed that spending some funds on some of the maintenance requirements would be prudent. It was also agreed that Pinder could purchase a projector which could be made available for PC meetings and other hirer. JL would share a specification with AC prior to purchase.

It was agreed that Steve Minney should continue with the grass cutting at the same rate as 2021/22.

- **Date of Next Meeting**

Monday 4<sup>th</sup> April 2022 after the Parish Council meeting.

- **Any Other Business**

There being no further business, the meeting closed at 10.20pm.