

*Minutes of an ordinary meeting of Burghclere Parish Council held on
2nd November 2020 at 7pm and in accordance with current guidance this was held
virtually via “Zoom”*

Present: Cllrs R Carrow (Chair), A Crowley (Vice Chair), S Whiting, G Morton,
I Collins and A Wason

Borough Cllr J Izett (from item 5 and up to & including item 7)
County Cllr T Thacker (up to & including item 4)
J Letsome (Clerk)

1. Apologies

None.

2. Declaration of members’ interests for this meeting

None.

3. Confirm minutes of the meeting held on 5th October 2020

The minutes of the ordinary meeting held on 5th October 2020 had been circulated prior to the meeting and were agreed by all.

Cllr Carrow reported that most actions had either been completed or were covered under later agenda items, however updates were given on two actions, as follows:

Item 4: Cllr Thacker to share plan with Cllr Carrow

Cllr Thacker said that he continued to work with Cllr Mellor and that he understood that the Thames Valley/North West Hants plan did not include the western end of the A339, which would be covered by another piece of work between Hampshire and West Berkshire Councils. Cllr Thacker had nothing further to report, but would continue to be engaged with the work being undertaken.

Item 19: Clerk to contact Cllr Richardson

Cllr Carrow updated all on the outcome of recent contact with Cllr Richardson and the impact his work commitments had on his ability to fully meet the required responsibilities of a Parish Councillor. On discussion it was acknowledged with regret that Cllr Richardson’s engagement as a Parish Councillor would cease as per the relevant regulations regarding attendance at meetings. The vacancy would be advertised.

**Actions: Clerk to inform B&DBC and publicise casual vacancy.
Clerk to upload minutes to website.**

Chairman Signature:Date:

4. County Councillor Report

Cllr Thacker reported that he had been working on a number of issues regarding roads and lanes between Ecchinswell and Burghclere.

He had raised the issue of the Danger-Ice signs at Broken Way and Ox Drove fords and had been advised that they had been erected in response to another incident elsewhere, therefore action had been taken across all county fords. He agreed that the decision should have been taken on a case by case basis, however did not anticipate there would be any change resulting in the removal of the signs.

Cllr Thacker said he had arranged for a meeting with engineers regarding Cllr Carrow's request that there should be a depth marker at the ford in Featherbed Lane.

Cllr Carrow raised concerns regarding the overnight parking of lorries on the A34 bridge at Tothill. He understood it to be a Highways England responsibility, but that there was no solution in sight to the problems being caused by the parking, which were relevant to the village. On discussion, it was agreed that Cllr Carrow would provide Cllr Thacker with an overview of the concerns to enable him to raise the matter.

Cllr Thacker encouraged Cllrs to share details with him of any other issues and concerns that they wished him to raise on behalf of the Parish.

**Actions: Cllr Carrow to provide Cllr Thacker with an overview of the concerns regarding lorry parking at Tothill.
All Cllrs to advise the Clerk of any other issues they wished to make Cllr Thacker aware of.**

5. Borough Councillor Report

Borough Cllr Izett reported on:

- **C45** – He was still working with Cllr Thacker regarding concerns about the amount of water on Newtown Hill which was starting to resemble a stream and was felt to be a potential risk to motorists if and when it froze. They had composed a letter and would continue to press for a response. It was agreed that Cllr Carrow would write with Newtown Parish Council to strengthen the case for action to be taken.

Action: Cllr Carrow to represent the issue to HCC in concert with Newtown PC.

- **Planning White Paper** – Cllr Izett noted the excellent piece of work produced by Cllr Carrow as a Parish response, which he felt to be well written. Cllr Izett said he had also written a personal response to Robert Jenrick MP, to highlight the adverse impact he believed there would be to local democracy. He had also copied in Kit Malthouse MP.

- **Covid-19** – Cllr Izett was expecting an update on 3rd November which he would share when it was available.
- **Draft Budget 2021/22** – This would be presented to cabinet on 3rd November. Cllr Izett acknowledged the financial pressures B&DBC were under, which left a significant budget gap of approximately £1million, and steps would need to be taken to enable them to meet their legal obligation to deliver a balanced budget, including:
 - Continuing to increase Council Tax each year.
 - Increasing fees & charges where levied.
 - Reducing the grass cutting budget and frequency of cuts.
 - Ending free parking for disabled badge holders.
 - Increasing charges to garden/bulky waste collections.
 - Introducing charges for Play Area inspections.
 - Increasing cost of resident parking permits.
- Cllr Izett responded to questions raised:

He confirmed the Lengthsman scheme was run by Hampshire CC and therefore was not subject to any budget decisions made by B&DBC.

Cllr Whiting asked if the Recycling Centres were due to remain open during the forthcoming period of lockdown restrictions, Cllr Izett was unsure as this would be a County decision, but would enquire and report back.

Action: Cllr Izett to enquire and advise on recycling centres.

6. Parishioners’s open time

There were no Parishioners present or comments raised.

7. Chairman’s comments

Cllr Carrow spoke to a report previously circulated:

Tothill – He confirmed that he had asked the Chair of Highclere Parish Council to raise the issue of road infrastructure damage to Cllr Thacker. There had also been no progress on ‘no parking’ restrictions regarding HGV overnight stays on the bridge over the A34. On discussion it was agreed that he would draft a letter in conjunction with the Clerk and with the intention of bringing the problems caused by lorry parking to the attention of Highways. The letter would be written to reflect the views raised by other Cllrs, including concerns that any resulting action would not lead to lorries displacement parking elsewhere in the parish.

Action: Cllr Carrow and Clerk to draft letter for Highways.

Police – Cllr Carrow had previously circulated an update from the police and invited comments. Cllr Izett raised the possibility that the Police Chief in Basingstoke may be willing to talk to Cllrs online and respond to questions.

On discussion, it was agreed this would be useful and appropriate as a joint event with neighbouring parishes. Cllr Izett would make further enquiries and report back if she was willing to proceed with the suggestion. Cllr Carrow would then seek views from other PCs in NW Hampshire.

Action: Cllr Izett to make further enquiries.

Christmas – Cllr Carrow asked if there should be a Parish initiative over Christmas and if so, what that might be. On discussion, it was agreed that the possibility of a Christmas Tree in the village be further explored, and in conjunction with any plans the Church might have. The arrangements would be finalised in the December meeting, but in the meantime Cllr Whiting would make further enquiries.

Action: Cllr Whiting to liaise with Church.

Remembrance - The WW1 silhouette had been erected in the Garden of Remembrance with thanks noted for Chris Saint's help. Other plans included the presence of the West Berks Parachute Regiment Association and a trumpeter to sound the last Post. Cllr Carrow would lay a wreath on behalf of the parish council. However, further guidance was expected on how the arrangements would proceed in the light of the announcement of a forthcoming month of restrictions. The Diocese would be issuing advice and it was likely to be a scaled down event, possibly held outside only. Once confirmed Cllr Carrow would liaise with the rural police.

8. Coronavirus

Cllr Carrow said that he had issued an update to the Information Exchange Hub following the Government's recent announcement of a lockdown measures to be implemented. It was noted that this would require renewed community support for those vulnerable and in need. He would remain the principal point of contact with the Basingstoke Voluntary Association.

9. Planning applications received since 5th October 2020

20/02732/HSE 4 Weir Vale Cottages, Sydmonton Road, Old Burghclere RG20 9NR

Erection of part single and part two storey side and rear extensions following demolition of existing porch with associated internal alterations and external paving and level changes and erection of a boundary fence

Cllr Wason provided an overview of the application and on discussion it was agreed that objections would be raised on the basis of the proportions of the proposed extension and the significant impact the second storey would have on the neighbouring property. There were also concerns regarding the appearance of a large footing to the rear of the property.

20/02757/HSE The Haven, Limes Avenue, Burghclere RG20 9HE

Extend existing rear dormer to accommodate first floor shower room.

Notification of this application had been received after the meeting agenda had been issued and would require a response prior to the next meeting. It was agreed that the Planning Working Group could consider and agree a response outside of the meeting.

**Actions: Planning Working Group to consider The Haven application.
Planning Working Group to prepare a response to Wier Vale Cottage application, to be submitted by the Clerk.**

10. Planning

Cllr Carrow had previously circulated a reported as follows:

Appeals update:

Carlton. The Planning Inspector found in favour of the appeal.

Heathwood. The Planning Inspector dismissed the appeal.

Oxleas. Outcome still awaited.

Falcon Developments 35 houses on Harts Lane. The Hearing is expected to take place at 10 a.m. on 3 December, although we had yet to be formally notified by PINS. Cllr Carrow was seeking to establish if the latest lockdown measures were likely to impact the date.

Neighbourhood Plan update:

No change since the last report.

Local Plan Update:

Deadline for comments to B&DBC had been extended to 9th December.

White Paper and ‘Changes to the current planning system’ update.

B&DBC responded to the Changes to the current planning system consultation. This had been circulated to all parish councillors and posted on the parish council website.

The Parish Council responded to the White Paper ‘Planning for the Future’ on 29th October. A copy is on the parish council website.

Cllr Carrow reported that a more detailed report by B&DBC had been received earlier that evening and that there were many similarities in matters raised.

All these documents can be found on the parish website under Neighbourhood Plan/ White Paper/Planning for the Future.

Cllr Wason asked that the minutes should note thanks and acknowledgement to Cllr Carrow for the amount of work he had undertaken when preparing this response.

11. Documents for Review and Agreement

Staffing Committee Terms of Reference

The Clerk had previously circulated a draft document in the previous meeting as a proposed Terms of Reference for a new Staffing Committee.

There had been no comments or suggested amendments, therefore she asked that Cllrs approve the document be adopted as the final Terms of Reference for a newly formed Staffing Committee. This was agreed by all. Three Cllrs would form the committee: Cllrs Carrow, Wason and Whiting.

Action: Clerk to upload document to website.

12. Grant Applications

An application from Spotlight for £500 had been circulated to Cllrs for consideration prior to the meeting, this was discussed in line with the Grant Application Procedure. It was agreed that it would not be appropriate to support this application as it did not meet the criteria, however they could be invited to reapply in the future should a local group be formed and could demonstrate they were meeting the needs of Burghclere residents

It was agreed that the Church would be asked to complete the necessary application form should they submit a grant request.

Action: Clerk to advise applicant of decision.

13. Lengthsman

On discussion it was agreed that leaf clearing around the Portal Hall would be the task for 26th November, with Cllr Whiting being the point of contact.

Action: Clerk to submit work schedule

14. Footpaths report

Cllr Carrow reported that:

- The plan to install the York gate at Harts Hollow on 11 November was to be cancelled due to the weather and ground conditions. The task would be rescheduled for March 2021.
- The metal kissing gate had been ordered and Chris Saint would take delivery and help move it to a suitable drop off prior to its installation. The delivery date was not yet known.

15. Hampshire 2050 Climate Change

Cllr Carrow reported that B&DBC's Climate Change consultation could be accessed via the web. He proposed that the Parish Council did not submit a formal response but encouraged individuals to go online and complete the survey themselves. He had advertised this previously on nextdoor.com and would do so again.

16. Accounts

To review and approve monthly payments and bank reconciliation

The Clerk had previously circulated the payments for November for approval, together with invoices and supporting paperwork and as detailed below. These were approved for payment via BACS.

Budget Section	Date	Details	Cheque	Amount
Expenditure				
Salary/PAYE	01/11/2020	F Knott - Litterwarden	SO	£453.44
Salary/PAYE	01/11/2020	J Letsome - Salary	BACS	£520.00
Courses/Admin	01/11/2020	J Letsome - Expenses	BACS	£95.75
Salary/PAYE	01/11/2020	HMRC re F Knott PAYE	BACS	£90.60
Grants	01/11/2020	Victim Support - Grant	BACS	£50.00
Grants	01/11/2020	Homestart - Grant	BACS	£100.00
				£1,309.79

The Clerk had previously circulated a bank reconciliation completed to 15th October 2020 showing:

- A balance in the Treasurers account of £15,820.64
- The balance in the Business Bank Instant Account stood at £6803.61.
- The balance in the Newbury Building Society account stood at £19292.87

To review draft budget 2021/22 in preparation for Precept Request

The Clerk spoke to a previously circulated draft budget. It was agreed that the Finance Working Group would review this for further consideration and discussion in the December meeting, prior to final agreement.

17. Clerk's Report

The Clerk had nothing further to report.

18. Future Meetings

The next meeting to be held on Monday 7th December 2020.

There being no further business the Chairman closed the meeting at 8.27 pm

Chairman Signature:Date: