

*Minutes of an ordinary meeting of Burghclere Parish Council held on
5th October 2020 at 7.30pm 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 (to item 11)
County Cllr T Thacker (to item 2)
J Letsome (Clerk)

1. Apologies

None received.

2. County Councillor Report

Cllr Thacker reported on:

Adbury Road – he understood it was due to be closed for 5 days in September to enable work on Broadband cables to be undertaken, but was unsure if this had been completed – Cllr Carrow believed it had taken place.

A339 – he had been in contact with County Cllr Derek Mellor, who has a responsibility for the Tadley and Baughurst area and shared the concerns regarding the potential “rat run” to the West of the A340. Cllr Mellor had recently attended a study and understood that West Berks Council had withdrawn from a previous study.

B4640 – he had been in touch with Hampshire CC to specifically to raise concerns about the work being undertaken by WBC to create a dual carriageway on the A339 between the Swan Roundabout and Pinchington Lane Roundabout. He feared this would be the prelude to directing traffic away from Newbury via the A339, which could create additional traffic pressure on the B4640 and surrounding villages, especially in the event of an accident. Cllr Carrow noted the parish council had raised this issue with WBC in its response to the Sandleford planning application, in particular referencing WBC’s proposal to direct HGVs out of Newbury and along the B4640 during construction. Cllr Thacker said there was an outline Thames Valley/North West Hants plan and would forward it to Cllr Carrow if it was available for public viewing. Cllr Carrow thanked Cllr Thacker for his support.

Action: Cllr Thacker to share plan with Cllr Carrow (if permitted)

3. Declaration of members’ interests for this meeting

There were no declarations of interest.

Chairman Signature:Date:

4. Confirm the minutes of the ordinary meeting held on 7th September 2020

The minutes of the ordinary meeting held on 7th September 2020 had been circulated prior to the meeting, Cllr Morton proposed they be accepted as a true record, this was seconded by Cllr Wason and agreed by all.

Cllr Carrow reported that most matters arising from the minutes had either been actioned or would be covered in later agenda items. However, he asked Cllr Izett for an update on two actions under Agenda Item 5:

Provide an update on action being taken to address Quad bike thefts

Cllr Izett advised that he had spoken to Kit Malthouse MP on this matter. It appeared that any arrests that may have been made had not solved the problem because thefts were continuing.

Engagement with Parish Councils when responding to the White paper

Cllr Izett would request that the response be shared.

Actions: Clerk to upload approved minutes to website

Cllr Izett to request that White Paper response be shared

5. Parishioners' Open Time

There were no Parishioners present.

6. Borough Councillor Report

Borough Cllr Izett reported on:

- **Highways** – he shared Cllr Thacker’s interest and concerns, and had been working with him and Cllr Mellor. He believed the focus of the study that Cllr Thacker had referred to related to the A34 and its linking of the M3 and M4, and that the study relating to the A339 had dropped away. Cllr Morton feared consideration of the A339 might be prelude to a bypass. Cllr Izett felt this was unlikely and understood the study might start again, but meanwhile WBC had requested a financial contribution in recognition of the impact the Manydown development would have on roads in their area. He would continue to work with Cllrs Mellor and Thacker and press for responses.

Cllr Morton said he had noted that the SHELAA showed possible commercial developments adjacent to Tothill, which would have an impact on the Parishes of Burghclere and Highclere. Cllr Carrow noted that the SHELAA showed what land had been proposed by landowners and had passed an initial feasibility sift by the LPA. However any site listed did not of itself mean that development would be approved. Cllr Izett indicated that he would welcome the views of both Parish Councils and suggested Cllr Carrow should raise this with the Chair of Highclere Parish Council, which he agreed to do at the next meeting of NW Hants parish Chairs on 12 Oct.

- **C45** – He was working with Cllr Thacker regarding concerns about the amount of water on Newtown Hill which was starting to resemble a stream. He was waiting for a response from the Highways team to a request to get one of the drains rodded.
- **Planning White Paper** – this would be considered at a Cabinet meeting being held on 6th October, with recommendations that local views be obtained. There had been cross party agreement that there were problems with some elements of the paper.
- **Covid-19** – The Borough had fared well so far during the Pandemic, with few deaths and a relatively small number of new cases being reported recently. Attendance at Primary and Secondary schools had been high. An Economic recovery framework was being presented to Cabinet on 6th October, which would include measures to help business and young people.
- **Hospital** - The Government had recently announced there was funding in place for a new hospital in Basingstoke, with the favoured location of J7 M3 still to be confirmed. It had also been announced that Winchester hospital would be refurbished.
- **Consultations** - He reminded all that there was still opportunities to comment on:
 - Climate Change proposals by 15th November
 - Local Plan Update by 9th November
- Cllr Izett proceeded to invite questions:

Cllr Carrow thanked Cllr Izett for his report and noted the good news regarding the new hospital, hoping that the agreed funding would be adequate. Cllr Izett was unsure of the figures but noted the positive impact this would have on jobs in the area.

There were no further questions.

Action: Borough Cllr Carrow to contact Chair of Highclere Parish Council re Tothill.

7. Chairman's comments

Cllr Carrow reported on:

Future Meetings

He reminded Cllrs that the next two meetings will need to focus closely on planning and finance matters, in particular agreeing the precept request for 2021/2022.

Chairman Signature:Date:

Superfast Broadband – Ox Drove

He apprised Cllrs about a concern from a parishioner in Ox Drove, which highlighted problems experienced with broadband speeds, and the difficulty in getting BT or OpenReach to resolve the issue despite both acknowledging there was a fault. Cllr Morton remarked that he had encountered faults with his line (from the same cabinet) and recommended persevering with the chief technician.

Letter from Robert Jenrick MP

Cllr Carrow advised Cllrs that he had recently had sight of a letter from Robert Jenrick MP (Secretary of State for Housing, Communities and Local Government). This had been addressed to all who serve on parish & town councils as an acknowledgement of their response during the pandemic. The letter expressed his thanks for the creative ways in which communities had reacted and considered this to be a testament to the unique and cherished position parish & town councils occupy within local government.

Harts Hollow

Evidence of more flooding had been reported to Thames Water and the Environment Agency early in October. This meant that there had been a total of 4 incidents reported so far in 2020 – January, April, August and October. This would continue to be monitored and reported, and it was encouraging a database of flooding was being built up for the first time.

8. Coronavirus

Cllr Carrow considered that whilst there locally few infections, there was no room for complacency, and with the winter months approaching there should be continued focus on protection and well-being. He also felt that the likely consequences of a deal/no deal Brexit should be considered and Cllr Izett agreed to raise this at Cabinet.

Action: Cllr Izett to raise potential impact of a no deal Brexit with Cabinet.

9. S106 Contributions

Cllr Izett advised that he had not received a response to enquiries regarding any possible flexibility to how S106 funds could be used. Cllr Carrow noted that he had heard evidence of a previous attempt to change the use of S106 (by another council) had been rejected in an appeal. It was understood that the legal implications meant that any change of use would be subject to the agreement of developers.

Action: Borough Cllr Izett to report if there is any further update

10. Planning applications, amendments and appeals received since 7th Sept 2020

20/02193/ROC Beacon Hill House Winchester Road Whitway Burghclere
Variation of conditions 1 and 7 of 18/00377/FUL to amend drawing numbers to allow for changes to layout and fenestration of dwellings and addition of second floor to Plot 1 and to install a communal sliding car & pedestrian entry gate, including submission of details for conditions 3 and 8.

Chairman Signature:Date:

It was noted that a response to this had been required by 29th September – therefore the Planning Working Group had considered this prior to the meeting and recommended a response, which had been submitted.

20/02482/HSE 6 Weir Vale Cottages, Sydmonton Road, Old Burghclere RG20 9NR
New vehicle access and parking to front of property

Cllr Carrow gave an overview of the application, he had spoken with the Planning Officer, who was due to visit site. She had advised that HCC would also have a view with regards to the impact on the road. On discussion it was agreed to submit a response highlighting the original design intent of both sets of cottages was for cars to be parked to the rear, and allowing for this change would set an unwelcome precedent with the potential for other entrances onto the road.

20/02568/FUL Barn at Wedgewood, Tothill Farm
Removal of Pig Arks and construction of barn extension for animal housing

Notification of this application had been received after the meeting agenda had been issued and would require a response prior to the next meeting. Cllr Whiting gave a brief overview and as it was not thought contentious it was agreed that the Planning Working Group could consider and agree a response outside of the meeting.

**Actions: Planning Working Group to consider Tothill Farm application
Clerk to submit responses to Weir Vale Cottage and Tothill applications**

11. Planning

Cllr Carrow reported as follows:

Appeals update.

The outcomes of the Carlton, Heatherwold and Oxleas appeals had not yet been received. The Falcon Development hearing had been postponed as a more experienced inspector was being sought. B&DBC had indicated that an update could be submitted to the Planning Inspectorate (PINS) and he requested Cllrs approve a second submission, which had previously been circulated. Cllr Whiting proposed agreement that the update be submitted, this was seconded by Cllr Morton and agreed by all.

Neighbourhood Plan (NP) update.

Cllr Carrow has agreed with B&DBC that they will continue to work on the maps over the next 2 months as/when current work on the White Paper and LPU permits and that there will be a review in late November. There is little likelihood that a referendum will take place before May 2021, which MHCLG's Chief Planner had recently confirmed.

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

Cllr Carrow noted that B&DBC’s major concern with the latter was a likely increase in housing figures caused by new standard formula when population growth is factored in. This creates considerable planning uncertainty. B&DBC consider affordability is given too great an influence on figures due to factors outside its control.

With regards to the White Paper, Cllr Carrow was still collating evidence and attending webinars. He had started responding to the questions in the White Paper and would continue during October and circulate for consideration. He felt that at parish level a major concern is engagement and consultation, details of which were unclear.

Local Plan Update update

B&DBC have shared their Issues and Options paperwork. Cllr Carrow considered it to be important as, together with the White Paper, it sets the scene for what housing targets the parish might have to manage once the Plan has been adopted in 2024. He saw this as an opportunity to shape it in such a way that ensures that growth, where realistic and desirable, is managed to the advantage of residents whilst retaining the rural character of the parish. Initial study of this had thrown up few concerns; the only criticism at this point being the lack of ambition in relation to energy generation. Cllrs Crowley, Whiting, Wason and Carrow were due to virtually meet B&DBC planning officers on 20th October and will discuss points to be raised beforehand. Cllr Morton asked if the meeting would be an opportunity to look at some of the sites that had been proposed. Cllr Carrow said that meeting would be more focused on the broad principles rather than specific details. Cllr Izett noted there was no expectation that the LPA would regain the 5 year land supply. Cllr Carrow reminded the meeting that if the NP passed at referendum this would give 2 years protection. It was likely - and he had long expected - to have to review the NP before the Local Plan was adopted in 2023/4, but saw this as an opportunity to meet any new targets (if not already met) and update ours to extend that protection further.

12. Documents for Review and Agreement

Staffing Committee Terms of Reference

The Clerk had previously circulated a draft document as a proposed Terms of Reference for a new Staffing Committee. This would be responsible for the day to day line management of the Clerk and Litterwarden, to include all matters relating to staff conduct and performance. Cllrs were asked to consider this further before a final document was presented for approval at the next meeting.

Action: Clerk to present final document for approval at next meeting

13. Grant Applications

Two applications had been circulated to Cllrs for consideration prior to the meeting, these were discussed in line with the Grant Application Procedure, and it was agreed to offer the following amounts:

Home Start North West Hampshire -	£100
Victim Support Hampshire & Isle of Wight -	£50

It was agreed that a budget for grant awarding should be carefully considered when preparing future Precept requests.

Action: Clerk to advise applicants of decision and arrange payments

14. Defibrillators

Cllr Carrow reported that the cost of upgrading the defibrillator in the Carpenters would total £1045 and felt it would be beyond the finances of the Parish. Other commitments had prevented him from pursuing commercial funding. The Clerk outlined the possibility of obtaining funding from Greenham Trust, via the Good Exchange, which may attract match funding should the Parish make a donation. On further discussion it was agreed to retain the one in the Portal Hall, but to remove the one at the Carpenter Arms without replacement, and for there to be a further review about the latter in 6 months time.

**Action: Cllr Carrow to ask for removal of Defibrillator
Clerk to add Defibrillator to Agenda in April 2021**

15. Footpaths report and Burghclere Common

Cllr Carrow reported that the footpaths were generally in reasonable condition. The damage to the bridge in Sydmonton Common mentioned in the parish magazine had been flagged up by Countryside Services and that route was closed, even though the bridge was still passable with care. As the damage was so significant it had been referred to capital works team and may take some time to be repaired, although given the path's closure it had a higher priority. Countryside Services had the York gate and gateposts for Harts Hollow and it had been agreed that it could replace the existing gate on 11th November with the help of a group of volunteers. He had informed the landowner and Chris Hicks, who had expressed a concern about ground conditions at that time of year and it had been agreed to check again closer to the time. If more volunteers are needed they will be sought on next-door.com. A new metal kissing gate between Whitway and West St might be installed at the same time depending on its procurement timetable.

It was agreed that this year's hedge cutting could include an additional stretch in Pound Lane that does not normally feature in the usual schedule.

Action: Cllr Whiting to amend hedge cutting schedule

16. Hampshire 2050 Climate Change

Cllr Carrow reported that B&DBC had published its draft Climate Change Strategy with a consultation period that runs from today 5th October – 15th November. Details can be found at <https://www.basingstoke.gov.uk/climate-consultation>. He had published this on next-door.com and would add details in the parish magazine.

Overton planned to pull together information about climate change initiatives as a Toolkit by the end of the year. He felt this will be useful as they have developed considerable experience in this field.

He had published details of the government's Green Home Grant Scheme on next-door.com. This could be of particular value to low income or disadvantaged families.

He felt there to be untapped interest in environmental matters in the parish and suggested the formation of an ad hoc Environmental Group, similar to the NP Steering Group, with additional volunteers from the parish. The group would aim to examine, propose and implement environmental ideas and projects in the parish. Cllr Wason expressed an interest in joining Cllr Carrow on the group.

Cllr Whiting drew the meeting's attention to a copy of "Basingstoke & Deane Today", produced by B&DBC. It was agreed it had plenty of useful information, including covering Climate Change, and noted that some still preferred to have sight of hard copies of information, especially if they did not have internet access. It was agreed that the Clerk should find out if more copies could be obtained so that they could be left at key locations in the village.

Action: Clerk to obtain more copies

17. Accounts

To review and approve monthly payments and bank reconciliation

The Clerk had previously circulated the payments for September 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	01/10/2020	F Knott - Litterwarden	SO	£453.44
Salary/PAYE	01/10/2020	J Letsome - Salary	BACS	£520.00
Courses/Admin	01/10/2020	J Letsome - Expenses	BACS	£44.45
Salary/PAYE	01/10/2020	HMRC F Knott PAYE	BACS	£90.60
Website hosting	01/10/2020	TJR Consulting	BACS	£60.00
Audit	01/10/2020	PKF Littlejohn	BACS	£360.00
				£1,528.49

Chairman Signature:Date:

She reported that the second instalment of the Precept payment had been received - £7343, and that a payment of £153.36 had been received from HMRC as reimbursement of Statutory Sick Pay for the Clerk's absence earlier in the year.

The Clerk had previously circulated a bank reconciliation completed to 17th September 2020 showing:

- A balance in the Treasurers account of £ £17198.53
- The balance in the Business Bank Instant Account stood at £6803.25.
- The balance in the Newbury Building Society account stood at £19292.87

To review budget and cashflow summary

The Clerk circulated a spreadsheet prepared to monitor actual income & expenditure against the budget, together with a cashflow summary. There were no significant variations that raised concerns and no questions were raised.

Completion of AGAR

The Clerk had previously circulated documents received as confirmation that the external review of the Annual Governance & Accountability Return (AGAR) had been completed. This required publication of a Notice of Right to Inspect, it was agreed this should be published for 4 weeks and to request the sum of £1 should anyone wish to have a copy printed.

18. Clerk's Report

The Clerk had nothing further to report.

19. Future Meetings

Cllr Carrow closed the meeting by thanking everyone for their hard work and efforts in recent weeks, in particular Cllrs Whiting and Crowley. Cllr Morton asked that those thanks be repeated for Cllr Carrow.

The Clerk was asked to try and establish contact again with Cllr Richardson with a view to finding out his intentions regarding continuing as a Cllr. Failure to attend the November meeting will result in his removal after 6 months absence and allow the Parish Council to publicise the vacancy.

The next meeting to be held on Monday 2nd November 2020.

There being no further business the Chairman closed the meeting at 9.15 pm

Action: Clerk to contact Cllr Richardson