

**Minutes of an Ordinary Meeting of Burghclere Parish Council held on  
9<sup>th</sup> May 2023 at 7.15 pm in the Portal Hall Clubroom**

**Present:** Cllrs R Carrow (Chairman), S Whiting, J Parkes, I Collins and A Patrick-Smith  
J Letsome (Clerk)

**12. Apologies**

Noted and accepted from:

- Cllr Morton
- Cllr Crowley
- County Cllr Thacker
- Borough Cllr Izett

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

There were no pecuniary interests declared.

**14. Confirm minutes of the Ordinary Council Meeting held on 3<sup>rd</sup> April 2023**

The draft minutes of the Ordinary Council Meeting held on 3<sup>rd</sup> April 2023 were proposed for acceptance for signing by Cllr Patrick-Smith seconded by Cllr Whiting and agreed by all.

**15. Review Progress of actions from meetings held on 3<sup>rd</sup> April 2023**

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>
260	Upload 6 <sup>th</sup> March minutes to website		Actioned	Clerk
267	Submit responses to Planning Consultations & appeal		Actioned	Clerk/Cllr Carrow
267	Establish progress re Froyle House		Actioned	Clerk
269	Progress installation of chargers.		c/f	Cllrs Crowley & Carrow
275	Upload approved documents to website		Actioned	Clerk
276	Progress payments due		Actioned	Cllr Carrow/ Clerk

Chairman Signature: .....Date: 5<sup>th</sup> June 2023

278	Promote Annual Parish Assembly		Actioned	Cllr Carrow/ Clerk
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**16. To receive minutes of Pinder Recreation Trust meeting held 6<sup>th</sup> March 2023**

Cllr Collins proposed that the minutes of the Pinder Recreation Trust meeting held on 6<sup>th</sup> March 2023 were accepted as a report to the Parish Council, this was seconded by Cllr Patrick-Smith and agreed by all. These are attached at Appendix A.

**17. County Councillor Report**

Cllr Thacker was not in attendance.

**18. Borough Councillor Report**

Cllr Izett was not in attendance but had submitted a report which summarised the outcome of the recent local elections. This saw Cllr Izett continuing as a Borough Cllr for Evingar, however there was no party with overall control of B&DBC. The vote to decide a Leader and administration would be held on 18<sup>th</sup> May, along with approval of Burghclere's modified Neighbourhood Plan. He also noted that Ecchinswell, Sydmonton and Bishops Green's Neighbourhood Plan was endorsed at the referendum held on 4<sup>th</sup> May.

**19. Parishioners' open time**

Cllr Patrick-Smith raised parishioners' concerns regarding the quality of the work undertaken to repair potholes, which often resulted in the same holes opening again within short periods of time. On discussion it was agreed that Cllr Carrow would write to County Cllr Adams King regarding the variations in the standard of repairs and how these are monitored. He would also enquire if maintaining a parish council record would be useful.

**20. Chairman's Comments**

Cllr Carrow noted:

- Thanks to all involved in the arrangements for the coronation events, including the Mayor's visit and the activities held at the Sports Club. The Clerk reported that not all receipts had been received, therefore it was agreed to consider later if there were any funds remaining, and if so, if it would be appropriate to purchase any additional coronation commemorative items for the parish.
- Ongoing contact with Thames Water regarding ongoing frustrations, he would continue to chase them for the findings of their investigations.
- Congratulations to Ecchinswell, Sydmonton and Bishops Green on their successful Neighbourhood Plan referendum.

- Concerns regarding the fly-tipping of garden waste in the old railway line. It was agreed that a leaflet would be delivered to some households in the area, along with discussion with B&DBC about the placing of signs as a deterrent.

## 21 Planning applications and appeal notifications received since 6<sup>th</sup> March 2023

### The following applications and appeals were discussed:

- 23/00905/HSE Eversley Harts Lane Burghclere RG20 9JD  
Single storey conservatory link extension between bungalow and garage bonus room

**Response:** No comment

- 23/00906/TDC Land At Oak View Yeomans Lane Newtown  
Technical detailed consent pursuant to Permission in Principle ref 21/02224/PIP for the erection of 1 no. dwelling.

**Response:** On discussion Cllrs felt the size of the proposed dwelling to be inappropriate for the site.

### Update on Planning Applications currently being considered :

- 22/03203/FUL Land Between the Junction Of Winchester Road And Harts Lane Burghclere

No further updates.

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

- 23/00496/HSE Treetops Harts Lane Burghclere RG20 9JN  
**Granted**
- T/00068/23/TPO 2 Sandham Gardens Burghclere RG20 9AW  
**Granted**
- 23/00297/FUL Heatherwold Stud Farm Ox Drove RG20 9DU  
**Granted**

## 22. Planning Update

- Local Plan Update  
Cllr Carrow understood Regulation 18 of the Local Plan Update would proceed in late autumn 2023, however this was subject to the approach taken by the new Council.
- Neighbourhood Plan  
Cllr Carrow confirmed the Portfolio holder had agreed the plan could go forward to Council for formal adoption on 18<sup>th</sup> May.

He noted that:

- A review of the modified NP would need to commence in 2024. Together with other neighbouring Parish Councils he had sought Kit Malthouse MP's help clarifying current and future NP funding arrangements by DLUHC. There was no further indication of any plans for the NP protection period to be extended to 5 years following the recent consultation on a new NPPF; indeed the Housing Minister had conspicuously failed to indicate when or whether any amendments would be made in a recent interview.
- There was a need to be prepared for any possible change to the LPAs stance on housing targets, which could result in more pressure on smaller parishes.

**23. Electric Vehicle Chargers**

Nothing further to report.

**24. Road matters**

Nothing further to report.

**25. Footpaths Report**

Nothing further to report.

**26. Hampshire 2050 Climate Change**

Nothing further to report.

**27. Website & IT**

The Clerk noted that the website page relating to the Coronation should be removed. Mention of the defibrillator at the Sports Club has been added.

**28. Lengthsman**

The Clerk had circulated the proposed schedule of visits for 23/24, on discussion it was agreed she would request for the August and September visits to be pushed later into the year.

**29. Coronation**

Nothing further to report.

**30. Accounts**

The following payments were noted as having been paid since the previous meeting:

Budget Section	Date	Details	Cheque	Amount
<b>Expenditure</b>		<b>Approved &amp; Paid</b>		
Salary/PAYE	27/04/2023	Clerk's Salary	BACS	£809.60
Admin/Courses	27/04/2023	Clerk's expenses	BACS	£74.79
Salary/PAYE	28/04/2023	Litterwarden	SO	468.60
Salary/PAYE	27/04/2023	HMRC PAYE & NI	BACS	£114.80
Salary/PAYE	25/04/2023	Nest April Pension	BACS	£59.15

The following payments were agreed for payment:

Budget Section	Date	Details	Cheque	Amount
<b>Expenditure</b>		<b>To approve</b>		
Subscriptions	09/05/2023	SLCC Subscription	BACS	£139.00
Insurance	09/05/2023	BHIB Insurance	BACS	£580.36

- The Clerk had previously circulated a bank reconciliation to 30<sup>th</sup> April 2023 and showing the figures:
  - A balance in the Treasurers account of £25,427.54.
  - The balance in the Business Bank Instant Account stood at £6821.82.
  - The balance in the Newbury Building Society account stood at £19,710.36.
- Cllrs accepted the bank reconciliation for the year ending 31<sup>st</sup> March 2023 for signing. They noted there to be reserves of £8907.62 of which £1970 was earmarked for the Neighbourhood Plan, leaving £6937 as general reserves. On discussion it was agreed to transfer £1500 of this to the Instant Access account to ensure the funds held in that account would cover 3 months of operating costs.
- There were no conflicts of interest with BDO LLP.
- The Clerk had previously circulated the completed AGAR form and explained that once this had been approved the relevant sections would be signed by Cllr Carrow. The internal audit was due to take place on Tuesday 6<sup>th</sup> June, following which the report would be circulated to Cllrs and the AGAR submitted for External Audit.

### **30.a Section 1 – Annual Governance Statement 2022/23**

Section 1 was approved and signed by Cllr Carrow.

### **30.b Section 2 – Accounting Statement 2022/23**

Section 2 was approved and signed by Cllr Carrow.

## **31. Clerk's Report**

The Clerk had circulated a report which had mostly been covered under earlier agenda items.

### 32. Next Meetings

The next ordinary meeting would take place on Monday 5<sup>th</sup> June 2023.

The Annual Parish Assembly would take place on Monday 15<sup>th</sup> May.

There being no further business the Chairman closed the meeting at 8 pm.

### Actions from May meeting

Item No:	Action	Due by	Progress	Owner
14	Upload 3 <sup>rd</sup> April 2023 minutes to website		Actioned	Clerk
19	Write to County Cllr Adams King re potholes		Actioned	Cllr Carrow
20	Prepare and deliver flyer re fly-tipping of garden waste. Investigate possible signs.			Cllr Carrow/ Clerk
21	Submit responses to Planning Consultations & appeal		Actioned	Clerk
23	Progress installation of chargers.			Cllrs Crowley & Carrow
28	Request amendment to Lengthsman dates			Clerk
30	Progress payments due		Actioned	Cllr Carrow/ Clerk

### Appendix A

Minutes for the meeting of the Pinder Recreational Trust Management Committee held on 6<sup>th</sup> March 2023 at 8.15 pm in the Portal Hall Clubroom

**Present:** Richard Carrow (RC), Geoff Morton (GM), Ian Collins (IC), Alex Patrick-Smith (APS) and S Whiting (SW)

J Letsome (JL) - minutes.

### 1. Apologies

Chairman Signature: .....Date: 5<sup>th</sup> June 2023

Received from Andrew Crowley (AC). Meeting Chaired by Richard Carrow in his absence.

**2. Approval of the minutes of the meeting held on 6<sup>th</sup> February 2023.**

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

**3. Review of Actions and Matters arising from previous minutes**

Item No:	Action	Due by	Progress	Owner
3 c/f	Progress footpath improvement quotes  <i>On discussion it was agreed not to be an appropriate time to proceed with this and the action should therefore be removed.</i>		Remove	RC
3c/f	Update Portal Hall booking information on website re revised rates.  <i>SW to provide JL with information.</i>			AC/JL
4	Gather Pre School data and circulate proposed rate change.  <i>No firm information on numbers. Action outstanding on proposed rate change.</i>		Outstanding	AC
5.	Liaise with contractor to accept quote re roof and progress work.  <i>It was noted that a tower would be required to complete the work. On discussion it was agreed that SW would speak with the pre school to establish if there was a preference for this being undertaken when they were open or closed. APS to then advise the contractor accordingly.</i>		Actioned	APS
5.	<ul style="list-style-type: none"> <li>Progress quote and work re lighting upgrade.  <i>RC proposed the quote of £2939.46 (ex VAT) for the supply of spotlights &amp; fittings be accepted, this was seconded by GM and agreed by all. There would be further discussions to agree the best time for installation.</i></li> <li>Investigate reported faulty time lag switch and progress PATs.</li> </ul>		Actioned  Actioned	IC/AC IC

7.	Progress GCT application re windows.		In progress	AC
8.	Investigate reported faulty gate closure.		Actioned	RC
	Progress fence <i>Date to be confirmed</i>		Actioned	RC

#### 4. Pre-School Update

SW noted there were still ongoing problems between the Pre-School and WI, specifically relating to parking and toilet use. These continued to be monitored and managed as required.

#### 5. Portal Hall – Future Bookings, Management & Maintenance, Portal Cottage

##### Bookings

SW reported that bookings and enquiries were very busy.

##### Maintenance and Management issues raised

**Men’s toilet** – SW to arrange for I Mobey to return to repair.

**Secure Systems** – Attending on 16<sup>th</sup> March. RC will attend.

##### Portal Cottage

GM reported the current 2 year lease ended on 9<sup>th</sup> April and asked the committee to consider a number of option for renewal. He noted that the lease had provision for an increase in rent of up to 7.5%. On discussion it was agreed that:

- The existing tenants would be offered a further 2 year lease with a review after 1 year.
- The rent would increase by 5% to £1300 per month.

GM would instruct Jones Robinson accordingly.

It was agreed that RC would continue with instructing someone to undertake an EPC style inspection of the property to identify areas for improvement, but that it was not appropriate to obtain a formal EPC rating at this time.

#### 6. Sports Club Update

IC reported on a number of planned activities, including:

- A race night.
- 2 karaoke nights
- 1<sup>st</sup> July Sports Day
- 19<sup>th</sup> August BBQ & train running



The club were waiting for a final figure for the pitch improvement cost, but understood it likely to be approximately £4k.

It was not known yet what football teams would be meeting there when the new season commences.

Their annual rent invoice was noted as being due, JL would issue.

## **7. Priority Works List**

### **Window replacement project**

Consideration was given to hall availability for the second phase of window installation. It was agreed that APS would suggest the week commencing 24<sup>th</sup> July to the contractor, noting that the work could extend into the early part of the following week if required.

It was also agreed that Paul Walden should be approached to quote for painting the windows.

### **Guttering & Rain Pipes**

On discussion it was agreed that RC would contact B&DBC's planning team for advice on the listed building planning requirements before proceeding.

### **Cottage porch**

RC requested this be added to the list, APS to ask the roof contractor to inspect and offer an opinion.

### **Other – external painting/pointing and internal decoration**

It was agreed that focus should remain on the tasks currently underway before progressing other items on the list.

### **Funding**

It was noted that APS and AC continued to explore funding opportunities. RC noted ESG had accessed funding for similar works. On setting up a funding sub group it was considered AC and APS would continue to lead.

## **8. Playground update**

JL confirmed the weekly inspections had taken place with no findings reported.

## **9. IT/Website Update**

It was agreed that using the website as a more proactive communication tool should be discussed in more detail at the next meeting.

## **10. Accounts**

### **Update on current finances**

JL had previously circulated the latest accounts containing the figures to the month ending 28<sup>th</sup> February 2023. The bank balance as of 28<sup>th</sup> February stood at £66,475.82.

**11. Date of Next Meeting**

Monday 3<sup>rd</sup> April 2023 after the Parish Council meeting.

**12. Any Other Business**

IC reported that a query had been raised regarding members of the public being able to attend Pinder meetings, on discussion it was confirmed that they could attend.

There being no further business, the meeting closed at 9.19pm.