

**Minutes of an Ordinary Meeting of Burghclere Parish Council held on  
3<sup>rd</sup> April 2023 at 7pm in the Portal Hall Clubroom**

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

J Letsome (Clerk)

Borough Cllr Izett to item 268  
County Cllr Thacker to item 264

2 x Parishioners to item 267

**258. Apologies**

None received.

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

There were no pecuniary interests declared.

**260. Confirm minutes of the Ordinary Council Meeting held on 6<sup>th</sup> March 2023**

The draft minutes of the Ordinary Council Meeting held on 6<sup>th</sup> March 2023 were proposed for acceptance for signing by Cllr Morton seconded by Cllr Patrick-Smith and agreed by all.

**261. Review Progress of actions from meetings held on 6<sup>th</sup> March 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>
235	Upload 6 <sup>th</sup> February minutes to website		Actioned	Clerk
242	Submit responses to Planning Consultations		Actioned	Clerk
244	Progress installation of chargers.		Later agenda item	Cllrs Crowley & Carrow
246	Progress Annual Assembly speaker		Actioned	Cllr Carrow
248	Submit schedule to Lengthsman and signed agreement to St Mary Bourne		Actioned	Clerk

Chairman Signature: .....Date: 9<sup>th</sup> May 2023

249	Amend website to include new booking rates (on receipt of document). Commence monthly reminder re updating website.		Actioned Actioned	Clerk Clerk
250	Progress meeting re coronation		Actioned	Cllr Carrow
251	Promote casual vacancy Draft co-option procedure and application form		Actioned Actioned	Clerk Clerk
252	Upload approved documents to website		Actioned	Clerk
253	Register resolution to sign up to civility & respect pledge.		Actioned	Clerk
255	Progress payments due		Actioned	Cllr Carrow/ Clerk

**262. To receive minutes of Pinder Recreation Trust meeting held 6<sup>th</sup> February 2023**

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

**263. County Councillor Report**

Cllr Thacker was in attendance and reported that:

- Hampshire County Council's precept for 23/24 had increased by 5%.
- The annual Members Grants scheme had been opened for applications earlier than normal to enable submissions for support towards the cost of Coronation events. Cllr Carrow noted thanks for the receipt of a previous grant which had enabled the purchase of a FLIR camera for loan within the Parish.
- He continued to raise concerns on the increasing number of potholes in the area and encouraged others to do the same.
- He acknowledged the benefit of the Lengthsman scheme to the local cluster and understood it would continue for at least another two years. However, the number of hours available to each parish was likely to reduce due to inflationary pressures.

**264. Borough Councillor Report**

Cllr Izett was in attendance and reported that:

- He was pleased with the progress towards completion of Burghclere's modified Neighbourhood Plan.

- The second Cost of Living fund would be making £1million available to residents meeting the required criteria.
- Parishioners with no direct energy supplier would be able to apply to the government for a £400 grant administered by B&DBC.

Cllr Izett confirmed he was aware there had been some inconsistency and delays impacting the processing of planning applications.

## **265. Parishioners' open time**

Nothing to report.

## **266. Chairman's Comments**

Cllr Carrow:

- Thanked Cllrs for their assistance with the bins during the Litter Picker's absence.
- Noted the planned national test of the government's emergency alert system on 23<sup>rd</sup> April. He would share information on nextdoor.com and the village Facebook page. Cllr Izett would ensure it was being adequately publicised within the Brough.

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

### **The following applications and appeals were discussed:**

- 22/00862/PIP Land Adjacent to Earlstone House Earlstone Common Burghclere  
Application for Permission in Principle for residential development of 1 no. dwelling  
– Appeal in Progress

**Response:** Cllr Carrow outlined the background to this rejected application. On discussion it was agreed to proceed with the shared draft response, subject to amendments required in the light of the appellant's report.

- 23/00614/PIP Land Adjoining Oxleas Ox Drove Burghclere  
Application for Permission in Principle for the residential development of 1 no. dwelling

**Response:** Cllr Carrow gave an overview of the background explaining that the previous PIP timescale had lapsed resulting in the need for a second PIP. The applicant was present and invited to speak, along with a parishioner who was in attendance to speak on behalf of those objecting.

Cllrs were asked to consider three options: 1) object as before 2) make no comment 3) comment noting previous objection but, recognising changed circumstances, accede to this application. After discussion a vote was held with a majority decision to object as before, noting that the application ran counter to the policies of the Neighbourhood Plan.

- 23/00637/HSE Sunnyside Cottage Tothill Burghclere RG20 9ED  
Single storey side extension

**Response:** No comments.

- **Tree Preservation Order** reference BDB/0699 – Land at 6 Weir Vale Cottages, Old Burghclere RG20 9NR

**Response:** No comments.

Cllrs noted the following:

**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:**

- 23/00057/GPDE 4 Harts Cottages Harts Lane Burghclere  
**Granted**
- 22/03309/FUL Great Oaks Sheepwash Lane Newtown Common RG20 9DB  
**Granted**
- 22/02736/HSE Ashold Farm Harts Lane Burghclere  
**Granted with condition**
- 23/00299/LBC Ridgemoor Cottage West Street Burghclere RG20 9LB  
**Granted**
- 23/00189/FUL Heatherwold Cottage Ox Drove Burghclere RG20 9DU  
**Granted**

Cllr Morton noted there had been no further update on 22/01162/LDED - Froyle House - the Clerk would make enquiries and copy in Cllr Izett.

**268. Planning Update**

- Local Plan Update – Cllr Izett confirmed that progress continued to be paused whilst B&DBC obtained the data needed to make a case for fewer new homes within the Borough.
- Neighbourhood Plan -

Cllr Carrow proposed that:

- the Parish Council as the qualifying body accept the independent examiner's modifications and were content to proceed to make the plan and;

- an extension was agreed to the statutory timeframe to enable plan to be “made” at B&DBC meeting on 18<sup>th</sup> May.

This was agreed by all.

**269. Electric Vehicle Chargers**

Cllr Crowley updated Cllrs on the previous agreement to proceed with the installation of 4 bays in the village car park to be funded by s106 and Enborne A4A grants. It had also been agreed that all responsibility for managing and administering the chargers should remain with B&DBC. However, he needed to obtain more clarification on the costs and deed of agreement.

**270. Road matters**

Nothing further to report.

**271. Footpaths Report**

Cllr Carrow would include a note in the parish magazine to request walkers to keep to the established footpaths and refrain from damaging private property.

**272. Hampshire 2050 Climate Change**

Cllr Carrow reported that the next meeting of the Basingstoke Sustainability Group would take place on 5<sup>th</sup> April and invited anyone interested in attending to contact him for details.

**273. Website & IT**

Cllr Carrow confirmed he had updated the Neighbourhood Plan information and the Clerk had uploaded the new hall hire charges. There was discussion on how to establish better communication channels with Parishioners, it was agreed to give this further consideration at a later date and include it as part of the discussions at the Annual Assembly.

**274. Coronation**

Cllr Carrow reported on a meeting held on 15<sup>th</sup> March with good representation from local groups and parishioners. They had been invited to submit bids to the Clerk for the available funding, noting that £1k of support had been secured from B&DBC’s coronation fund. A second meeting was planned for 19<sup>th</sup> April.

**275. Documents for review and agreement**

The following documents had been circulated for review and agreement:

- Standing Orders – approved with suggested change accepted.
- Financial Regulations – approved with no changes required.

- Co-option Procedure – approved with no changes required

## 276. 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	27/03/2023	Clerk's Salary	BACS	£654.55
Admin/Courses	27/03/2023	Clerk's expenses	BACS	£89.45
Salary/PAYE	31/03/2023	Litterwarden	SO	333.44
Salary/PAYE	31/03/2023	HMRC PAYE & NI	BACS	£62.40
Subscriptions	09/03/2023	Monthly news annual fee	BACS	£5.00
Salary/PAYE	21/03/2023	Nest Jan & Feb Pension	DD	£106.49
Barlows	17/03/2023	Playground Fence	BACS	£1,536.82
Salary/PAYE	29/02/2023	Nest March Pension	BACS	£52.85
				<b>£2,841.00</b>

The following payments were agreed for payment:

Budget Section	Date	Details	Cheque	Amount
<b>Expenditure</b>		<b>To approve</b>		
Subscriptions	03/04/2023	HALC & NALC subscription	BACS	£429.67
				<b>£429.67</b>

Cllrs approved the salary payments for the year commencing 1<sup>st</sup> April 2023 as follows:

	Per hour £	Hours per week	Annual Salary £	Monthly Salary £	Employer Pension contribution £	
Litterwarden	10.90	12.00	6801.60	566.80		
Clerk*	15.00	13.00	10140.00	845.00	3.00%	304.2

*\*Clerk's salary will be amended in accordance with the National Pay Award to be settled later in the year and backdated to 1st April 23 and Clerk's hours to be increased to 13 per week as of 1st April to incorporate Pinder hours which will be reimbursed*

- The Clerk had previously circulated a bank reconciliation to 29<sup>th</sup> March 2023 and showing the figures:
  - A balance in the Treasurers account of £9241.06.
  - The balance in the Business Bank Instant Account stood at £6814.30.
  - The balance in the Newbury Building Society account stood at £19,565.84
- Cllrs noted the actual/budget 22/23 report as circulated.

Chairman Signature: .....Date: 9<sup>th</sup> May 2023

Cllr Whiting confirmed the contractor would soon resume grass cutting to be paid by Pinder Recreation Trust with reimbursement from the Parish Grass Cutting grant.

## 277. Clerk's Report

The Clerk had circulated a report which had mostly been covered under earlier agenda items. She reported on correspondence received from Parishioners including one raising further concerns on the disturbance caused by overhead flying. On discussion it was agreed that no further action was required. She would include a request in the parish magazine article for dogs to be kept on leads on Burghclere Common during nesting season.

## 278. Next Meetings

The next Ordinary meeting and the Annual Council meeting would take place on Tuesday 9<sup>th</sup> May 2023.

The Annual Parish Assembly would take place on Monday 15<sup>th</sup> May, this would be promoted in the parish magazine. On discussion it was agreed to be an opportunity to invite feedback from parishioners.

There being no further business the Chairman closed the meeting at 8.34 pm.

## Actions from April meeting

Item No:	Action	Due by	Progress	Owner
260	Upload 6 <sup>th</sup> March minutes to website			Clerk
267	Submit responses to Planning Consultations & appeal			Clerk/Cllr Carrow
267	Establish progress re Froyle House			Clerk
269	Progress installation of chargers.			Cllrs Crowley & Carrow
275	Upload approved documents to website			Clerk
276	Progress payments due			Cllr Carrow/ Clerk
278	Promote Annual Parish Assembly			Cllr Carrow/ Clerk

## Appendix A

Minutes for the meeting of the Pinder Recreational Trust Management Committee  
held on 6<sup>th</sup> February 2023 at 9 pm in the Portal Hall Clubroom

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

J Letsome (JL) - minutes.

### 1. Apologies

Julian Parkes

To note: Amanda Wason had resigned as a Parish Councillor as recorded in earlier Parish Council meeting.

### 2. Approval of the minutes of the meeting held on 9<sup>th</sup> January 2023.

AC 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 b/f	Liaise with building contractor to: <ul style="list-style-type: none"><li>• Complete work re capping chimney and roof.</li><li>• Address damp at Portal Hall Cottage.</li></ul>		Later agenda item	AC
3 b/f	Progress footpath improvement quotes <i>RC reported no response received – will try again.</i>		Carry forward	RC
3 b/f	Approach contact re roof improvement quote		Later agenda item	APS
5	Fit new light fittings as required		Later agenda item	IC
5	Update Portal Hall booking information re revised rates. <i>AC/JL to liaise re updating website</i>		Carry forward	AC/SW

Chairman Signature: .....Date: 9<sup>th</sup> May 2023



5	Visit cottage tenants		Later agenda item	AC
5	Check date on cottage lease		Later agenda item	GM
7	Approach contact re additional quote for windows. Investigate Platinum Jubilee Village Hall fund.		Later agenda item	APS APS

#### 4. Pre-School Update

Numbers attending were understood to be in the region of 34-38 however a significant number were due to leave at the next of next term. SW confirmed the latest invoice had been raised for £820, however on discussion it was recognised to be an appropriate time to review the fees. It was agreed that AC would gather data relating to numbers attending and charges, he would then circulate this information together with a proposed new rate via email and for agreement prior to the March meeting. This would ensure adequate notice could be given.

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

##### Bookings

SW reported that bookings had declined a little but were still good.

##### Maintenance and Management issues raised

**Roof** – It was agreed to accept the quote provided by Heritage Roofing without need for an additional quote. It was noted that the work would need to be timed to avoid impacting the Pre School and other hirers.

**Lighting** – AC and IC had met with an electrician to discuss upgrading the existing lights. They awaited a quote – IC would progress.

SW reported a problem with the **time lag switch** and noted **PATs** were due.

##### Portal Cottage

AC had undertaken a visit to the tenants which was felt to be positive. He had advised them the policy on timing and number of events was being monitored. AC and RC had used the heat loss camera on the property to start the process of establishing what improvements might be needed, such as replacement windows and improved insulation. No further concerns regarding damp had been raised. There were no indications yet on their intentions to remain in the property beyond the date the current tenancy was due for renewal in June/July 2023.

#### 6. Sports Club Update

As covered in earlier PC meeting.

**7. Priority Works List**

**Window replacement project**

APS reported that Abinger was still scheduled to undertake the work to the first window between 10<sup>th</sup>-14<sup>th</sup> April. He had obtained a third quote which would enable AC to progress a grant application to Greenham Trust. APS felt an application to the Platinum Jubilee Village Hall fund might be possible if the proposed work could be demonstrated to be improving energy efficiency.

**Other**

It was agreed that other items on the Priority works list should be investigated. This included general decoration of the hall (inside and out) and the condition of the guttering and drainpipes.

**8. Playground update**

JL confirmed the weekly inspections had taken place with no findings reported. RC would investigate the faulty gate closure as previously reported. It was confirmed that Kingfisher Services would be proceeding with the fence improvement work.

**9. IT/Website Update**

Nothing further to report

**10. Accounts**

**Update on current finances**

JL had previously circulated the latest accounts containing the figures to the month ending 31<sup>st</sup> January 2023. The bank balance as of 31<sup>st</sup> December 2022 stood at £63,095.33.

**11. Date of Next Meeting**

Monday 6<sup>th</sup> March 2023 after the Parish Council meeting. RC to Chair in AC's absence.

**12. Any Other Business**

There being no further business, the meeting closed at 9.45pm.