

**Minutes of an Ordinary Meeting of Burghclere Parish Council held on
4th March 2024 at 7pm in the Portal Hall Clubroom**

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

J Letsome (Clerk)

1 x Parishioner

249. Apologies

Accepted from Cllr Alex Patrick-Smith and Borough Cllr John Izett.

250. Declaration of members' interests for this meeting

There were no pecuniary interests declared.

251. Confirm minutes of the Ordinary Council Meeting held on 5th February 2024

The draft minutes of the Ordinary Council Meeting held on 5th February 2024 were proposed for acceptance for signing by Cllr Morton seconded by Cllr Carrow and agreed by all.

252. Review Progress of actions from meeting held on 5th February 2024

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

Item No:	Action	Due by	Progress	Owner
220	Upload 8 th January 2024 meeting minutes to website		Actioned	Clerk
221 (c/f)	Research alternative email providers <i>Clerk to find out more about gov.uk emails</i>			Cllr Crowley
226	Write to Thames Water <i>Cllr Carrow reported that a response had recently been received – he would update all when he had reviewed it more thoroughly.</i>		Actioned	Cllr Carrow
227	Respond to planning application.		Actioned	Clerk
228	Submit Local Plan Update consultation response by 4 March.		Actioned	Chair

Chairman Signature:Date: 8th April 2024

229	Update and circulate Burghclere Bulletin		Actioned	Clerk
232	Review draft licence and send comments to Cllr Crowley		Agenda item	Cllr Parkes
236	Submit Lengthsman Schedule <i>Agreed grey posts for the sign were acceptable. Noted that the Lengthsman contract was due for renewal.</i>		Actioned	Clerk
237	Liaise with Cllr Crowley re logo for website.		Actioned	Clerk
240	Finalise new policy documents and upload to website.		Actioned	Clerk
241	Progress payments.		Actioned	Clerk/Chair
242	Arrange meeting with Litterwarden.		Actioned	Clerk

253. To receive minutes of Pinder Recreation Trust meeting held 8th January 2024

Cllr Whiting proposed that the minutes of the Pinder Recreation Trust meeting held on 8th January 2024 were accepted as a report to the Parish Council, this was seconded by Cllr Whiting and agreed by all. These are attached at Appendix A.

254. County Councillor Report

No report available.

255. Borough Councillor Report

Borough Cllr Izett was not in attendance but submitted a report as attached at Appendix B.

256. Parishioners' open time

Cllr Collins reported that some parishioner's were restricted from using pavements due to overgrown hedges. It was agreed that the Clerk should remind residents of their responsibilities.

257. Chairman's Comments

Cllr Carrow spoke of his intention to step down as Chairman and Parish Councillor in May for health reasons. Cllr Crowley noted how sad everyone was to learn of this news.

258. Planning applications and appeal notifications received since 5th February 2024

The following applications and appeals were discussed:

24/00353/HSE Greenmantle Ox Drove Burghclere RG20 9JS
Proposed replace roof with new raised height, and new first floor, single storey rear extension and associated alterations

Response: No concerns raised.

T/00093/24/TPO Fernlea Heatherwold Newtown
T1 Copper beech: prune.

Response: It was not possible to consider this application due to the documents not being available on the planning portal. The Clerk to raise this with B&DBC.

24/00297/OUT Workshop Tothill Burghclere Hampshire
Proposed detached dwelling with detached garage following the demolition of group of buildings formerly a builders yard.

Response: On discussion it was agreed to respond noting that:

- The application is for a dwelling outside the Settlement Policy Boundary.
- The principle of housing development in the countryside has not been satisfactorily established.
- There is no justification provided in respect of the need for this speculative development.

24/00347/OOBC Sandford Park West Warren Road Newbury RG14 6NH
Outline application for the phased delivery of up to 360 dwellings.
NB: To be decided by West Berkshire Council.

Response: Noted but no comments to submit.

Cllrs noted:

- **Progress of ongoing applications**

23/02769/OUT Land On The South And East Side Of Harts Lane Burghclere
Cllr Carrow awaiting an updated from the Planning Officer.

- **Decisions recorded by B&DBC since previous meeting:**

T/00408/23/TPO Hawthorn House Laurel Bank Burghclere RG20 9AH
Granted

259. Planning Update

Cllr Carrow confirmed the response to the Local Plan update consultation had been submitted, and that he had added the need for policies in respect of extreme weather to the original draft.

260. Community Engagement

The clerk had circulated a draft of March's "Burghclere Bulletin", this would proceed subject to agreed amendments. She gave an update on the number of subscribers and statistics for engagement with the February edition, which were agreed to be positive, however there should be a continued drive to encourage subscribers.

261. Sports Club

Cllr Carrow reported on a recent meeting held with representatives of the Sports Club during which it was expected that, following their AGM later this month, the planned consultation would take place alongside a railway running day in May. Representatives of the club were expected to attend the April PC meeting to confirm and discuss progress.

Cllr Carrow would be following up contact with Hampstead Norreys community shop. Cllr Harvey to share details of another contact.

262. Renewable Energy and Climate Change

Nothing to report.

263. Electric Vehicle Chargers

Cllr Crowley reported that he awaited an updated licence from B&DBC however they had confirmed that £13,102 of s106 money was available to support the project cost.

264. Road matters

Cllr Carrow reported that:

- He had met with Hampshire Highways to look at the leak on the Newtown Hill. He understood work would commence on 11th March.
- Hampshire Highways would be fitting a drain on Ox Drove close to the junction with Ayres Lane.
- The Featherbed Lane ford's depth marker and barrier had been destroyed, this had been reported to HCC.
- The Assistant Chief Constable had written in support of the planned speed survey on the B4640.

265. Footpaths Report

Cllr Carrow reported that:

- The Clerk was in contact with the insurance company to clarify insurance cover for his use of tools on the footpaths and PC land.
- The First Aid course he had planned on undertaking, however an alternative one was available at a total cost of £108 – this was agreed.

266. Tree report

Cllr Morton confirmed that the work to the Oak on the path from the Sports Club had been completed but that there had been damage to bench donated by the Horticultural Society. The contractor had paid for the cost of a replacement part.

267. Website & IT

Nothing to report.

268. S106 contributions

Cllr Carrow reported that it was not possible to use s106 funding for the cost of the new path. On discussion it was agreed to:

- Proceed with the new path project and to fund the previously agreed cost of £3480 from the Enborne Grant currently held in the Newbury Building Society account.
- Combine the sports club survey with a more general consultation to establish what other facilities residents would like to see in the village. This information could then be used when liaising with developers and B&DBC regarding future s106 agreements.

Cllr Harvey to share examples of other parish surveys with Cllr Carrow.

269. Policies

Cllrs reviewed and approved the following documents:

- Financial Risk Assessment – updated with minor amendments.
- Code of Conduct – adopted LGA model with no changes.

270. Accounts

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

Budget Section	Date	Details	Cheque	Amount
Expenditure		Approved & Paid		
Admin/Courses	27/02/2024	Clerk's expenses	BACS	£42.74

Salary/PAYE	27/02/2024	Clerk's Salary	BACS	£842.35
Salary/PAYE	2702/24	Litter Picker Salary	SO	£468.60
Salary/PAYE	26/02/2024	Nest February pension	DD	£63.35
Salary/PAYE	24/02/2024	HMRC PAYE & NI	BACS	£139.60
				£1,556.64

The following payments were approved:

Budget Section	Date	Details	Cheque	Amount
Expenditure		To approve		
EJM	05/03/2024	Tree work		£720.00
Preimer Grounds	05/03/2024	Lengthsman materials		£70.92
				£790.92

The Clerk reported that:

- The bank balance at 28th February 2024 was £12,193.22
- The balance in the Business Bank Instant Account stood at £8394.35
- The balance in the Newbury Building Society account stood at £19,710.36
- The actual/budget 23/24 to 29th February 2024 report as circulated.
- Kingfisher Services had quoted £200 to fit the new noticeboard, this was approved.

271. Staffing Committee Update

Cllr Carrow confirmed that the Staffing Committee had recently held annual review meetings with the Litterwarden and the Clerk.

272. Clerk's Report

The Clerk had circulated a report which had mostly been covered under earlier agenda items but noted that correspondence had been received from:

- A newly appointed Community Safety Patrol Officer – it was agreed he should be invited to a future meeting.
- A Parishioner noting the poor condition of parish litter bins.
- A Parishioner raising concerns regarding speeding within the village.

She confirmed that a copy of the King's Portrait had been ordered.

273. Annual Assembly

Cllrs noted that the previously agreed date had to be changed to avoid a clash with an event being held in the Church. It would now take place on Tuesday 14th May.

Chairman Signature:Date: 8th April 2024

274. Future meetings

The next Ordinary meeting would be held on Monday 8th April 2024 at 7pm.

There being no further business the Chairman closed the meeting at 8.15pm

Actions from March meeting

Item No:	Action	Due by	Progress	Owner
251	Upload 5 th February 2024 meeting minutes to website		Actioned	Clerk
252	Research gov.uk emails			Clerk
256	Write to residents re overgrown hedges			Clerk
258	Respond to planning application and report missing documents re T/00093/24/TPO		Actioned	Clerk
260	Update and circulate Burghclere Bulletin		Actioned	Clerk
261	Add Sports Club to April Agenda			Clerk
261	Share Hampstead Norreys contact with Cllr Carrow.			Cllr Harvey
268	Progress footpath project			Cllr Carrow
268	Share examples of parish surveys with Cllr Carrow.			Cllr Harvey
269	Update and publish policies on website.		Actioned	Clerk
270	Progress payments.		Actioned	Clerk/Chair

Appendix A

Minutes for the meeting of the Pinder Recreational Trust Management Committee
held on 8th January 2024 at 6pm in the Portal Hall Clubroom

Present: Andrew Crowley (AC) (Chairman), Richard Carrow (RC) (Vice-Chairman),
Sandra Whiting (SW), Ian Collins (IC), Amanda Harvey (AH), Alex Patrick-Smith (APS),
Julian Parkes (JP) and Geoff Morton (GM)

J Letsome (JL) - minutes.

1. Apologies

None.

2. Approval of the minutes of the meeting held on 4th December 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
5 b/f	Undertake enquiries re cleaning <i>Will be included within potential caretaker job description.</i>		Remove item	SW
5	Progress quotes re work to roof.		Agenda item	APS
5	Contact Ian Norman to accelerate cottage report		Actioned	RC
5	Contact Jones Robinson re tenancy decision		Agenda item	GM/AC
5	Review letting agents		Actioned	AH
7	Progress prosperity fund application		Actioned	APS/All
8	Progress playground repairs		Ongoing	RC
10	Share quote and progress purchase of new PC. Program fobs as required.		Actioned	AC AC
11 b/f	Progress Investment Review		Carry forward	AC
11	Progress opening of new savings accounts		Agenda item	JL

Chairman Signature:Date: 8th April 2024

4. Pre-School Update

Nothing further to report.

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

Bookings

SW reported that bookings and enquiries remained busy.

Maintenance and Management issues raised

- Responses to requests for quotes to undertake the roof work were slow. APS would make enquiries with other recommendations received.
- SW noted concerns continued regarding the outside lighting. IC was asked to investigate.
- Pre-School had reported a problem with the shower dripping.

Portal Cottage

Ian Norman had submitted his report and a summary prioritising the work identified as being required had been prepared and circulated to all prior to the meeting. It was noted not to include reference to the damp bedroom wall, AC would arrange a visit to investigate it further. It was agreed that one planning application for all the work requiring listed building consent would be submitted, whilst the remainder of the work could proceed noting that some could take place whilst the property was occupied.

It was noted that the current tenants still needed a response to their request. GM would contact the letting agent to ask that they inform the tenants of the decision as reached in the December meeting.

It was agreed that SW would prepare a list of all potential caretaking tasks, with a view to developing a job description in readiness for when the property was advertised.

On discussion it was agreed that AH would make initial enquiries with Henwick Properties, Carter Jonas and Downer with a view to establishing their fees for a fully managed service. Property viewings could then be arranged as required.

6. Sports Club Update

To be discussed in the later Parish Council meeting.

7. Priority Works List

Windows

The application to the Rural Prosperity Fund had been circulated, the clerk would respond to a query that had been raised.

Ian Norman would shortly be submitting the planning application for the variation.

On discussion it was agreed to schedule the work for the last week of July/first week of August.

8. Playground update

RC had obtained a quote for the necessary repairs, this would be discussed and agreed in the later PC meeting. The Clerk confirmed the weekly inspections had taken place with no further problems reported.

9. SSE substation

AC had received some communication from the solicitor but awaited more information.

10. IT/Website Update

AC reported that he had purchased a small laptop at a cost of approximately £270, this would be used for the programming of fobs.

The email on the calendar was noted to still be incorrect, AC to progress.

11. Accounts

Update on current finances

JL had previously circulated the latest accounts containing the figures to 31st December 2023. The bank balance as of that date stood at £76,505.12.

Savings Accounts

Since the previous meeting it had been identified that a better savings rate could be obtained via the Metro bank, it was therefore agreed to:

- Open an Easy Access savings account for Clubs and Societies with the Metro Bank and in the name of Pinder Recreation Trust
- The named Key Officials are to be the same as the signatories named below.
- The signatories on the account should be:
 - Andrew Crowley
 - Richard Carrow
 - Geoff Morton
 - Sandra Whiting

With any two of the above to authorise transactions.

JL reported that the Hampshire Trust one-year fixed savings account was no longer available, however suggested an alternative account with the Charity Bank might be suitable. On discussion it was agreed that JL would circulate further information to all before reaching a decision in the February meeting.

12. Date of Next Meeting

Monday 5th February 2024 after the Parish Council meeting.

13. Any Other Business

There being no further business, the meeting closed at 6.50pm.

Appendix B

Borough Cllr Izett Report

There is not a great deal to report. In terms of directly local Burghclere issues, I applaud the good work and progress achieved by Richard and others to encourage HCC to fix the long standing water problems on the road through Newtown and address speeding on the B4640.

On the use of S106 funds for improvements to the play area, I have written to the officers to challenge their objections and to ask them to provide a constructive solution. I will update you all as soon as I hear.

We have a new borough- funded community safety patrol officer for Evingar, Drew Mechen - Drew.Mechen@basingstoke.gov.uk. He is ex- army, Royal Corps of Signals, and keen to meet us. I am waiting for some dates from him.

The borough is doing work on community profiles to better understand the physical and social "assets" of our communities. They will be contacting parish councils shortly as part of this information gathering exercise.

More widely, the council budget was approved by all councillors. I put forward an amendment on behalf of my group for a 3rd round of financial assistance of £1m to help hard pressed families coping with higher costs. I am pleased to report this was approved by all parties. This round will be extended to home carers and young people leaving care. So far the first 2 rounds of Cost of Living Assistance have helped over 3000 residents and their families.

Our amendment to hold Big Bin events in every ward once a quarter was also approved by councillors. This will consist of borough funded skips being supplied to allow residents to dispose of unwanted goods that they haven't previously taken to the waste recycling centre.

Council also approved £60m capital expenditure on a new aquadrome to be funded out by internal resources. This will in time put a large dent in our revenues because capital to be spent on this project will not be earning interest, which, currently, is quite significant at over £5m per annum.

There look to be developments borough-wise on the appeal decision to permit 270 homes at Enborne, WashWater. I am waiting confirmation that the borough will seek a judicial review of the inspector's decision and if so, on what grounds. These are very exceptional cases because of the costs involved and are confined to narrow matters of law.