**BURGHCLERE PARISH COUNCIL**

**Clerk:** Mrs J Letsome, Portal Hall, Church Lane, Burghclere, RG20 9HX

07851 956078 E-mail: burghclerepc@gmail.com

**Parish Councillors are summoned to an ordinary meeting of Burghclere Parish Council on Monday 6th April 2020 at 7.30 pm to be held remotely via method to be confirmed**

**A G E N D A**

1. **Apologies**

*To be submitted to the Clerk prior to the meeting*

1. **Declaration of members’ interests for this meeting**

*To be submitted to the Clerk prior to the meeting*

1. **Confirm minutes of the ordinary meeting held on 2nd March 2020**

*To be circulated prior to the meeting*

1. **Confirm minutes of the extra-ordinary meeting held on 19th March 2020**

*To be circulated prior to the meeting*

1. **County councillor report**

*To be circulated prior to the meeting*

1. **Borough councillor report**

*To be circulated prior to the meeting*

1. **Parishioners’ open time\***

*Any comments received will be circulated prior to the meeting*

1. **Chairman’s comments**

*To be circulated prior to the meeting, to include:*

 *a. Harts Hollow update*

 *d. Emergency planning*

1. **Coronavirus update -** *For discussion*
2. **S106 Contributions**

*Parish Statements to be circulated beforehand for opening discussion in meeting*

1. **Planning applications received since 2nd March 2020:**

**20/00500/HSE Heatherlea Broken Way, Adbury Holt, RG20 9BN**

Erection of single storey side/rear extension. Change of external materials and changes to fenestration of existing dwelling.

*Details to be circulated prior to the meeting and a motion carried for/against taken during the meeting*

1. **Neighbourhood Plan update**

*To be circulated prior to the meeting*

1. **Documents for review and agreement**

*Documents to be circulated prior to the meeting and motions carried for/against during the meeting*

* Standing Orders
* Financial Regulations
* Risk Assessment
* Asset Register
1. **Lengthsman update**

*To agree tasks for 7.5 hours allocated for 17th April in advance of the meeting*

1. **Website/IT update progress report**

*To be circulated prior to the meeting*

1. **Footpaths report**

*To be circulated prior to the meeting*

1. **Litterwarden**

*Details of proposed Salary for year commencing 1st April 2020 to be circulated prior to the meeting and a motion carried for/against during the meeting*

1. **Appointment of Cllr Amanda Wason as representative on Earlstone Common Trust**

*Carry motion for/against appointment of Cllr Wason as replacement for Cllr Carrow*

1. **Accounts**

*To confirm payments made prior to the meeting*

1. **Clerk’s report**

*To be circulated prior to the meeting*

1. **Future meetings**

*Annual General Meeting – 4th May 2020 and Annual Assembly*

**Jacqui Letsome, Clerk** – 1st April 2020

***\*In order to comply with current guidance this meeting will be held remotely and it will not be possible for public or press to attend.***

*However,**Parishioners are invited to submit comments to the Clerk via telephone -* 07851 956078 *or email -* burghclerepc@gmail.com *. Comments must reach the Parish Clerk by 12 noon on Monday 6th April in order for them to be shared in the meeting.*

*The meeting minutes will be published on the parish website –* [*www.burghclerepc.co.uk*](http://www.burghclerepc.co.uk)