Minutes of the Annual Meeting of Burghclere Parish Council held on 4th May 2021 at 7.45pm 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, A Wason and J Parkes

J Letsome (Clerk)

1 x Member of the Public

1. Election of Chair

Cllr Morton proposed Cllr Carrow continue as Chairman, this was seconded by Cllr Whiting and agreed by all. Cllr Carrow confirmed his acceptance.

2. Election of Vice-Chair

Cllr Whiting proposed Cllr Crowley continue as Vice-Chair, this was seconded by Cllr Morton and agreed by all. Cllr Crowley confirmed his acceptance.

3. Election of Planning Working Group

Cllr Crowley proposed Cllrs Whiting, Wason and Carrow continue as members of the Planning Working Party, this was seconded by Cllr Parkes and agreed by all. All members confirmed their acceptance.

4. Election of Finance Working Group

Cllr Carrow proposed Cllrs Whiting, Morton and Parkes continue as members of the Finance Working Group, this was seconded by Cllr Wason and agreed by all. All members confirmed their acceptance.

5. Election of Staffing Committee

Cllr Morton proposed Cllrs Whiting, Carrow and Wason continue as members of the Staffing Committee, this was seconded by Cllr Collins and agreed by all. All members confirmed their acceptance.

6. Election of Earlstone Common Management Committee

Cllr Carrow proposed that Cllrs Canning, Morton and Wason continue as Parish Council representatives on the Earlstone Common Management Committee, this was seconded by Cllr Parkes and agreed by all. All members present confirmed their acceptance.

7. Appointment of Sports Club Representative

Cllr Whiting proposed that Cllrs Collins and Morton continue as the Parish Council representatives for the Sports Club, both appointments were seconded by Cllr Parkes and agreed by all. Both members confirmed their acceptance.

8. Confirm Monitoring Roles

The following monitoring roles were confirmed:

Tree Officer: Cllr Morton

Footpaths: Cllr Carrow

Triangle and Allotments: Cllr Canning

Playground: Parish Clerk to continue to monitor inspections

All members present confirmed their acceptance.

9. Election of Chair and Vice-Chair of Pinder Recreation Trust

Cllr Wason proposed that Cllr Crowley remain Chair, with Cllr Carrow as Vice-Chair, this was seconded by Cllrs Whiting and agreed by all. Both Cllrs confirmed their acceptance.

10. Apologies

Apologies were accepted from Cllr Canning.

11. Declaration of members' interests for this meeting

None declared

12. Confirm minutes of the meeting held on 12th April 2021

The minutes of the ordinary meeting held on 12th April 2021 had been circulated prior to the meeting, Cllr Wason proposed they be accepted as a true record, this was seconded by Cllr Wason and agreed by all.

13. Review Progress of actions from meeting held on 12th April 2021

The Clerk provided an update on progress of the actions, as follows:

Item No:	Action	Due by	Progress	Owner
2	Upload approved March meeting minutes to website		Actioned	Clerk
4	Purchase up to date copy of Arnold Baker *The clerk advised Cllrs that in the previous meeting she had reported that it cost £119.99 plus postage in error and that the actual cost was £149.99 plus postage.* *She requested authority to proceed with the purchase, this was agreed by all.*		Carry forward	Clerk

10	Submit agreed decisions re Ivydene planning application.	15th April	Actioned	Clerk
10	Agree response to Beacon View Planning Application	3rd May	Actioned	Planning Working Group
10	Check for TPO decisions	4th May	Actioned	Clerk
15	Obtain Insurance quote from BHIB	4th May	Actioned	Clerk
15	Arrange for one month free trial of Parish Online	1st May	Actioned	Cllr Wason
16	Circulate website statistics and investigate SEO. Cllr Crowley gave an overview of progress to date.		In progress – carry forward	Cllr Crowley
16	Circulate options re online document storage. *Cllr Crowley gave an overview of progress to date. He would work with the Clerk on a possible solution.*	4th May	In progress – carry forward	Cllr Crowley
18	Prepare amended contract	4th May	Actioned	Clerk
19	Upload approved Finance Working Group TOR to website		Actioned	Clerk
21	Process BACS payment for outstanding invoice		Actioned	Cllr Carrow
21	Arrange for end of year bank reconciliation to be signed and uploaded to website	20th May	Actioned	Clerk
21	Upload final budget/actual for year ending 31st March 2021 to website	20th May	Actioned	Clerk
21	Amend budget for year ending 31st March 2022 to include earmarked reserves for Grants	4th May	Actioned	Clerk

Chairman Signature: ……Date: ……

23	Agenda preparation and promotion of Annual Assembly date	4th May	Actioned	Cllr Carrow and Clerk

14. County Councillor Report

Cllr Thacker was not in attendance due to Purdah, however Cllr Carrow provided a summary of his report that is attached at Appendix A and was circulated by email to Cllrs after the meeting.

15. Borough Councillor Report

Cllr Izettt was not in attendance due to Purdah, however had Cllr Carrow read his report which is attached at Appendix B and was circulated by email to Cllrs after the meeting.

16. Parishioners' open time

There were no Parishioners' comments raised.

17. Chairman's comments

Cllr Carrow undertook to update the Emergency Plan.

18. Planning applications received since 12th April 2021

21/01139/ADV Shell Tothill
Display of 1 free-standing internally illuminated sign

This consultation had been shared with Burghclere as an adjoining Parish, with a response being required by 25th May. On discussion it was agreed no comment was necessary.

The following applications required a response prior to 4th May 2021 and were considered by the Planning Working Group with responses submitted as indicated:

21/00925/HSE Beacon View Yeomans Lane Newtown RG20 9BL

Erection of single storey rear and side extensions including façade alterations, internal layout alterations and all associated works following demolition of existing conservatory.

Response submitted:

In principle we have no objections. As an observation however we are surprised at the choice of flat roof. They are better avoided for an aesthetic and practical maintenance point of view. B&DBC s Design and Sustainability SPD draws attention to flat roofs and extensions in Sections 8 and 11.
It is our strong recommendation that consideration be given to a different design more in keeping with local houses or, at the very least, had greater incline than that presently shown."

Decisions reached since previous meeting:

T/00055/21/TPO 2 Sandham Gardens Burghclere Newbury Hampshire RG20 9AW T1, T2, T3 Oak: prune.

Decision: Granted

21/00385/FUL Land At Heathfield Yeomans Lane Newtown RG20 9BL Erection of a 1.5 storey detached dwelling with associated access.

Decision: Refused

19. Planning

Cllr Carrow reported on the Neighbourhood Plan referendum that was due to take place on Thursday 6th May. He thanked those who had assisted with the circulation of leaflets. The printers of the Parish Magazine had failed to include his article (originally presented at the last meeting as the A4 leaflet) in the latest edition. Despite this disappointment however he had published it instead on next-door.com. He confirmed he would be attending the referendum count on Friday 7th May, explaining a second space was available should anyone wish to join him.

Cllr Carrow said that the work of the Neighbourhood Plan Steering Group was now complete, irrespective of the result. The Parish Council agreed to pass thanks to the Steering Group for its excellent work, to formally stand it down and withdraw its Terms of Reference.

20. Road matters

Cllr Carrow had nothing further to report, however he commented on concerns over potholes. On discussion it was agreed that Cllrs Whiting and Wason would check to see if the potholes they had noticed had been reported. Cllr Carrow would raise this with the County Councillor after the election had taken place.

21. Footpaths Report

Cllr Carrow thanked the volunteers who had helped install the York Gate at Hockley's Hole as well as the members of staff from Countryside Services. He acknowledged there was some concern about the feasibility of the gate and this will be evaluated by Countryside Services over time.
He had attended a brush cutter course and was now qualified to use a brush cutter, as well as lead volunteer groups within the parish or further afield.

22. Hampshire 2050 Climate Change

Cllr Carrow had nothing further to report.

23. Parish Website & IT

Cllr Crowley reported that the new website was functioning well, but noted that there were some slight amendments to make, including improvements with regards to "Search Engine Optimisation" and ensuring the correct Portal Hall booking email is displayed. There was also further work required regarding the creation of an App. Cllr Carrow confirmed he had established an Instagram account for the Parish Council, which was one of the recommended ways to improve SEO. Consideration would be given to the creation of a Twitter account.

Cllr Wason confirmed that she had set up a month's trial subscription for Parish Online and had shared the login details. On discussion it was agreed that it had the potential to be a useful tool for the Parish.

24. Review quotes for insurance renewal

The Clerk had previously circulated an insurance renewal quote from Zurich, together with an additional quote provided by BHIB. On discussion, it was agreed to request a revised quote from BHIB based on a reduction in the items requiring cover. It was noted a decision was required before 31st May, therefore all agreed that the finance committee could review the amended quote prior to the next meeting and recommend a decision.

25. Documents for Review and Agreement

The following documents had been circulated prior to the meeting for review:

- Financial Risk Assessment

  Cllr Carrow proposed this document be approved, this was seconded by Cllr Whiting and agreed by all.

- Financial Regulations

  Cllr Morton proposed this document be approved, this was seconded by Cllr Wason and agreed by all.

- Standing Orders

  Cllr Whiting proposed this document be approved, this was seconded by Cllr Wason and agreed by all.

- Emergency Plan

Cllr Carrow agreed to review this document prior to submitting an amended version for approval

- Clerk's amended contract (re Pinder role)

  Cllr Carrow proposed this contract be approved, this was seconded by Cllr Crowley and agreed by all.

26. Accounts

To note monthly payments previously approved and approve any additional payments

The payments detailed below were approved for payment by BACS

Budget Section	Date	Details	Cheque	Amount
Expenditure		**Approved & Paid**		
Salary/PAYE	02/05/2021	F Knott - Litterwarden	SO	£463.32
Salary/PAYE	02/05/2021	J Letsome - Salary	BACS	£606.00
Courses/Admin	02/05/2021	J Letsome - Expenses	BACS	£50.80
Salary/PAYE	02/05/2021	HMRC re F Knott PAYE	BACS	£92.60
Courses/Admin	02/05/2021	HALC - CiLCA	BACS	£408.00
				£1,620.72

The Clerk had previously circulated a year end bank reconciliation for period ending 27th April 2021 and showing the following balances:

- A balance in the Treasurers account of £18,577.11
- The balance in the Business Bank Instant Account stood at £6803.95**.**
- The balance in the Newbury Building Society account stood at £19458.96

27. Clerk's Report

The Clerk gave a brief overview of the CiLCA course that she had now commenced.

28. Future Meetings

Monday 7th June 2021 at 7pm, it was noted that a return to face-to-face meeting would be required in order to comply with legislation. Cllr Carrow submitted his apologies for this meeting, which would be chaired by Cllr Crowley in his absence.

There being no further business the Chairman closed the meeting at 8.45pm

Actions from May Meeting:

Item No:	Action	Due by	Progress	Owner
12	Upload approved April meeting minutes to website			Clerk
13	Purchase up to date copy of Arnold Baker			Clerk
13	Progress SEO.			Cllr Crowley
13	Progress options re online document storage with Clerk.			Cllr Crowley
18	Agree response to Shell Tothill consultation	25th May		Planning Working Group
20	Check potholes reported on website			Cllrs Whiting & Wason
20	Contact County Cllr re potholes			Cllr Carrow
24	Obtain amended insurance quote from BHIB	10th May		Clerk
25	Prepare final version of amended Clerk's contract for signing by Cllr Carrow			Clerk
25	Review and amend Emergency Plan prior to circulating for approval.	7th June		Cllr Carrow
25	Upload approved documents to website.			Clerk
26	Process BACS payment for outstanding invoice			Cllr Carrow

Chairman Signature: ……Date: ……

Appendix A – County Councillor Report (Item 14)

Facts and Figures Hampshire's population is **1,376,300** (2018) the third most populous county in England (85% is rural and 15% urban). Hampshire CC maintains **5400** miles of roads, 4300 miles pavements, 133,000 streetlights, **481** schools, **45** libraries, **3 Discovery Centres and 1 e-library, 16 care homes with 960 beds for older people, 9 residential homes for children and young people, 24 Household Waste Centres and 5 Country Parks.** Every year 94% of all household waste is diverted from landfill (40% recycled) is burnt for energy and powers 50,000 homes. Every day 454,000 people travel to work by car or van, 86,000 bus journeys are made, and 4% journeys are by train. More than half of Hampshire's EU citizens have signed up to the Government's EU settlement scheme.

Public Health -Coronavirus (Covid-19) Hampshire County Council continues to play a significant role supporting vulnerable residents and providing local guidance and information. To date over **32 million people** in the UK have received their first dose of vaccine.
The **Hampshire County Council helpline is available** for frail or vulnerable residents who do not have support from families, friends or their local community, and who need urgent assistance with essential food or household supplies, collection of medication, or who are at risk of loneliness.

HCC approves £2.1 billion spending on local services in 2021/22
Plans for the next financial year focus on the county's ongoing work associated with the **pandemic, support for vulnerable children and adults, investment in Hampshire's roads and infrastructure to support economic recovery, as well as climate change mitigation.**

The annual council tax charge for a Band D property will be £1,350.45 – an increase of £1.23 per week, equating to 4.99%, of which 3% is for adults 'social care – a Government request. The budget includes **£13 million** for the maintenance of 5,500 miles of roads and an extra £1.2 million in carbon reduction measures across the County Council. **HCC's four-year capital programme of £744 million is one of the largest in the country.**
https://www.hants.gov.uk/News/25022021HCCbudgetdecisionFeb2021

The proposed capital programme includes: • **£68 million** in new and extended school buildings to ensure there is a school place for every child in Hampshire • **£118 million** for structural maintenance and improvement of roads and bridges in Hampshire over the next three years • **£91 million** for integrated transport schemes including over **£18** million specifically focused on walking and cycling improvements • £141 million for major improvement of school and other County Council buildings and land holdings over the next three years • **£33** million for decarbonisation schemes covering solar PV, single to double glazing window replacements, transition from oil to gas and the implementation of heating controls.

Climate Change Hampshire County Council has been taking active steps to ensure Hampshire is resilient to climate change and in mitigating further changes through carbon reduction measures. HCC's own emissions have reduced by more than 43%, with more than a 50% reduction by 2025 and carbon neutrality by 2050. The **2050**

Hampshire Commission of Enquiry placed climate change and the environment as its top priority. In the budget HCC pledged £2m towards climate change measures in addition to the capital schemes outlined above. HCC is aware its greatest leadership and influence will be achieved by working in partnership with the District, City and Parish Councils, businesses and communities via the Expert Forum. At a household level HCC is supporting the county-wide Greening Campaign (aims to find simple solutions around reducing and measuring power consumption, insulating housing stock, reducing water usage, sourcing local food, community travel and renewable energy schemes), the Help line, Solar Buy-in scheme and community energy projects. https://www.hants.gov.uk/landplanningandenvironment/environment/climatechange

West Berks HWRC

There is much concern in East Woodhay, Ecchinswell, Burghclere, Highclere and Kingsclere about Hampshire residents being granted continued access by West Berks Council to its site at Newbury. HCC does not own the West Berks site, so the decision cannot rest with HCC.

Four years ago, I and my fellow County Councillor, Derek Mellor, persuaded Hampshire County Council to come to an arrangement with West Berks to allow Hampshire residents, who live within a certain radius of the Newbury site, to receive permits to use the site, at a cost to Hampshire taxpayers of about £180,000 per annum. This was a temporary arrangement that was designed to give a breathing space for West Berks to introduce a pay to visit system and which ended last year. That arrangement was extended a further year, following representation from me and my colleague Derek Mellor, with Basingstoke borough and Hampshire collaborating and sharing the costs required by West Berks.

Hampshire County Council is looking at finding a permanent solution for this north western corner of Hampshire and is expecting a report on suitable nearby sites in the county by the end of May. I have told Cllr Humby, the Executive Member, that I want the current temporary arrangements to continue, until such a permanent solution is found.

County Cllr Tom Thacker

Appendix B – Borough Cllr Report (Item 15)

I am sorry that the pre-election rules prevent me from joining you tonight but as requested here is my annual report:-

The year has been defined by the terrible ongoing consequences of the pandemic and the huge mobilisation at national and local levels to combat and defeat it. It has changed so many aspects of our lives including the new reliance on Zoom and Teams as there has been no physical council or committee meetings held in Basingstoke or in any of the parishes. As a rural community we have pulled together and dealt with the pandemic extremely well. This reflects greatly on the strength of our community and I would like to record my appreciation to all those who have helped others during this crisis, which appears to be coming to an end in terms of the disease.

Bin collections, BDBC's principal service, reverted to normal after a period of going from weekly to fortnightly collections and remarkably the service held up reasonably well overall, with a few exceptions locally, in the face of crew numbers being impacted by Covid.

The local Household Waste Recycling issue was resolved by Basingstoke and Deane BC and Hants CC jointly funding the cost of using West Berks facilities for another year. A longterm solution is needed, and HCC are investigating local site options, but a renewal of the arrangement with West Berks will be required, something I support from the borough standpoint.

Planning has been hampered by staff turnover at Basingstoke and many applications have been delayed in recent times. I have raised the matter at a senior level and it is being addressed. Pressures to meet govt. housing targets continue unrelentingly, exacerbated by a revised formula for counting numbers meaning that the Local Plan over the last year has been deemed not to protect fully against applications for housing on sites not allocated under the Plan. This has led to a number of unwelcome development proposals not least by Falcon for up to 35 houses in the heart of the village. In January the Inspector turned down Falcon's appeal. This was a significant win, given the loss of our 5 year housing supply protection under the Local Plan; our chances were greatly improved by a well organised, researched and argued case being made by borough planning officers and the parish council to which I was glad to help. The parish's key point about the relevance of the Neighbourhood Plan, albeit not yet completed and approved, was accepted by the Inspector.

Looking to the future, I hope that the excellent work by so many and in such quick time towards a Neighbourhood Plan will be rewarded with a big vote of support by local people. It will enable us to have more influence over the future shape and look of our parish while delivering more Community Infrastructure Levy payments for us for those developments that do get approved. A Local Plan Update is underway, timed for 2023, and I will use my influence, if re-elected, to ensure that new housing goes where there are existing services such as around Basingstoke and the bigger settlements. Burghclere should expect some new housing, a principle accepted, provided for and located in the draft Neighbourhood Plan. The issue of the High Court allowing new homes in gardens in the countryside would be another priority for me under the Local Plan Update.

Significant progress has been made with the borough's "Green Strategy" to address climate change. There is now a clear set of objectives and timetable. I would be keen that local involvement and delivery is part of this vital but challenging change in the way we lead our lives to help nature and the planet.

As from 6th May Burghclere will become part of the Ward of Evingar. Basingstoke has been reorganised by the Boundary Commission into 18 Wards each with three councillors so 6 councillor positions have gone. Evingar is the Saxon name for this area and it will comprise Burghclere, Highclere, St Mary Bourne, East Woodhay and Hurstbourne Priors.

It has been a pleasure to represent Burghclere at the borough council for a further year and to have been able once more to work so closely and effectively with parish councillors.

Borough Cllr John Izett

Chairman Signature: ……Date: ……