

**Minutes of an Ordinary Meeting of Burghclere Parish Council held on
4th July 2022 at 7pm in the Portal Hall Clubroom**

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

J Letsome (Clerk)

Borough Cllr Izett to item 76

66. Apologies

Apologies were received and accepted from Cllrs Wason and Parkes.

67. Declaration of members' interests for this meeting

There were none.

68. Confirm minutes of the Ordinary Council Meeting held on 6th June 2022

Cllr Morton proposed the draft minutes of the Ordinary Council Meeting held on 6th June 2022 be accepted as a true record for signing, this was agreed by all.

69. Review Progress of actions from meetings held on 6th June 2022

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

Item No:	Action	Due by	Progress	Owner
39/ 40/42	Upload PC and Assembly minutes to website		Actioned	Clerk
41	Enquire re signage re prevention of fly-tipping.		In progress	Clerk
41	Complete guide to the FLIR camera attachment.		Ongoing	Cllr Carrow
41	Complete Clerk's Pension arrangements <i>It had been agreed to proceed with setting up a Nest Pension. Cllr Crowley to circulate final details to all Cllrs prior to proceeding.</i>		In progress	Cllr Crowley
44/45	Submit Declaration of Acceptance forms to B&DBC re Cllr Wason & Parkes		Actioned	Clerk
51	Upload responses to Planning Applications		Actioned	Clerk

Chairman Signature:Date:

51	Submit response re land Millbrook House decision		Actioned	Cllr Carrow
53	Submit a response to Hampshire County Council's Local Transport Plan		Actioned	Cllr Carrow
54	Report trees on land at Ox Drove to Highways <i>Been reported verbally - Cllr Carrow to follow up.</i>		In progress	Cllr Carrow
58	Add annual event/fete for discussion with Sports Club to July meeting agenda. <i>Unable to attend – to be added to September agenda</i>		For Sept agenda	Clerk
59	Progress meeting re Communications Strategy		Actioned	Cllr Patrick-Smith
60	Amend review dates on role descriptions and upload to website.		Actioned	Clerk
61	Submit tasks to Lengthsman when date known.		Actioned	Clerk
63	Submit Completed AGAR for External Audit. Publish notice re exercise of public rights. Publish all documentation on website.		Actioned Actioned Actioned	Clerk
63	Process Payments.		Actioned	Clerk/Cllr Carrow
63	Advise Litterwarden of change to payment arrangements.		Actioned	Clerk
63	Respond to query on Actual/budget document.		Actioned	Clerk

70. To receive minutes of Pinder Recreation Trust meeting held 9th May 2022

The minutes of the Pinder Recreation Trust meeting held on 9th May 2022 were accepted as a report to the Parish Council. These are attached at Appendix A.

71. County Councillor Report

Cllr Thacker was not in attendance.

Chairman Signature:Date:

72. Borough Councillor Report

Cllr Izett reported:

- The early results of the 2021 Census showed that the population of Basingstoke and Deane was 185,200 people. The population had increased by 17,400 people since 2011, approximately 10.4%. The statistics showed the Borough to have an aging population. Cllr Izett noted that the earlier figures being used as the government's standard methodology for assessing the Local Plan Update were now proven to be out of date.
- A £1million Cost of Living Assistance Fund would be established (subject to approval) to help households struggling to pay bills, with grants available to help pay for food and energy.

73. Parishioners' open time

Cllr Whiting reported a Parishioner's concerns regarding a tree with branches showing signs of Ash dieback. Cllr Morton would check it and arrange for the branches to be removed if required.

74. Chairman's Comments

Nothing to report.

75. Planning applications received since 6th June 2022

The following applications were discussed:

- 22/00428/FUL Land At Manor Farm Old Burghclere RG20 9NS
Erection of steel portal framed building to be used as an on-floor grain dryer and store

An amendment had been made to the above application which consists of the following: 1) Environmental Noise Assessment Submitted 2) Amended Block Plan submitted with confirmation that WW1 railway signal box will not be demolished or impacted by proposed development 3) Amended acoustic report 4) Rebuttal statements

Response: No further comments to add to those previously submitted.

- 22/01765/HSE Greenbrier Harts Lane Burghclere Hampshire RG20 9HF
Erection of a single storey rear extension following demolition of existing conservatory, conversion of garage to additional living space, first floor front gable extension and erection of a new carport. Replacement bay window and new front door canopy. Alterations to fenestration including replacement windows/doors and addition of a new bay window to replace existing garage door, replacement of external materials to render/cladding and replacement rooflights.

Chairman Signature:Date:

Response: Cllrs expressed concerns regarding the proposed location of the Car Port and its likely impact on the neighbours and the streetscape. They noted there to be no information regarding its proposed height.

Ongoing Planning Applications

- 21/00228/OUT Land to rear of Millbrook House – update
Cllr Carrow reported on further communication with B&DBC’s Planning & Development Manager, noting that whilst the concerns remained, he would not contest the decision any further. There had been some reassurance that measures would be put in place to ensure officers took more note of Neighbourhood plans.
- 22/01162/LDED Annexe At Froyle House Harts Lane Burghclere RG20 9JN
Cllr Carrow reported that the Clerk had discovered emails as evidence that her predecessor had raised earlier concerns. He confirmed he had written a follow up objection to B&DBC to ask why no action had been taken.

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

- 22/01113/HSE Treetops Harts Lane Burghclere Hampshire RG20 9JN
Conversion of existing integrated double garage to habitable accommodation and erection of a side infill extension. Construction of new level access ramp with oak front porch. Installation of new access gates.

Granted

76. Planning Update

Cllr Carrow reported on:

- **Local Plan Update**

He had attended a meeting held by Maria Miller MP during which most concerns expressed related to housing figures, with others raised regarding biodiversity, water and sewage.

- **Levelling Up**

He had attended a HALC briefing and would circulate the speaking notes when available. The main points of interest related to changes to come into effect in 2024, which included:

- Government plan to draw up “National Development Management Policies”.
- The future of Neighbourhood Plans and introduction of a new category - Neighbourhood Priority Statements.

Chairman Signature:Date:

- The continuation of NPPF, with an explanatory note to be published.

- **Neighbourhood Plan**

- Review

Cllr Carrow updated Cllrs on work that had been undertaken on the analysis of policies and a proposed revised policy schedule. He did not expect a Strategic Environmental Assessment or Habitat Regulation Assessment to be required, but the standard consultation had been submitted as required.

He anticipated Regulation 14 would be ready for approval by the Parish Council in an extraordinary meeting on Monday 25th July which would launch the six week consultation period, with a public consultation event proposed for Sunday 7th August.

- Orchard Homes

Nothing further to report.

77. Road matters

Concerns were expressed regarding the lack of road closure information being received. Cllr Carrow would share details of “One Network”.

78. Footpaths Report

Cllr Carrow welcomed the support from Countryside Services and Walking with the Wounded. This had enabled much work to be completed, with more planned to improve access to the boardwalk and signage. On discussion it was noted that many of the footpath maps were inaccurate, Cllr Carrow would publish links to the accurate Ordnance Survey map.

79. Playground Project

Cllr Carrow reported the fencing to be complete and work had commenced on the play area and the new adult exercise equipment area.

80. Hampshire 2050 Climate Change

Cllr Carrow had been unable to attend the recent meeting but had completed a questionnaire about activity done within the parish. Funding was available for the recruitment of Energy Champions. The next meeting would take place on 7th September, to include a presentation from Hampshire & IOW Wildlife Trust.

81. Website & IT

Cllr Crowley reported that a minor fix to the website was still outstanding.

The fibre network had been installed in the Portal Hall to be followed by the Portal Hall Cottage. It was agreed that Pinder Recreation Trust should reimburse the tenants for the cost of cancelling their existing Broadband contract.

82. Community Engagement

On discussion it was agreed that opportunities to enhance the communication methods used should continue to be explored with a view to improving community engagement.

83. Documents for review and agreement

The following documents had been circulated for review and agreement:

- Publication Scheme – approved as circulated
- Vexatious Requests Policy – approved subject to amendments to include references to social media.
- Emergency Plan – approved as circulated.

84. Training

Cllr Carrow proposed Cllr Wason (in her absence) as Training Officer, this was seconded by Cllr Crowley and approved by all.

85. Lengthsman

The Clerk reported that the next Lengthsman visit would take place on Saturday 9th July. A schedule of tasks had been submitted. Cllrs Whiting and Morton would be available to supervise on the day.

86. Accounts

The following payments were noted as having been paid:

Budget Section	Date	Details	Cheque	Amount
Expenditure		Approved & Paid		
Salary/PAYE	30/06/2022	Clerk's Salary	BACS	£1,118.41
Salary/PAYE	30/06/2022	Clerk's Expenses	BACS	£47.60
Salary/PAYE	30/06/2022	Litterwarden Salary	BACS	£412.00
Salary/PAYE	30/06/2022	HMRC PAYE & NI	BACS	£275.65
Jubilee	23/06/2022	Miggie Bruce	BACS	£20.00
Jubilee	23/06/2022	Burghclere Sports Club	BACS	£200.00
Jubilee	23/06/2022	Lian Price	BACS	£120.62
Jubilee	23/06/2022	St Michaels School	BACS	£200.00
Jubilee	23/06/2022	Sandra Whiting	BACS	£244.06
Admin/Courses	23/06/2022	SLCC Membership re Clerk	BACS	£134.00
				£2,772.34

Chairman Signature:Date:

- The Clerk had previously circulated a bank reconciliation for the month ending 30th June 2022 and showing the figures:
 - A balance in the Treasurers account of £15,331.39.
 - The balance in the Business Bank Instant Account stood at £6804.59.
 - The balance in the Newbury Building Society account stood at £19,565.84

A budget monitoring document had been circulated, the Clerk confirmed it had been amended in response to a query raised by Cllr Patrick-Smith. She reported that:

- £784.68 of the £1000 jubilee grant received from B&DBS had been spent, the remaining amount would cover any invoice received for the hire of sound equipment. It had been agreed that the final balance could be paid to the Church as a contribution towards the cost of the books distributed to children. The grant monitoring report had been submitted to B&DBC.
- A VAT reclaim had been submitted for £2575 with £1032 of this being to refund VAT from Neighbourhood Plan invoices.
- £10000 grant had been received for the NP review.
- It would not be possible to claim the S106 funding for the playground project until all invoices are received.

87. Clerk’s Report

The Clerk had circulated a report which had mostly been covered under earlier agenda items. She had previously shared a completed report required by B&DBC regarding the Community Infrastructure Levy payment of £2084.35.

88. Next Meetings

- Monday 5th September 2022, to be held in the Portal Hall Clubroom

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

Actions from July Meeting:

Item No:	Action	Due by	Progress	Owner
68	Upload 6 th June minutes to website			Clerk

Chairman Signature:Date:

69	Complete guide to the FLIR camera attachment.			Cllr Carrow
69	Circulate details of proposed arrangements re Nest pension for Clerk.			Cllr Crowley
69	Follow up earlier report trees on land at Ox Drove to Highways			Cllr Carrow
69	Add annual event/fete for discussion with Sports Club to September meeting agenda.			Clerk
73	Inspect Tree to rear of Elkington Close			Cllr Morton
75	Upload responses to Planning Applications			Clerk
77	Share details of “One Network”		Actioned	Cllr Carrow
78	Share link to Ordnance Survey footpath map		Actioned	Cllr Carrow
83	Amend approved policies as required. Upload to website.			Clerk
84	Add Training Officer role to website.			Clerk

Chairman Signature:Date:

Appendix A

Minutes for the meeting of the Pinder Recreational Trust Management Committee
held on 9th May 2022 at 9.10 pm in the Portal Hall Clubroom

Present: Andrew Crowley (AC) Chairman, Richard Carrow (RC) I Collins (IC),
J Parkes (JP), Geoff Morton (GM), A Patrick-Smith (APS) and S Whiting (SW)

J Letsome (JL) - minutes.

1. Apologies

Apologies had been received from Amanda Wason.

2. Approval of the minutes of the meeting held on 4th April 2022

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	Arrange meeting with Steve Learoyd. <i>AC had not been able to establish contact and was hopeful that an alternative contact would be able to assist.</i>		Outstanding	AC
5	Arrange meeting to discuss hall management <i>SW noted that she would be grateful to be relieved of some of the cleaning tasks by Sept/Oct.</i>		Outstanding	AC/SW
5	Progress building contractor quote to: <ul style="list-style-type: none"> • Complete work re capping chimney and roof. • Address damp at Portal Hall Cottage. <i>Contractor due to provide quote.</i>		In progress	AC
7.	Progress window quotes. <i>AC reconnecting with Sash Windows.</i> Contact Landmark Trust		In progress Not actioned	AC GM

Chairman Signature:Date:

7	Arrange meeting to discuss kitchen specification <i>SW & RC had been progressing this, with one quote received from Wren and two more to be obtained.</i>		In progress	AC
11	Contact Ross Brooke re annual accounts preparation.		Not actioned	JL
11.	Progress remainder of signatory changes.		In progress	JL

4. Pre-School Update

SW reported on access difficulties that had recently been experienced when the Club Room had been used as polling station, this had required voters to be diverted to avoid the children. There was no further update on numbers, but she understood they continued to be quite busy following the closure of a neighbouring Pre-School. On discussion, it was agreed not to be an appropriate time to pass on increasing costs by raising their hire charge, but to keep this under review.

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

SW reported that bookings were consistent and that there continued to be little impact to the cottage tenants.

Maintenance and Management issues raised

SW reported that:

- The Gents toilet closure mechanism needed adjustments.
- She had asked the AA to request members to dispose of cigarette ends correctly. On discussion, it was agreed that AC and SW should meet separately to discuss the arrangements for hall management with a view to relieving some of the time SW currently committed.

Portal Cottage

Their baby's recent arrival was noted, and RC would present them with a gift.

GM reported that their Lease was due for a 12-month review and the Agent had suggested an increase of 3 – 5%, however on discussion it was agreed to continue with the same rent.

6. Sports Club Update

GM reported on their recent meeting, which had included discussion on the need to refurbish the pitch at an estimated cost of £3k. They were also facing the significant cost of a boiler replacement. RC agreed to speak with B&DBC about the possibility of s106 funding being available for the cost of the work to the pitch.

On discussion it was agreed to be important that a representative of the club should attend PC meetings regularly and that they should continue to be encouraged to present a clear

outline of their plans. This would ensure there was a better understanding on what assistance could be offered.

7. Priority Works List

Nothing further to discuss.

8. Playground update

Nothing further to add to the update given in the earlier PC meeting. Weekly play area inspections had been undertaken with no issues reported.

9. IT/Website Update

Nothing further in addition to the matters covered in the earlier Parish Council meeting.

10. SSE Purchase

AC reported there had been some further contact, but nothing significant to report.

11. Accounts

JL had previously circulated the latest accounts containing the figures to the month ending 30th April 2022. The surplus for the year to date was showing as (£774.95). The bank balance as of 30th April 2022 stood at £79,573.25, with £8,246.82 in the Newbury Building Society account.

The spreadsheet had been presented in a different format, which was agreed to be an improvement, however it was agreed that APS would review the spreadsheet with a view to making further changes.

12. Investments

AC would be undertaking a review of the investments, APS offered to assist.

13. Date of Next Meeting

Monday 6th June 2022 after the Parish Council meeting.

14. Any Other Business

There being no further business, the meeting closed at 9.50pm.