

# BURGHCLERE PARISH COUNCIL

Clerk: Mrs J Letsome, Portal Hall, Church Lane, Burghclere, RG20 9HX  
07851 956078 [E-mail: clerk@burghclerepc.com](mailto:clerk@burghclerepc.com)

**Parish Councillors are summoned to a meeting of Burghclere Parish Council on  
Monday 2<sup>nd</sup> October 2023 at 7pm**

**to be held in the Portal Hall Club Room**

## A G E N D A

### 1. Apologies

*Received from:*

- *Cllr Carrow*
- *Cllr Patrick-Smith*

### 2. Declaration of members' interests for this meeting

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

### 3. Confirm minutes of the Ordinary Council Meeting held on 4<sup>th</sup> September 2023

- *To be circulated prior to the meeting*

### 4. Review progress of actions from meeting held on 4<sup>th</sup> September 2023.

- *As given at end of agenda*

### 5. To receive minutes of Pinder Recreation Trust meeting held 3<sup>rd</sup> July 2023

- *To be circulated and accepted as a report to this meeting.*

### 6. County councillor report

### 7. Borough councillor report

### 8. Parishioners' open time

### 9. Chairman's comments

### 10. Planning applications and appeals received since 4<sup>th</sup> September 2023

- **To consider:**

**23/02255/LBC & 23/02254/FUL Norman Farm Well Street Burghclere RG20 9HS**

Internal and external alterations to enable the conversion of a listed barn to use as a residential annex

**Response due:** 5th October (23/02255/LBC) and 17<sup>th</sup> October 2023 (23/02254/FUL)

Documents available here:

[23/02255/LBC | Internal and external alterations to enable the conversion of a listed barn to use as a residential annex | Norman Farm Well Street Burghclere Hampshire RG20 9HS \(basingstoke.gov.uk\)](#)

and at

[23/02254/FUL | Change of use of barn in use as residential store to residential annex, and for associated conversion works including site works | Norman Farm Well Street Burghclere Hampshire \(basingstoke.gov.uk\)](#)

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

Oak: Monolith

**Response due:** 17<sup>th</sup> October 2023

Documents available here:

[T/00408/23/TPO | Oak: Monolith. | Hawthorn House Laurel Bank Burghclere Hampshire RG20 9AH \(basingstoke.gov.uk\)](#)

- **To note:**

- Planning Applications received for consultation after the meeting agenda has been published may also be considered.
- Planning Applications currently being considered to be reviewed as required.

**22/03203/FUL** Land Between The Junction Of Winchester Road And Harts Lane Burghclere

*Update following Development Control Committee on 6<sup>th</sup> September 2023*

- Decisions recorded by B&DBC since previous meeting:

**T/00291/23/TPO** 4 Stembridge Close Burghclere Hampshire RG20 9AL

Oak Tree 1: fell Oak tree 2: fell.

**Granted**

**23/02049/LBC** Portal Hall Church Lane Burghclere RG20 9HX

Approval for the removal of 1 No unauthorised replacement window with new window profile to match approved details from application 20- 03487-LBC. Removal of 1No non compliant window within the opening approved under application 20-03487-LBC and replacement with new window profile to match approved details from application 20-03487- LBC.

**Granted**

## **11. Planning update**

- *Local Plan update*  
*To note meeting arranged for 9<sup>th</sup> November*

## **12. Renewable Energy**

## **13. Electric Vehicle Chargers**

- *Receive updated information.*

## **14. Road matters**

## **15. Footpaths report**

## **16. Tree report**

## **17. Lengthsman**

- *Agree tasks for next scheduled visit – 23<sup>rd</sup> October.*

## **18. Website/IT update**

- *Parish*
- *Pinder*

## **19. Sports Club**

- *Update following meeting held on 11<sup>th</sup> September 2023*

## **20. Community Engagement**

- *Update and review newsletter draft.*

## **21. Documents for review**

- *To commence preparation of Annual Action Plan for year commencing 1<sup>st</sup> April 2024.*

## **22. Remembrance Events**

- ***Remembrance Sunday 12<sup>th</sup> November***
  - *To consider and agree purchase of new wreath or reuse of existing one (with donation).*
  - *Plans for service.*
- ***D-Day 80 – 6<sup>th</sup> June 2024***
  - *To consider and agree participation in 80 beacons project.*

## **23. Coronation Funding**

- *To agree items to be purchased from unspent funds.*

## 24. S106 contributions

- *To receive and consider any additional information regarding available contributions.*

## 25. Accounts

- *All documents to be circulated prior to the meeting:*
  - *To note monthly payments previously approved and approve any additional payments,*
  - *To receive and note monthly bank reconciliation.to 27<sup>th</sup> September 2023*
  - *To note actual/budget for year ending 31<sup>st</sup> March 2024 and consider forecast figures in advance of new budget preparation.*

## 26. Clerk's report

## 27. Future meetings

- *Monday 6<sup>th</sup> November 2023 – Ordinary PC meeting*

*Public or Press are welcome to attend. Alternatively, Parishioners are invited to submit comments to the Clerk via telephone - 07851 956078 or email – [clerk@burghclerepc.com](mailto:clerk@burghclerepc.com).*

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

**Jacqui Letsome, Clerk – 27<sup>th</sup> September 2023**

## Actions from September meeting:

Item No:	Action	Due by	Progress	Owner
85	Upload 3 <sup>rd</sup> July 2023 meeting minutes to website		Actioned	Clerk
91	Actions re co-option of Cllr Harvey <ul style="list-style-type: none"><li>• Set up email address</li><li>• Send Register of Interest form</li><li>• Add to website</li></ul>		Actioned Actioned Actioned	Clerk
93	Submit responses to planning consultations.		Actioned	Clerk
94	Arrange meeting with Borough Cllrs Harvey and Konieczko re Local Plan		Actioned	Clerk
96	Progress EVC project and share deed (when received) with Cllr Parkes		Agenda item	Cllr Crowley
97	Notify Horticulture Society of approval re bulb planting.		Actioned	Chair

97	Write to Carpenters Arms re Hedge		Actioned	Clerk
97	Contact HCC re overgrown gorse in Winchester Road.		Actioned	Clerk
99	Visit Elkington Close resident re tree concern		Agenda item	Cllr Morton
100	Arrange for purchase of litter picking equipment		Actioned	Clerk
100	Chase B&DBC re bins		In progress	Clerk
101	Arrange fob for Cllr Harvey			Cllr Crowley
101	Research alternative email providers		Agenda item	Cllr Crowley
102	Amend documents as required and upload to website		Actioned	Clerk
103	Prepare “mock up” and establish contact with WI and Horticulture Society.		Agenda item	Cllrs Harvey & Patrick-Smith
104	Advise Cllr Whiting of amount of coronation funding still unspent.		Actioned	Clerk
105	Obtain further clarification re S106 funds available.		Agenda item	Chair
106	Invite Sports Club to invoice re sports pitch maintenance.		Actioned	Clerk/Cllr Collins
108	Record Cllr Carrow’s apologies on Oct agenda		Actioned	Clerk