

**Minutes of an Ordinary Meeting of Burghclere Parish Council held on
5th February 2024 at 7pm in the Portal Hall Clubroom**

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

J Letsome (Clerk)

218. Apologies

Accepted from Cllr Crowley and Borough Cllr Izett.

219. Declaration of members' interests for this meeting

There were no pecuniary interests declared.

220. Confirm minutes of the Ordinary Council Meeting held on 8th January 2024

The draft minutes of the Ordinary Council Meeting held on 8th January 2024 were proposed for acceptance for signing by Cllr Whiting seconded by Cllr Collins and agreed by all.

221. Review Progress of actions from meeting held on 8th January 2024

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

Item No:	Action	Due by	Progress	Owner
194	Upload 4 th December 2023 meeting minutes to website		Actioned	Clerk
195 (c/f)	Research alternative email providers		c/f	Cllr Crowley
199	Write article for monthly news re sports club.		Actioned	Cllr Carrow
202	Respond to planning application.		Actioned	Chair/Clerk
202	Request update re Froyle House		Actioned	Chair
203	Arrange site visit re Millennium Garden path		Actioned	Chair
204	Update final logo as agreed		Actioned	Cllr Harvey
204	Update and circulate Burghclere Bulletin		Actioned	Clerk

Chairman Signature:Date: 4th March 2024

208	Accept quote and progress work		Actioned	Cllr Morton
	Progress insurance claim		Actioned	Clerk
209	Accept playground repair quote		Actioned	Cllr Carrow
212	Accept noticeboard quote and arrange installation (subject to quote)		In progress	Clerk
213	Add S106 information request to February agenda		Actioned	Clerk
214	Progress payments.		Actioned	Clerk
214	Submit Precept request		Actioned	Clerk
216	Progress Annual Assembly speaker		Actioned	Chair

222. To receive minutes of Pinder Recreation Trust meeting held 4th December 2023

Cllr Morton proposed that the minutes of the Pinder Recreation Trust meeting held on 4th December 2023 were accepted as a report to the Parish Council, this was seconded by Cllr Patrick-Smith and agreed by all. These are attached at Appendix A.

223. County Councillor Report

No report available.

224. Borough Councillor Report

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

Cllr Carrow noted that the Planning Inspector's decision to allow the Wash Water development could have implications for any potential future appeal relating to the Healthy Developments application.

It was agreed to encourage participation in the new hospital consultation by including it in the February "Burghclere Bulletin".

225. Parishioners' open time

Nothing raised.

226. Chairman's Comments

Cllr Carrow reported on Thames Water's failure to make any progress towards resolving the flooding problems at the Clere School pumping station.

On discussion, it was agreed he would write to TW again to strongly request an update on any monitoring undertaken, what it revealed and what work was planned.

227. Planning applications and appeal notifications received since 8th January 2024

The following applications and appeals were discussed:

23/02999/HSE (amendment) Ridgeview Barn Well Street Burghclere RG20 9HS
Erection of a detached garage with room in roof.

Response: The new design addressed previous concerns, no objections raised.

Cllrs noted:

- **Planning Applications currently being considered/appealed:**

22/00428/FUL Land At Manor Farm Old Burghclere RG20 9NS
Appeal dismissed

22/03203/FUL Land Between The Junction Of Winchester Road And Harts
Lane Burghclere
Site for sale

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

23/02254/FUL Norman Farm Well Street Burghclere RG20 9HS
Granted

228. Planning Update

Cllrs noted the Regulation 18 consultation had launched for B&DBC Local Plan Update. It was agreed that Cllr Carrow would submit a response the PC covering:

- Clarification of a few issues, such as inclusion of the A34 and how & when sites undelivered are added back.
- Request that windfall sites be added to housing figures.
- Request that the land between St Michaels and the Church be included in Parcel B as shown on the Valued Landscape map.
- Satisfaction that under the HSG1 ‘the need (for new development) is clearly evidenced and locally agreed’.

229. Community Engagement

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

230. Sports Club

Cllr Collins reported on plans to:

- remove the container from the car park.
- improve safety by extending the station, creating a new footpath and fixing new fencing.

Cllr Carrow reported on the forthcoming meeting between representatives of the Sports Club. On discussion, it was agreed that it should focus on the planned consultation and aim to set out what needs to be achieved, including:

- When it will take place and by what methods.
- The importance of reaching out to groups not currently using the club.
- How feedback will be processed.
- Possible outcomes and how they will be followed up.
- How the consultation will be managed – noting that the PC should not be taking sole responsibility.

231. Renewable Energy and Climate Change

Nothing to report.

232. Electric Vehicle Chargers

Cllr Parkes would review the amended draft licence and share comments with Cllr Crowley for submission to B&DBC prior to receiving a final licence for approval and signing.

233. Road matters

Cllr Carrow reported on:

- Condition of C57 (Newtown Hill). A meeting with Hampshire Highways was planned for 6th February.
- B4640 (SID proposal). Hampshire Highways had offered to conduct a survey to assess the scale of the speeding problem and as an alternative to using a SID. This would be at an estimated cost of £240. Cllr Carrow proposed this cost be shared with Newtown PC and this was agreed.

234. Footpaths Report

Cllr Carrow noted that the Highclere Estate had put up signs to legally close off any recourse to lost footpaths.

235. Tree report

The Clerk confirmed that £475 had been received following the insurance claim made for the work to the Oak on the path from the Sports Club to the School, which Cllr Morton advised would be completed on 12th February.

236. Lengthsman

Cllrs noted the next Lengthsman visit was due to take place on 22nd February and agreed the following tasks:

- Complete repair to road sign near Folly Cottages.
- Clear leaves around Portal Hall.
- Repair fences around 30mph signs on the Burghclere Road near Clere School.
- Check and repair Church Lane noticeboard near bus stop.

237. Website & IT

The clerk noted that the new logo needed to be added to the website. She would liaise with Cllr Crowley.

238. S106 contributions

Cllrs Carrow & Morton had met with 3 contractors to consider the work required to create a new path between the school and sports club, along with moving the fencing between the adult exercise equipment and play area.

Cllrs considered the three quotes received and on discussion agreed to accept the one provided by AD Landscapes for £3480, subject to approval of the project for S106 funding. Cllr Carrow confirmed he had submitted information on the project to B&DBC and awaited their decision prior to proceeding.

239. Training

Cllr Carrow gave feedback following his recent attendance at HCC's resilience training session.

240. Policies

Cllrs reviewed and approved the following documents:

- Training & Development policy - updated
- Disciplinary Policy – new

241. 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	31/01/2024	Clerk's expenses	BACS	£45.89
Salary/PAYE	31/01/2024	Clerk's Salary	BACS	£818.98
Salary/PAYE	31/01/2024	Litter Picker Salary	SO	£468.40
Salary/PAYE	31/01/2024	Nest January Pension	DD	£63.35
Salary/PAYE	31/01/2024	HMRC PAYE & NI	BACS	£133.80
				£1,530.42

The following payments were approved:

Budget Section	Date	Details	Cheque	Amount
Expenditure		To approve		
Hedge Cutting	05/02/2024	Dodds Farm		£700.00
Website	28/02/2024	J Letsome (reimbursement)		£201.60
Other op expenses	28/02/2024	GEViews (Noticeboard)		£1,378.55
Other op expenses	28/02/2024	Kingfisher (Noticeboard install)		£200.00
				£2,480.15

The Clerk reported that:

- The bank balance at 31st January 2024 was £16843.31
- The balance in the Business Bank Instant Account stood at £8385.09
- The balance in the Newbury Building Society account stood at £19,710.36
- Cllrs noted:
 - the annual WIX fee for the website would rise to £201.60.
 - the actual/budget 23/24 to 31st January report as circulated.

242. Staffing Committee Update

On discussion it was agreed to arrange an informal review meeting with the Litterwarden, to include the Clerk and Cllrs Carrow and Whiting.

243. Clerk's Report

The Clerk had circulated a report which had mostly been covered under earlier agenda items.

247. Annual Assembly

This was confirmed as taking place on Monday 20th May 2024, Cllrs noted that a representative of B&DBC's Green Team would attend as guest speaker.

248. Future meetings

The next Ordinary meeting would be held on Monday 4th March 2024 at 7pm.

There being no further business the Chairman closed the meeting at 20.27.

Actions from February meeting

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			Cllr Crowley
226	Write to Thames Water		Actioned	Cllr Carrow
227	Respond to planning application.			Clerk
228	Submit Local Plan Update consultation response by 4 March.			Chair
229	Update and circulate Burghclere Bulletin			Clerk
232	Review draft licence and send comments to Cllr Crowley			Cllr Parkes
236	Submit Lengthsman Schedule			Clerk
237	Liaise with Cllr Crowley re logo for website.			Clerk
240	Finalise new policy documents and upload to website.			Clerk
241	Progress payments.		Actioned	Clerk/Chair
242	Arrange meeting with Litterwarden.			Clerk

Chairman Signature:Date: 4th March 2024

Appendix A

Minutes for the meeting of the Pinder Recreational Trust Management Committee
held on 4th December 2023 at 9pm in the Portal Hall Clubroom

Present: Andrew Crowley (AC) (Chairman), Richard Carrow (RC), Sandra Whiting (SW),
Ian Collins (IC), Amanda Harvey (AH) and Geoff Morton (GM)

J Letsome (JL) - minutes.

1. Apologies

Received from Alex Patrick-Smith (APS) and Julian Parkes (JP).

2. Approval of the minutes of the meeting held on 6th November 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
4	Progress meeting with Pre-School Sort fobs		Later agenda items	AC AC
5 b/f	Undertake enquiries re cleaning		Ongoing	SW
5	Progress quotes re work to roof.		Later agenda item	APS
5	Contact Ian Norman to establish progress on planning app re window variation.		Actioned	RC
5	Progress prosperity fund application		Ongoing	APS
5	Complete work schedule re cottage		Actioned	AC
11 b/f	Progress Investment Review		Carry forward	AC
11	Obtain further information on savings accounts		Later agenda item	JL

4. Pre-School Update

AC reported that he and SW had met with the Pre-School to discuss:

Current situation – There was understood to be more than 20 children currently attending, however there were staffing difficulties. The recent Ofsted Inspection identified areas requiring improvement. Fundraising was proving difficult.

WI Christmas party – The WI and Pre School had been encouraged to show a willingness to work together and make compromises in order to overcome any difficulties on the day of the party, particularly with regards to the toilet facilities.

Shed – It had been agreed that the Pre School could undertake the required repair.

Advertising Banner – On discussion the Pre School's request to display an advertising banner outside the hall was agreed, subject to it being for no more than 3 times a year and for a maximum of 2 weeks each time.

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

Bookings

SW reported that bookings and enquiries remained busy.

Maintenance and Management issues raised

In the absence of APS there was uncertainty on progress with regards to the roof repairs.

SW noted concerns had been raised regarding the outside lighting.

Portal Cottage

Ian Norman was due to submit a report following his recent visit to the cottage, but this remained outstanding and it had therefore not been possible to identify what tasks needed to be completed whilst the property was empty and which ones could be undertaken during occupation. It was recognised that the current tenants needed a response to their request and on further discussion it was agreed they should be required to comply with the terms of their tenancy agreement. The letting agent would be asked to inform the tenants of this decision.

It was hoped that a future tenant would be willing to take on a caretaking role for the hall, with agreement this would be under a separate employment contract.

On discussion it was agreed to review the current letting agency and establish if there might be a more suitable alternative.

GM reported that the hot water cylinder had split and required replacement at a cost of £840 plus VAT.

6. Sports Club Update

Discussed in the earlier Parish Council meeting.

7. Priority Works List

The draft application to the Rural Prosperity Fund had been circulated. RC encouraged all to read it in advance of the deadline for submission – 21st December. On discussion it was agreed the application should be for the maximum amount permitted – 90%.

8. Playground update

RC reported that a recent inspection had discovered several issues requiring repair. He would make contact with the Sovereign Play for advice, it had been agreed in the earlier PC meeting that it might be possible to utilise s106 funding for any costs incurred.

9. SSE substation

Nothing further to report. Will be removed from the agenda.

10. IT/Website Update

AC reported that he was being sent a specification for a new PC and would share a quote for the final cost prior to ordering it. He would be able to program the outstanding fobs when it was in place.

11. Accounts

Update on current finances

JL had previously circulated the latest accounts containing the figures to 30th November 2023. The bank balance as of that date stood at £72,523.31.

Reserves policy

Consideration was given to a document prepared by AC which contained a breakdown of what reserves should be kept aside to mitigate loss of income plus committed costs for specific projects. On discussion it was agreed to designate the following amounts as being reserved:

£15000 to be reserved to ensure operating costs could be covered for a 12-month period.

£45,000 to be reserved as committed for the following projects:

Roof repairs:	£20000
Cottage repairs:	£5000
Windows:	£20000

Savings Accounts

JL had previously circulated information on several available savings accounts, it was agreed that accounts should be opened with:

Hampshire Trust	£30000
Skipton Building Society Instant access*	£30000

*Subject to the Clerk not identifying a higher interest rate for an Instant access account with Metro bank.

12. Date of Next Meeting

Monday 8th December 2023 after the Parish Council meeting.

13. Any Other Business

There being no further business, the meeting closed at 9.30pm.

Appendix B

Borough Councillor Izett Report

A) Regulation 18 consultation of the draft Local Plan is now underway and I note is an item on your agenda. In order not to risk delaying this important stage, the Conservative group at Basingstoke decided against a formal call in but has instead proposed that issues arising out of the process of getting to Reg 18 are considered by the Scrutiny Committee. In particular the decision to adopt the Standard Methodology and the consequent higher housing numbers in contradiction to the all party support in 2021 and 2022 for council motions opposing the Standard Methodology approach will be raised. It would be up to the Administration to accept any recommendations from Scrutiny Committee or carry on with its Plan proposals. Doubts remain that their staggered approach to delivering housing will be accepted at the Examination stage but the important priority, in my view, is to secure a up to date new Local Plan and approved spatial strategy and deliverable housing supply.

B) To reinforce the need for a new Local Plan is the very disappointing appeal decision on the Washwater, Enborne application for 270 homes. The Inspector has allowed it despite the recent change in the NPPF reducing the housing land supply requirement from 5 to 4 years. The Inspector assessed the current borough supply at 4.08 years but decided that key spatial strategies are out of date because the current Local Plan is over 5 years old. He determined that the benefits of market and affordable housing outweighed the adverse impacts despite these including the site being within the AONB and part of it being within the recently made East Woodhay Neighbourhood Plan. Many of us locally are understandably both shocked and angry at this decision but pressure to build more houses opens up the risks of such decisions where there is no current Local Plan.

C) The consultation on a new hospital for North Hampshire is running and I would urge participation. There is a campaign in Winchester against the Plan and I am hearing that comments from the northerly part of the county ie our area, are fewer in number.

D) Thank you for including me in communication about speeding on the B4640 and the ice hazard on the C45. If there is anything you wish me to do to help support these campaigns do let me know.