

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

Present: Cllrs R Carrow (Chairman), A Crowley (Vice-Chairman), S Whiting,
G Morton, J Parkes, and I Collins

J Letsome (Clerk)

Borough Cllr Sam Carr

7 Parishioners

1 x Press (Newbury Weekly News)

252. Apologies

Received and accepted from:

- Cllr Wason

253. Declaration of members' interests for this meeting

- There were none.

254. To note resignation of Helen Brierley

Cllr Carrow reported that Helen Brierley had submitted her resignation with immediate effect due to increasing work commitments and expressed his grateful thanks for her contributions. Cllrs were encouraged to promote the vacancy.

255. Confirm minutes of the meeting held on 7th March 2022

The minutes of the meeting held on 7th March 2022 had been circulated prior to the meeting, Cllr Crowley proposed they be accepted as a true record, this was seconded by Cllr Whiting and agreed by all.

256. Review Progress of actions from meeting held on 7th March 2022

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

Item No:	Action	Due by	Progress	Owner
227	Upload approved February minutes to website		Actioned	Clerk
228	Check progress re subscribing to Parish Online Training		Outstanding	Clerk

Chairman Signature:Date:

228	Submit task schedule to Lengthsman and advise Cllr Morton of date (when known)		Actioned	Clerk
233	Littering to be raised in monthly news article		Actioned	Clerk
234	Submit responses to planning applications		Actioned (with exception of 22/00428/F UL)	Cllr Carrow/ Clerk
235	Finalise London Bridge plans		Ongoing	Cllr Carrow/ Clerk
237	Formation of Speeding & Traffic Group to be added to next agenda		Actioned	Clerk
237	Establish contact re nuisance vehicle		Actioned	Clerk
239	Arrange site review re playground		Actioned	Cllr Carrow
240	Prepare instructions re Thermal Imaging Camera.		Outstanding	Cllr Carrow
242	Share Jubilee Event program when finalised		Actioned	Cllr Whiting
243	Progress Annual Parish Meeting arrangements		Later agenda item	All
245	Upload approved Code of Conduct and Financial Risk Assessment to Website		Actioned	Clerk
246	Advise Sports Club of grant approval		Actioned	Clerk
247	Review Clerk's Pension Provision		Later agenda item	Cllr Crowley

257. To receive minutes of Pinder Recreation Trust meeting held 7th February 2022

Cllr Whiting proposed that the minutes of the Pinder Recreation Trust meeting held on 7th February 2022 be accepted as a report to the Parish Council, this was seconded by Cllr Crowley and approved by all. These are attached at Appendix A.

Chairman Signature:Date:

258. County Councillor Report

Cllr Thacker was not in attendance and had not submitted a report.

259. Borough Councillor Report

Cllr Carr reported on:

Local Plan Update:

The new affordability data had been published leading to an increase from 860 to 880 dwellings per annum. This also had an impact on the 5 year land supply which was reduced slightly from 4.6 to 4.5 years (should be over 5). B&DBC had agreed that the legality of using the 2021 census figures should be explored. He noted this to be an ongoing process and was aware of local speculative activity.

Queen s Platinum Jubilee Fund:

B&DBC had launched "The Queen's Jubilee Fund" — a new scheme to help fund community events celebrating Her Majesty's Platinum Jubilee. He encouraged community and voluntary groups to apply.

260. Parishioners' open time

Cllr Carrow noted a Parishioner's report of a tree blocking a footpath on the Oxdrove and undertook to find out whose responsibility it was to remove it.

261. Chairman's Comments

Cllr Carrow noted his thanks to all for their continued support and commitment, and willingness to continue as councillors. He encouraged all to consider ways in which they could assist and support each other whilst there were several major projects to complete, alongside ongoing planning matters.

262. Planning applications received since 7th March 2022

The following applications were discussed:

- 22/00832/FUL Signal Box Farm Spring Lane Burghclere
Erection of an agricultural barn

Response: Objection – based on concerns about its description. Cllrs felt it did not accurately reflect the full scope of the applicant's business and could therefore be construed as misleading; the barn is considered too big for agricultural requirements. There were further concerns about the South facing doors, giving the impression that access might be sought to Spring Lane.

- 21/03850/TDC Land adjoining Oxleas, Ox Drove, Burghclere RG20 9HH
Application for Technical Details Consent in respect of the erection of 1 dwelling.

Chairman Signature:Date:

Response: Following a vote, the majority of councillors agreed that the revised plans had addressed the concerns raised in the objection submitted to the previous plan, although some concern about its size remained.

- 21/01335/FUL Brices Well Street
Erection of 1 no. 3 bed dwelling

To note appeal lodge, reference APP/H1705/W/22/3290266

An appeal has been made to the Secretary of State against Basingstoke and Deane Borough Council's non-determination of the application for the proposed development described above.

Response: Noted, nothing further to add to previous response.

- 22/00767/FUL Brices Well Street
Erection of a detached 2-bedroom bungalow and associated access on the side garden of the existing property

Response: The parish council had objected to the previous application 21/01335/FUL The new application attempts to address these comments, but concerns remained and previous comments stand regarding:

- no housing need justification in light of the neighbourhood plan allocation.
- the plot being too small for the size envisaged (the dwelling footprint appears larger).
- amenity space remains very constrained.
- limited space for off-street parking for visitors.

- 22/00862/PIP Land Adjacent to Earlstone House Earlstone Common Burghclere
Application for Permission in Principle for residential development of 1 no. dwelling.

Response: Following a vote, the majority of councillors objected to this application on the basis that the housing target has been met and that this application is on a greenfield site, outside the settlement policy boundary, and that it is not supported by policies either within the Local Plan or the Neighbourhood Plan.

- 22/00720/LDPO Hannington View Harts Lane Burghclere RG20 9JB
Certificate of lawfulness for the erection of a single storey rear extension

Response: No comment

Councillors considered additional information that had been made available relating to:

- 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 store

Cllr Carrow noted several reports had been submitted that were missing from the original application, the handling of which was deemed very

poor. Moreover some, such as the landscape visual impact assessment were still missing. Although he had circulated a draft response nothing had been presented to change the objection agreed at the previous meeting, and it was agreed that Cllr Carrow would amend the draft response before its submission taking into account any new information accordingly.

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

- 22/00184/ROC The Maltings Adbury Holt Newtown RG20 9BN
Variation condition 1 of planning approval 19/00438/HSE to reduce size of rear garden room and veranda.

Granted

- 22/00218/HSE 2 Woodbine Cottages Woodbine Lane Burghclere
Erection of a side/rear extension

Granted

263. Planning Update

Cllr Carrow reported on:

Neighbourhood Plan Review

- B&DBC had given a favourable response to the request for confirmation to the indicative housing figure of 0. A response was awaited from B&DBC to a request for confirmation that they would be content with a SA/SEA report to ensure the modified plan met the 'Basic Conditions.
- He had identified areas in the current plan that could be amended. Together with Oneill Homer, two further policies would be drawn up - a design code for the village and a green infrastructure map following the Environment Act, which could link with Echinswell's Neighbourhood Plan.
- The work had slowed due to other commitments such as the play area and planning, however Cllr Carrow was keen to maintain momentum with a view to having the Regulation 14 consultation in either April or May.
- Invoices had been submitted for approximately 8 days work carried out by ONEILL Homer. These would be paid in April from the Locality grant received. The unspent element would be returned together with a report. Two grants for the forthcoming year would be applied for to enable completion of the review and the envisaged mapping.

Orchard Homes

Cllr Carrow gave an overview of the Orchard Homes briefing he had attended on B&DBC's pre-application feedback. He felt it to be comprehensive and mostly constructive, confirming the aim of having 18 houses (mix of 4 (x3), 3

and 2 beds) and the rural business hub. He gave a summary of some of the main issues presented. Dialogue between Orchard & B&DBC would continue.

Cllr Carrow expressed concerns about its 'minimalist' approach to reducing carbon emissions, noting that B&DBC's backing would be required to encourage them to adopt standards that were not statutory.

On discussion it was agreed that Cllr Carrow would arrange a meeting between Orchard Homes and Borough Cllrs Carr and Izett, with himself as representative of the PC.

264. Road matters

On discussion, it was agreed not to proceed with the formation of a Speeding & Traffic Group noting that it would be difficult to establish without a lead councillor, the necessary data as evidence and the funds required.

265. Footpaths Report

Cllr Carrow reported that most of the damage from the storms had been removed. HCC had expressed concerns regarding the footpath at Manor Farm in response to the grain dryer application.

266. Playground Project

Cllr Carrow gave an update:

- Fencing work in the play area would commence on 19th April. Work on the play equipment would start on 27th June and run through to the wet pour on 11th July. All this work less approximately £2k would be covered by S106 funds.
- A contractor had been asked to undertake the listed repairs to various pieces of equipment at an approximate cost of £1k.
- A quote of approximately £5k had been received to tarmac the path around the back of the Sports Club, on discussion it was agreed that at present this task was a lower priority than others.
- Cllr Carrow gave an overview of the proposal to remove the fence between the Millennium Garden and Cottage at an approximate cost of £2.7k to be funded by Pinder. He confirmed the tenants were comfortable with the suggestion. This would allow some or all the adult exercise equipment to be moved into the extension. On discussion, this proposal was agreed, noting that it would not preclude any future plans to develop the area.

267. Hampshire 2050 Climate Change

Cllr Carrow reported that the next meeting he would be attending was on 13th April.

268. Website & IT – to include fibre network scheme

Cllr Crowley noted that there had been a new page added to the website to share information on upcoming events for the Platinum Jubilee.

He gave an update on the fibre network scheme, reporting that it was close to completion.

269. Queen’s Platinum Jubilee

Cllr Whiting reported that plans were progressing well, and she had circulated a draft programme. The Clerk confirmed that an application had been submitted to B&DBC’s Jubilee fund which, if successful, all the groups taking part could benefit from.

270. Annual Parish Meeting – 17th May 2022

It was agreed this could be arranged via email, following the format from previous years.

271. Documents for review and agreement

The following documents had been circulated for review and agreement:

Standing Orders – It was agreed to continue with the existing document with no changes required.

Financial Regulations - It was agreed to continue with the existing document with no changes required.

272. Accounts

The following payments were noted as being made prior to the end of March 2022:

Budget Section	Date	Details	Cheque	Amount
Expenditure		Approved & Paid		
Salary/PAYE	02/04/2022	Litterwarden	SO	£463.32
S106	21/03/2022	Sovereign Play Systems - 20% deposit	BACS	£7,165.85
Salary/PAYE	30/03/2022	Clerk - Salary	BACS	£728.50
Admin/Courses	30/03/2022	Clerk - Expenses	BACS	£142.54
Salary/PAYE	30/03/2022	HMRC re F Knott PAYE	BACS	£92.60
				£8,592.81

Chairman Signature:Date:

The following salary payments were approved for the year commencing 1st April 2022:

	Per hour	Hours per week	Annual Salary	Monthly Salary
	£		£	£
Litterwarden	9.90	12.00	6177.60	514.80
Clerk*	15.00	10.00	7800.00	650.00

* To note clerk receives payments for additional hours to support Pinder Recreational Trust these will be approved separately and claimed as an additional payment to be made one month in arrears.

The Clerk had previously circulated a bank reconciliation for the year ending 31st March 2022 and showing the figures:

- A balance in the Treasurers account of £11,277.00.
- 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

This was approved for signing by Cllr Carrow prior to submission for the audit.

A final actual/budget document for the year ending 31st March 2022 had been circulated, with a summary showing that general reserves stood at approximately £131 when considering £9075 would be earmarked for NP review and £2082 of CiL money to be put against the playground project. It was also noted that a 20% deposit of £7165.85 had been made for the playground project, which would be reimbursed by S106 money, and a VAT reclaim.

273. Clerk's Report

The Clerk had circulated a report which mostly been covered under earlier agenda items. She reported that the Lengthsman had made an unexpected visit on 23rd March and was grateful to Cllr Morton for being available and willing to provide supervision and guidance at such short notice.

274. Clerk's Pension Provision

Cllr Crowley gave an overview of the two options that he felt were available, it was agreed he would continue with his review and report again to the next meeting with a view to having arrangements in place in time for the financial year commencing 1st April 2023.

Chairman Signature:Date:

275. Next Meeting – Annual Council and Ordinary Meetings

Monday 9th May 2022 at 7pm, to be held in the Portal Hall Clubroom.

It was noted that these should be held as separate meetings to be held on the same evening.

There being no further business the Chairman closed the meeting at 9.20 pm

Actions from April Meeting:

Item No:	Action	Due by	Progress	Owner
254	Promote councillor vacancy			All
255	Upload March minutes to website		Actioned	Clerk
256	Check progress re Parish online (brought forward)			Clerk
256	Prepare instructions re Thermal Imaging Camera. (brought forward)			Cllr Carrow
262	Submit responses to planning applications			Cllr Carrow/ Clerk
263	Arrange meeting between Orchard Homes and Borough Cllrs Izett and Carr			Cllr Carrow
270	Progress Annual Parish Meeting agenda and arrangements			Clerk/all
271	Upload approved Standing Orders and Financial Regulations to the website.		Actioned	Clerk
272	Amend Budget for year commencing 1 st April 2022 to reflect actual figures to 31 st March 2022			Clerk
272	Upload year end bank reconciliation and cashbook to website.			Clerk
274	Continue to review Clerk's Pension Provision			Cllr Crowley

Chairman Signature:Date:

Appendix A

Minutes for the meeting of the Pinder Recreational Trust Management Committee
held on 7th February 2022 at 8.50pm in the Portal Hall Clubroom

Present: Andrew Crowley (AC), R Carrow (RC), I Collins (IC),
G Morton (GM), S Whiting (SW), J Parkes (JP) and Helen Brierley (HB)

J Letsome (JL) - minutes.

- **Apologies**

Apologies had been received from Amanda Wason.

- **Approval of the minutes of the meeting held on 10th January 2022**

AC proposed the minutes be accepted as an accurate record; this was agreed by all.

- **Review of Actions and Matters arising from previous minutes**

Item No:	Action	Due by	Progress	Owner
3	Arrange Zoom meeting with accountants. Submit accounts to Charity Commission.		Remove Actioned	AC/JL
5	Obtain quotes re capping chimney and roof work.		Ongoing	AC
5	Contact heating engineers		Ongoing	AC
5	Investigate source of damp problem in Portal Cottage, arrange work required. Update tenants on progress.		Ongoing	GM/IC/AC
6.	Add Sports Club lease review to January 2022 agenda.		Later agenda item	JL
7.	Progress window quotes and funding		Ongoing	AC
8.	Check playground inspections are up to date and advise if any issues reported.		Actioned	JL
11.	Progress signatory changes.		Ongoing	JL

Chairman Signature:Date:

- **Pre-School Update**

SW reported that she understood they currently had 35 children enlisted, several of which had joined when a Pre-School nearby had closed. She would speak to them regarding a difficult situation that had arisen with another hirer.

- **Portal Hall – Future Bookings, Management & Maintenance, Portal Cottage**

SW reported that bookings continued to be very busy and largely daytimes so not in conflict with the policy regarding evening and weekend bookings. A wedding had recently been cancelled. Litter/cigarette ends left outside by group members of one regular hirer would be monitored and the issue raised if there was no improvement.

Maintenance and Management issues raised:

- AC said it was a struggle to find contractors to quote for the work required to the roof and chimney. On discussion it was agreed that IC may be able to provide him with the contact details for one.
- The heating problems continued – AC would contact a heating engineer and others to progress a solution.

Portal Cottage

GM confirmed he had visited the tenants to undertake an initial investigation on the likely cause of the damp bedroom wall. He had concluded the damp was coming in from the outside wall and would require a contractor to remove the tiles to identify the cause and complete a repair. The tenants had requested permission to proceed with decorating the bedroom themselves to ensure it would be completed before the arrival of their baby, this was agreed in consultation with AC and on condition they returned it to a neutral colour prior to leaving if requested to do so.

- **Sports Club Update and lease renewal**

GM advised there had not been a sports club meeting and therefore nothing further to report. It was noted that representatives of the club planned on attending Parish Council meetings twice a year in January and July.

He reported that the 5-year review of their 27 year lease was due in April 2022, on discussion it was agreed there should be no increase to their annual rent of £1500 for the next 5 years.

- **Priority Works List**

SW reported that Castle Windows had submitted plans to the joiners and would soon be able to provide a quote. AC noted that additional quotes would be required to meet the 3 quote requirement that most funders had.

- **Playground update**

JL reported that the weekly inspections had taken place with no issues reported.

- **IT/Website Update**

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

- **SSE Purchase**

Nothing further to report.

- **Accounts**

JL had previously circulated the latest accounts. The surplus for the year to date was showing as £23,207.05. The bank balance as of 31st January 2022 stood at £69,743.54, with £8,226.25 in the Newbury Building Society account.

AC confirmed the electricity supply was on a fixed contract and will confirm when the contract ends. He would also check the oil levels.

- **Date of Next Meeting**

Monday 7th March after the Parish Council meeting.

- **Any Other Business**

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