

**Minutes of an Ordinary Meeting of Burghclere Parish Council held on
5th September 2022 at 7pm in the Portal Hall Clubroom**

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

J Letsome (Clerk)

1 x Newbury Weekly News Reporter
2 x Sports Club Representatives

89. Apologies

Received from:

- Cllr Wason
- Borough Cllr Izett
- Borough Cllr Carr

90. Declaration of members' interests for this meeting

There were none.

91. Confirm minutes of the Ordinary Council Meeting held on 4th July 2022

The draft minutes of the Ordinary Council Meeting held on 4th July 2022 were accepted as a true record for signing.

92. Review Progress of actions from meetings held on 4th July 2022

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

Item No:	Action	Due by	Progress	Owner
68	Upload 6 th June minutes to website		Actioned	Clerk
69	Complete guide to the FLIR camera attachment.		Carry forward	Cllr Carrow
69	Circulate details of proposed arrangements re Nest pension for Clerk.		Actioned	Cllr Crowley
69	Follow up earlier report trees on land at Ox Drove to Highways		Actioned	Cllr Carrow

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69	Add annual event/fete for discussion with Sports Club to September meeting agenda.		Actioned	Clerk
73	Inspect Tree to rear of Elkington Close <i>Cllr Morton confirmed he had inspected additional trees reported as potentially unsafe by a Parishioner in Ayres Lane. He understood HCC were responding.</i>		Actioned	Cllr Morton
75	Upload responses to Planning Applications		Actioned	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.		Actioned	Clerk
84	Add Training Officer role to website.		In progress	Clerk

93. To receive minutes of Pinder Recreation Trust meeting held 6th June 2022

The minutes of the Pinder Recreation Trust meeting held on 6th June 2022 were accepted as a report to the Parish Council. These are attached at Appendix A.

94. County Councillor Report

Cllr Thacker was not in attendance.

95. Borough Councillor Report

Cllr Carrow read a report submitted by Cllr Izett. Attached at Appendix B.

96. Sports Club

Two representatives of the Sports Club were in attendance to present an update on:

- Miniature Railway
- Club membership and finances
- Current maintenance issues
- Energy costs

They were not currently able to provide an overview of longer-term plans. However, it was agreed that discussions with the Parish Council were valuable and would continue,

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noting that there may be opportunities for the PC to assist the club with identifying potential funding sources.

Cllrs were supportive of the club's idea that the success of the Jubilee event should lead to an annual event in the style of a village fete to be held during the later May bank holiday weekend. They were encouraged to commence planning as early as possible.

97. Parishioners' open time

A question was raised regarding marked trees in Ox Drove, it was agreed this was likely to have been undertaken by Highways. Cllr Carrow said he had contacted Cllr Thacker.

98. Low-flying aircraft

Councillors considered correspondence received from a Parishioner which raised concerns regarding daily disturbance caused by flight manoeuvre training. It was noted that similar concerns had been raised previously. On discussion, it was agreed that the Parish Council should write to the Airfield and its local Parish Council.

99. Chairman's Comments

Cllr Carrow reported:

- thanks to Cllrs Whiting and Crowley for their time and work undertaken whilst managing the kitchen refurbishment and heating improvement projects.
- on two recent Hampshire Constabulary alerts covering rural crime and the "Are you Okay" campaign. It was agreed that alerts like these should be shared on social media and nextdoor.com where appropriate, but that he would first check that this would not clash with local Neighbourhood Watch activity.
- that he understood no winter contingency plans were currently being considered in the Borough with regards to the energy crisis but would continue to monitor any emerging local or national guidance. He noted that the parish council might need to consider 'warm space' assistance, perhaps using the Portal Hall.

100. Planning applications received since 4th July 2022

The following applications were discussed:

- 22/02346/HSE Cornfields Ox Drove Burghclere RG20 9HH
Formation of two storey and single storey extensions and internal alterations to main house. formation of annex within existing garage with external staircase to existing first floor loft space.

Response: No objections

- 22/02358/HSE Derowen Laurel Bank Burghclere RG20 9AH
Infill extension under existing rear porch/veranda roof.

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Response: No objections.

- 22/02439/RES Land To The Rear Of Millbrook House Ayres Lane Burghclere Reserved matters application for Appearance, Landscape and Layout following outline planning consent 21/00228/OUT (Erection of residential dwelling, together with associated residential curtilage, a garage, parking and landscaping)

Response: The consultation had been received on the day of the meeting, it was therefore agreed to request an extension to enable it to be considered in the October meeting.

The following applications had required response prior to 5th September:

- T/00311/22/TPO 6 Stembridge Close Burghclere RG20 9AL
Holly understorey: prune. 2 Oaks: prune.

Response submitted in consultation with Cllr Morton noting this to be a repeat of a previous application - Ref T/00624/20/TPO and that there continues to be no clear specification of the proposed work or comment from the tree officer. Therefore Burghclere Parish Council's previous comments remain unchanged.

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

- 22/01508/HSE Ashold Farm Harts Lane Burghclere RG20 9JY
Erection of two storey rear extension, infill outdoor swimming pool and construction of timber framed garden room, and extension of existing front porch roof

Granted

- 22/01423/RET Ayres House Ayres Lane Burghclere RG20 9HG
Retrospective planning application for existing timber stable block/garden storage building together with a Change of Use of paddock land to residential garden amenity land

Granted

- 22/01381/LDEO Whitway Farm Industrial Units Winchester Road Whitway Burghclere RG20 9LF

Certificate of lawfulness to confirm that the development permitted under 20/00015/RES has been lawfully commenced on site.

Granted

- 22/01199/HSE 2 Aldern Bridge Cottages Burghclere Road Aldern Bridge Adbury RG20 4HQ

Two storey side extension and log burner flue.

Granted

- 22/00862/PIP Land Adjacent To Earlstone House Earlstone Common Burghclere

Application for Permission in Principle for residential development of 1 no. dwelling.

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Refused

- 22/00439/HSE 1 Cobbett's View Burghclere Hampshire RG20 9AJ

Conversion of loft to living accommodation with roof lights to the front, rear and side elevations (amended)

Granted on revised application

- 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.

Refused

To note appeals lodged and the issue with non-notification

- 22/00032/REF Brices Well Street Burghclere RG20 9HR

Erection of a detached 2-bedroom bungalow and associated access on the side garden of the existing property

Appeal Type: Refusal of planning permission
 Status: Lodged

- 22/00012/REF Sandham House Pound Lane Burghclere RG20 9JR

T2 Oak: fell

Appeal Type: Refusal of planning permission
 Status: In progress

It was noted that Cllr Izett had queried why appeal notifications had not been received. In the case of Sandham House, it was a fast-track appeal and no further submissions are required or sought. Cllr Carrow highlighted the importance of ensuring that the PC's comments on planning applications should be as well-argued as possible. Secondly, whilst an appeal might be shown on B&DBC's site PINS may not have actioned it and therefore not issued a notification.

101. Planning Update

Cllr Carrow reported:

- **Local Plan Update**
Nothing further to add to Cllr Izett's report.
- **Neighbourhood Plan**

- Review and revises Regulation 14 timetable

It had not been possible to launch Regulation 14 in September, but he was aiming to circulate documentation for agreement at the 3rd October

PC meeting, with a view to holding the consultation in the Clubroom on 9th October. Notification of this event will be published on social media.

- *ESBG Regulation 14.*

ESBG had launched their Regulation 14; he felt there was no need for comment at this time.

- Orchard Homes

Orchard Homes planned to hold a consultation on the proposed Harts Lane/Winchester Road development on Thursday 22 September. He understood that discussions between them and B&DBC continued and consideration is now being given to moving the exit/entrance to the Winchester Road near the light industrial site.

- *EV Charger.*

Cllrs Carrow and Crowley gave an overview of a meeting recently held with B&DBC to consider S106 money that may be available for EV chargers. On discussion, it was agreed no decision could be reached until the outcome of a planned survey was known.

102. Road matters

Nothing further to report.

103. Footpaths Report

Countryside Services, together with the charity Walking with the Wounded and other veterans have completed their work around the disused railway. The Parish Council voted thanks for their efforts and to the landowners who facilitated this activity. One footpath bridge between Mole Farm and Ridgemoor Farm had been patched and would need to be replaced in 3-4 years' time.

104. Hampshire 2050 Climate Change

Nothing further to report.

105. Website & IT

Cllr Carrow understood the fibre programme had ceased for now as DCMS had not yet granted authority for Phase 2. It was noted that tidying up had not been completed in all areas.

106. Action Plan

Cllrs considered a draft Action Plan for the current year as circulated by the Clerk, on discussion it was agreed to adopt the document with a view to reviewing and adapting

it to include agreed strategic actions and priorities for the year commencing 1st April 2023.

107. Documents for review and agreement

The following document had been circulated for review and agreement:

- Amended Grant Application Policy and Procedure – approved as circulated

108. Lengthsman

The Clerk reported that the next Lengthsman visit was due to take place on Wednesday 21st September, however it was agreed to request a change of date as there would be no Cllr available for supervision. Tasks Suggested tasks included strimming around the build-outs, repainting signs, hedge cutting in front of the Portal Cottage and leaf clearance.

109. Accounts

The following payments were noted as having been paid since the previous meeting:

Budget Section	Date	Details	Cheque	Amount
Expenditure		Approved & Paid		
Salary/PAYE	31/07/2022	Clerk's Salary	BACS	£850.55
Admin/Courses	31/07/2022	Clerk's Expenses	BACS	£85.65
Salary/PAYE	31/07/2022	Litterwarden Salary	SO	£412.00
Salary/PAYE	31/07/2022	HMRC PAYE & NI	BACS	£131.00
Admin/Courses	31/07/2022	HALC re Training	BACS	£57.60
Admin/Courses	31/07/2022	HALC re Training	BACS	£12.00
S106	03/08/2022	Sovereign Play	BACS	£28,399.42
Salary/PAYE	31/08/2022	Clerk's Salary	BACS	£775.40
Admin/Courses	31/08/2022	Clerk's Expenses	BACS	£41.30
Salary/PAYE	31/08/2022	Litterwarden Salary	BACS	£412.00
Salary/PAYE	31/08/2022	HMRC PAYE & NI	BACS	£112.40

The following payments were agreed for payment:

Budget Section	Date	Details	Cheque	Amount
Expenditure		Approved & Paid		
Audit	05/09/2022	PKF Littlejohn - Ext Audit	BACS	£240.00
Neighbourhood Plan	05/09/2022	Oneill Homer Inv 1199	BACS	£1,980.00
				£2,220.00

- The Clerk had previously circulated a bank reconciliation for the month ending 31st

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August 2022 and showing the figures:

- A balance in the Treasurers account of £24,515.39.
- The balance in the Business Bank Instant Account stood at £6805.05.
- The balance in the Newbury Building Society account stood at £19,565.84
-
- A budget monitoring document had been circulated, the Clerk. She reported that:
 - a balance of £215.32 remained from the Jubilee Grant received from B&DBC. This was earmarked for the sound equipment but that no invoice had been received. It was agreed to keep it reserved for one more month, after which time the balance would be paid to the Church as a contribution towards the books.
 - all payments had been made relating to the playground project and all S106 funding received. There had been a slight overspend of £211.17. It was agreed this could be allocated against the £500 of parish funds that had been reserved for the Jubilee.
 - the latest McDonalds contribution towards the Litterwarden's salary had been received, with payment made at the increased hourly rate.
- The external audit was noted to have been completed. The Clerk confirmed the completion documents had been uploaded to the website, along with the notice of completion.
- Councillors agreed to remain opted in to the SAAA central external auditor appointment arrangements.

110. Clerk's Report

The Clerk had circulated a report which had mostly been covered under earlier agenda items. Councillors noted correspondence received from a parishioner questioning a lack of activities available for older children and teenagers.

111. Next Meetings

- Monday 3rd October 2022, to be held in the Portal Hall Clubroom*
*Revd. Anthony Smith to be invited to discuss Remembrance Sunday arrangements.

There being no further business the Chairman closed the meeting at 8.57 pm

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Actions from September Meeting:

Item No:	Action	Due by	Progress	Owner
91	Upload 4 th July minutes to website			Clerk
93 c/f	Complete guide to the FLIR camera attachment.			Cllr Carrow
93 c/f	Add Training Officer role to website.			Clerk/Cllr Wason
98	Draft letters re low flying aircraft			Clerk
99	Contact local Neighbourhood Watch		Actioned	Cllr Carrow
100	Upload responses to Planning Applications and request extension to Millbrook House consultation.			Clerk
106	Add current Action Plan to approved documents and upload to website			Clerk
107	Add amended Grant Application Policy to approved documents and upload to website			Clerk
108	Change Lengthsman date			Clerk
111	Invite Revd. Smith to October meeting			Clerk

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Appendix A – Agenda Item 93

Minutes for the meeting of the Pinder Recreational Trust Management Committee held on 6th June 2022 at 8.55 pm in the Portal Hall Clubroom

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

J Letsome (JL) - minutes.

1. Apologies

Apologies had been received from Andrew Crowley (AC). The meeting was chaired by Richard Carrow in his absence.

2. Approval of the minutes of the meeting held on 9th May 2022

RC 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	Continue to progress meeting with Steve Learoyd or other contractor. <i>It was agreed to proceed with the proposal that Active Heating should service the boiler and investigate Portal Hall Heating with a view to analysing the current situation and proposing solution. The quote being £780 (inc VAT). It was noted that the work would need to be undertaken during half term or the summer holidays.</i>		Outstanding	AC
3	Arrange meeting to discuss hall management <i>To be rescheduled after Jubilee activities have subsided.</i>		Outstanding	AC/SW

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3	<p>Progress building contractor quote to:</p> <ul style="list-style-type: none"> • Complete work re capping chimney and roof. • Address damp at Portal Hall Cottage. <p><i>No response from contractor, APS to provide contacts.</i></p>		Outstanding	AC
3.	<p>Progress window quotes.</p> <p><i>RC briefed all on a proposal from AC that the work be completed in two phases to manage funds, noting that it would mean a slight increase in costs. Exact figures were to be confirmed with an estimate of between £35k and £45k depending on how many windows were installed. May be sensible to do Side followed by Front. AC was in contact with Greenham Trust. On discussion obtaining quotes and proceeding with the work was agreed to be a priority, the order in which it happened was felt to be secondary. APS would liaise with AC re feedback from a recent visit undertaken by his contact.</i></p> <p>Contact Landmark Trust</p> <p><i>Unable to provide recommendations.</i></p>		Outstanding	AC
			Actioned	GM
3	<p>Progress quotes re kitchen upgrade</p> <p><i>SW provided an overview of a quote recently received from Buildbase, noting that a kitchen fitter would also be required. She would continue to make enquiries and circulate further details for agreement via email.</i></p>		Ongoing	SW/AC
3	<p>Contact Ross Brooke re annual accounts preparation.</p> <p><i>To progress now that the PC audit is underway.</i></p>		Outstanding	JL
3	<p>Progress remainder of signatory changes.</p> <p><i>Almost complete, one further document to sign.</i></p>		Ongoing	JL
5	<p>Advise Agent of decision re Lease rent review</p>		Actioned	GM
6	<p>Contact B&DBC re s106 funding</p> <p><i>Messages left but no response as yet.</i></p>		Ongoing	RC

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11	Send spreadsheet to APS to review.		Actioned	JL/APS
12	Commence review of investments		Outstanding	AC/APS

4. Pre-School Update

Nothing further to report.

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

SW reported that bookings were consistent, noting that weddings were especially time consuming when compared to the income they generated.

Maintenance and Management issues raised

Covered under Actions.

Portal Cottage

GM would arrange for spare keys to be cut following the recent lock replacement.

6. Sports Club Update

GM reported that:

- They had been pleased with the outcome of the Friday event held over the Jubilee weekend, noting that it generated their highest ever bar takings. They were keen to hold an annual event and this would be discussed further at the next PC meeting, possibly combing it with the “Vox Pop” event that had recently been held.
- The boiler had been replaced at an approximate cost of £6.5k.
- They continued to have concerns about the path to the rear, on discussion it was agreed to look at solutions in the future when funds permitted.
- He had advised them that he would be stepping down as a representative on the committee.

7. Priority Works List

Nothing further to discuss.

8. Playground update

Nothing further to add to the update given in the earlier PC meeting.

9. IT/Website Update

An action was still outstanding to remove the subscribe option. The link on the news bar was noted not to be working. Nothing further in addition to the matters covered in the earlier Parish Council meeting.

10. SSE Purchase

Nothing further to report.

11. Accounts

JL had previously circulated the latest accounts containing the figures to the month ending 31st May 2022. The surplus for the year to date was showing as £1947.45. The bank balance as of 31st May 2022 stood at £82,295.65, with £8,246.82 in the Newbury Building Society account.

All agreed to continue with the format of the spreadsheet as amended by APS. AC would liaise with JL to consider further improvements that may be required.

12. Investments

AC and APS would be meeting to undertake a review of the investments.

13. Date of Next Meeting

Monday 4th July 2022 after the Parish Council meeting.

14. Any Other Business

There being no further business, the meeting closed at 9.25pm.

Appendix B – Agenda Item 95

Borough Cllr Izett Report

My report on borough council happenings most relevant to the parish should start on the latest concerning the Local Plan Update. As you know various issues including spatial strategy, water supplies, total housing numbers are being considered by the Economic Planning and Housing Committee who are meeting again tonight. The decision about when to move to the next statutory stage in the LPU process, Reg 18, rests with Cabinet. It is fair to say that because of the widespread and strong feelings among many residents across the borough about too much housing being built in the borough over the past 20 years, compared to neighbouring areas, and the need for services such as GP surgeries, to catch up, the Leader Simon Bound and the Cabinet want more work to be done by planning officers to make the case for a materially lower housing figure under a new LPU than the current number of around 880 per annum as indicated by the govt's Standard Methodology formula. This will pause the process and I am conscious of the risks in terms of the 5 year housing supply but we can't go on building housing at these levels far exceeding the number needed for local people. With a change of Prime Minister and Cabinet clearly there is an expectation that necessary new direction will soon be forthcoming to what is a discredited, unpopular system.

Chairman's Comment: This is good old politics and we have to understand that. It runs counter to our preference. The risk from speculative development is greater for longer, particularly if the LPU is not complete by May 25 (i.e., around 2 years after our NPR is hopefully

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‘made’). Currently the LPU is expected to be ‘made’ towards the end of 2024. The likelihood of it meeting either timescale is, in my view slim, as I am not so optimistic that we will get government agreement within the next 9 months. I’d like to be proved wrong! The only bright side is if the government also use this time to get a grip on other planning matters such as the move to Net Zero etc.

On the cost of living crisis, we have received 656 applications from our residents to the borough's own Cost of Living Fund of £1m announced recently. 128 have been paid out so far amounting to £73,300. We will need to wait to see what measures the new govt takes before deciding on whether to allow more than one application per household or to raise the income ceiling above £25,000 per annum. We are continuing to promote the availability of the scheme to local people.

Orchard Homes tell me that following the pre-app they are being asked by planning officers to switch to a Winchester Rd access. This is because of dormice and less loss of hedgerow. They will be holding a public exhibition on 22nd September at the Portal Hall as you'll be aware.

On Ukrainian refugees, 270 people comprising 137 families have arrived so far in the borough. 180 hosts are signed up for a total of 384 refugees expected to arrive. Re- matching may be required where hosting isn't working or hosts are not able to extend beyond the initial 6 months. 76 new hosts have indicated they are willing to step in. There's a Ukrainian event at council offices on 27th October bringing all the public organisations together with hosts etc and businesses offering jobs.

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