

**Minutes of an Ordinary Meeting of Burghclere Parish Council held on  
7<sup>th</sup> November 2022 at 7pm in the Portal Hall Clubroom**

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

J Letsome (Clerk)

Borough Cllr Izett – to item 146

**137. Apologies**

There were none.

**138. Declaration of members’ interests for this meeting**

There were no pecuniary interests declared.

**139. Confirm minutes of the Ordinary Council Meeting held on 3<sup>rd</sup> October 2022**

The draft minutes of the Ordinary Council Meeting held on 3<sup>rd</sup> October 2022 were proposed for acceptance for signing by Cllr Whiting, seconded by Cllr Wason and agreed by all.

**140. Review Progress of actions from meetings held on 3<sup>rd</sup> October 2022**

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

<b>Item No:</b>	<b>Action</b>	<b>Due by</b>	<b>Progress</b>	<b>Owner</b>
114	Upload 7 <sup>th</sup> September minutes to website		Actioned	Clerk
115 c/f	Complete guide to the FLIR camera attachment. <i>Cllr Carrow noted this to be a priority</i>		Outstanding	Cllr Carrow
120	Progress Countryside Stewardship application re Burghclere Common  <i>No further action required until early 2023</i>		Ongoing	Clerk
121	Submit Book of Condolence to Hampshire Records Office		Actioned	Clerk
122	Upload responses to Planning Applications		Actioned	Clerk
122	Raise Froyle House response with Cllr Izett.		Actioned	Cllr Carrow

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	<i>Cllr Izett to make enquiries</i>			
123	Progress launch of Regulation 14 consultation		Actioned	Cllr Carrow
123	Submit feedback to Orchard Homes		Actioned	Cllr Carrow
126	Contact Porchester Estate re steps on Brenda Parker Way		Actioned	Cllr Carrow
127	Progress Remembrance Sunday arrangements with church		Ongoing	Cllr Carrow
130	Contact Lengthsman re month change		Actioned	Clerk
132	Amend Action Plan  Progress discussions re new film		Ongoing  Not due until 2028 - no further action required	Clerk  Cllr Carrow
133	Amend Training Policy and add to November agenda		Actioned	Clerk
134	Prepare draft budget		Actioned	Clerk

**141. To receive minutes of Pinder Recreation Trust meeting held 7<sup>th</sup> September 2022**

Cllr Wason proposed that the minutes of the Pinder Recreation Trust meeting held on 7<sup>th</sup> September 2022 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.

**142. County Councillor Report**

Cllr Thacker was not in attendance.

**143. Parishioners' open time**

The following matters were discussed:

**Motorbikes** – it was noted there was little that could be done other than to the report cases that concern to the police, preferably with supporting evidence, including photographs.

Chairman Signature: .....Date: .....

**Dog behaviour** – on discussion it was agreed to include an article within the parish magazine.

**144. Chairman’s Comments**

Cllr Carrow noted:

- thanks to Cllrs Crowley and Whiting in respect of the work they had undertaken on heating and hall management issues.
- discussion about the Pre-School and WI bookings continued but would be addressed under the later Pinder meeting.
- the warning of potential flooding in February 2023 – he would include an article in the parish magazine.

**145. Planning applications received since 3<sup>rd</sup> October 2022**

**The following applications were discussed:**

- 22/02727/HSE Periwinkle Cottage 9 West Street Burghclere RG20 9LD  
Removal of existing garage and replacement garage

**Response:** No comment

- 22/02736/HSE Ashold Farm Harts Lane Burghclere  
Erection of a garden machinery storage barn with a one bedroom annexe accommodation within the attic

**Response:** On discussion Cllrs agreed they were content for the construction of a garage/store, however raised concerns about the inclusion of an annexe in the attic. They noted this would require the building to comply with the same building standards as those of a house, leading to the potential for conversion. Therefore, they did not support the inclusion of the annexe.

- 22/02845/HSE Griord House Broken Way Adbury Holt Newtown  
Installation of a glass canopy

**Response:** No comment.

- 22/02997/HSE Church View Harts Lane Burghclere Hampshire RG20 9JB  
Erection of a two-storey side extension and single storey rear extension following demolition of existing side and rear extensions. Construction of dormer window to front elevation, repositioning of rear dormer and enlargement of and replacement of rear kitchen window.

**Response:** No comment.

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

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

**Granted**

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

**Granted**

- 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.

**Granted**

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)

**Granted**

**Cllrs noted the following appeals lodged and decided since the previous meeting**

- 21/01335/FUL Brices Well Street  
3 bed house  
Appeal re non-determination dismissed
- 22/00767/FUL Brices Well Street  
2 bedroomed bungalow  
Appeal re refusal lodged  
Cllr Carrow noted the officer's report contained all the key arguments and it was therefore agreed not to provide a submission as the previous comments would be taken into account.

**146. Borough Councillor Report**

Cllr Izett reported on:

**Burghclere Neighbourhood Plan Review**

He felt the progress that had been made to reach regulation 14 was a testament to the hard work that had been undertaken by all involved. He understood the B&DBC officer response had been completed, although it was noted not to have been received.

**Local Plan Update**

He confirmed that a decision had been taken to pause the update due the level of concern expressed regarding housing numbers and the methodology used.

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The risks this approach presented were noted. An update on any changes to government plans was expected and this would determine what the future direction would be.

### **Budget Proposals 23-24**

A consultation was due to open on the draft budget for 23/24 along with the council plan for 24-27. He noted the borough's finances to be robust, enabling a proposed freeze to the B&DBC's Council Tax element. There was no planned increase in parking or garden waste charges, however there would be an increase in staff with more to be recruited for areas including planning and the formation of a "green team".

There was a planned return of the Local Infrastructure Fund.

### **Home Energy Grants**

He noted there had been a low uptake on grants for home upgrades, which were available to landlords and tenants, as well as homeowners.

### **Ukraine**

There were currently 130 households in the Borough hosting Ukrainian families, however the initial 6-month period was ending and more hosts were required.

### **Councillor Grant Scheme**

This was now open for applications from Parish Councils, Voluntary Groups, Charities and Churches. Small grants were available up to a maximum of £1000.

## **147. Planning Update**

Cllr Carrow reported on:

- **Local Plan Update**  
Nothing further to report – covered under item 146.
- **Neighbourhood Plan**  
Regulation 14 had been launched on time with a public consultation session held. No issues had been raised to date but comments were expected from various interested parties. The consultation period would close on 18<sup>th</sup> November, after which the next step would commence - drawing up the Regulation 15 documentation for the Regulation 16 consultation. It was hoped this would be ready for review in the planned December PC meeting, however an extraordinary meeting later in December might be required.
  - **Annual Monitoring Report**  
B&DBC had sent a draft Annual Monitoring Report which considers planning applications against Neighbourhood Planning policies for the period May 21 – March 22. Cllr Wason proposed the document be accepted, this was seconded by Cllr Morton and agreed by all.

- **Orchard Homes**

Cllr Carrow updated Cllrs on a meeting held with representatives of Orchard Homes on Thursday 3<sup>rd</sup> November. Meeting report attached as Appendix B.

**148. Electric Vehicle Chargers**

Cllr Carrow reported that the contractor working with B&DBC was looking at 3 possible sites and a further quote was awaited before this could be considered further. A decision would need to be taken on who and how this would administered before agreeing to proceed.

**149. Road matters**

Cllr Carrow:

- suggested Cllr Patrick Smith should directly report the issue of outstanding pothole work.
- Reported on Hampshire Highways intent to clear drains in the Adbury and Aldern Bridge area.

Cllr Whiting noted there was planned leaf clearance due to take place at the end of December.

**150. Footpaths Report**

Cllr Carrow reported that:

- Flooding on West St by Ridgemoor Farm continued despite the new drainage ditch, however it was much improved. The large remaining puddle will require road infilling to resolve.
- The Path Closed sign leading to the bridge at Sydmonton Common has been removed and the deviation of footpath 040/2/1 from the Definitive Map has been reported to Countryside Services.
- He reported that Porchester Farms had kindly agreed to clear a fallen tree and stile repair.

He noted that Gemma Clinch and Mitch Webb had been re-assigned to NE Hampshire. The Parish Council voted thanks in appreciation of their hard work and support to the parish. The new Rights of Way officer for NW Hampshire is Beth Rutterford.

**151. Hampshire 2050 Climate Change**

Cllrs Carrow and Wason had been unable to attend the recent meeting, but he understood there had been discussion on heat pumps.

Chairman Signature: .....Date: .....

**152. Website & IT**

Nothing further to report.

**153. Grant Applications**

On discussion it was agreed to approve:

- payment of the previously agreed Church grant of £800 for current year.
- the Victim Support grant application of £50.

The Church grant application for 23/24 of £900 was considered, however it was agreed it should remain as £800 – this would be included in the budget for 23/24

**154. Documents for review and agreement**

The following documents had been circulated for review and agreement:

- Health & Safety Policy = approved with no changes required.
- Litterwarden Risk Assessment – approved with no changes required.
- Training & Development Policy – approved with no changes required.

**155. Staffing Matters**

**Litterwarden**

Cllrs noted the current litterwarden had submitted his resignation and would be leaving post at the end of November, however had offered to continue for a little longer until recruitment for a replacement concluded. It was agreed that:

- The vacancy would initially be advertised locally, including within the December edition of the Parish monthly news.
- The job description contained within the draft contract should include putting the bins out for collection. Other duties may be considered at a later date.
- The role would remain as 12 hours per week.

**Clerk**

**On discussion it was agreed that:**

- The Clerk’s hours would be increased from 10 to 13 hours per week with effect from 1<sup>st</sup> April 2023. She would continue to keep a note of the hours worked for Pinder Recreation Trust, who would continue to be charged accordingly. It was hoped this change would reduce the need for ad hoc overtime claims.

- Future pay awards should be based on the National Pay Award, which is usually finalised around August/September each year with any increase due backdated to 1<sup>st</sup> April.
- A provision in the budget of 7% should be made for any increase that may be awarded.

## 156. Accounts

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

### Payments made to note only

Budget Section	Date	Details	Cheque	Amount
<b>Expenditure</b>		<b>Approved &amp; Paid</b>		
Salary/PAYE	31/10/2022	Clerk's Salary	BACS	£784.45
Admin/Courses	31/10/2022	Clerk's expenses	BACS	£44.45
Salary/PAYE	31/10/2022	Litterwarden Salary	SO	£412.00
Salary/PAYE	31/10/2022	HMRC PAYE & NI	BACS	£114.60
Salary/PAYE	28/10/2022	Nest - Pension contributions	BACS	£51.01
Neighbourhood Plan	24/10/2022	Oneill Homer re NP	BACS	£6,600.00
				<b>£8,006.51</b>

The following payments were agreed for payment:

Budget Section	Date	Details	Cheque	Amount
<b>Expenditure</b>		<b>Approved &amp; Paid</b>		
Churchyard Grant	07/11/2022	Annual Grant as approved	BACS	£800.00
Jubilee Events	07/11/2022	Church re books	BACS	£215.32
Discretionary Grants	07/11/2022	Victim support re grant	BACS	£50.00
Admin/courses	07/11/2022	BVA re de-fib training Cllr Wason	BACS	£15.00
				<b>£1,080.32</b>

- The Clerk had previously circulated a bank reconciliation to 31<sup>st</sup> October and showing the figures:
  - A balance in the Treasurers account of £21982.78.
  - The balance in the Business Bank Instant Account stood at £6805.34.
  - The balance in the Newbury Building Society account stood at £19,565.84
- A draft budget 23/24 budget had been circulated. It was agreed that it would continue to be reviewed with any necessary adjustments made, prior to final approval of the budget and precept request in January.

Chairman Signature: .....Date: .....



## 157. Clerk's Report

The Clerk had circulated a report which had mostly been covered under earlier agenda items. It was noted that:

- A response to the letter sent to CRM aviation regarding the concerns raised regarding overhead flying.
- Hampshire Records Office had not received any signed minutes for archiving since 1978.
- The WI had submitted a request for permission to plant bulbs near the Portal Hall fence line. This would be discussed under the later Pinder Recreation Trust meeting.
- B&DBC still intended to replace the broken bin on the corner of Breachfield/Harts Lane, however there was a backlog and it was unlikely to be undertaken in the immediate future.

## 158. Next Meetings

- Monday 5<sup>th</sup> December 2022, to be held in the Portal Hall Clubroom

There being no further business the Chairman closed the meeting at 8.50pm

## Actions from November Meeting:

Item No:	Action	Due by	Progress	Owner
139	Upload 3 <sup>rd</sup> October minutes to website			Clerk
140 c/f	Complete guide to the FLIR camera attachment.			Cllr Carrow
140 c/f	Progress Countryside Stewardship application re Burghclere Common			Clerk
143	Submit article re dog behaviour for monthly news.		Actioned	Cllr Carrow
144	Submit article re February flooding for monthly news.		Actioned	Cllr Carrow
145	Submit planning consultation responses.			Clerk
146	Promote B&DBC budget consultation in monthly news.			Clerk

Chairman Signature: .....Date: .....

149	Report outstanding pothole repairs.			Cllr Patrick-Smith
153	Inform grant applicants of outcome.			Clerk
154	Upload reviewed policies to website.			Clerk
155	Progress advertising of Litter Picker vacancy.			Clerk
155	Draft amended contract letter for approval re Clerk hours as of 1.4.23.			Clerk/ Staffing Committee
156	Progress approved payments.			Clerk/Cllr Carrow
156	Prepare amended budget for review in December meeting.			Clerk
157	Progress submission of older signed minutes for archiving.			Clerk

### Appendix A

Minutes for the meeting of the Pinder Recreational Trust Management Committee held on 5<sup>th</sup> September 2022 at 9pm in the Portal Hall Clubroom

**Present:** Andrew Crowley (AC), Chairman, Richard Carrow (RC), Vice-Chairman, I Collins (IC), Julian 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 4<sup>th</sup> July 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 to discuss hall management		Actioned	AC/SW

Chairman Signature: .....Date: .....

3	<p>Liaise with building contractor to:</p> <ul style="list-style-type: none"> <li>• Complete work re capping chimney and roof.</li> <li>• Address damp at Portal Hall Cottage.</li> </ul> <p><i>AC to liaise with decorator re damp.</i></p>		Ongoing	AC
3.	<p>Share specification re windows and continue to obtain quotes.</p> <p><i>Alternative approach re secondary glazing discussed. Ongoing difficulties obtaining quotes. APS to ask contact with a view to undertaking one small window first.</i></p>		Ongoing	AC/APS
3	Place kitchen order and liaise with contractors re other tasks.		Actioned	SW
3	Deliver paperwork to Ross Brooke re annual accounts preparation.		Actioned	JL
3	Progress remainder of signatory changes.		Actioned	JL
3	Speak to Sports Club re pitch improvement/s106 funding		Actioned	IC
5	<p>Arrange for spare cottage keys to be cut</p> <p><i>GM spoken with tenants who are arranging for two sets to be cut with Pinder to pay cost.</i></p>		Ongoing	GM
5	Commence review of booking fees.		Ongoing	AC/SW

#### 4. Pre-School Update

Nothing further to report.

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

SW reported that there had recently been a large number of booking enquiries.

#### Maintenance and Management issues raised

SW noted that:

- the timing of bin collections continued to be unreliable with a recent collection having been missed.
- there was no hot water supply linked to the clubroom.
- Redbox were due to service the fire extinguishers on 6<sup>th</sup> September.

Chairman Signature: .....Date: .....

- The kitchen refurbishment at been successfully completed, apart from a few loose ends, including outstanding tasks to be addressed by the decorator. AC thanked SW for the hard work and time she had put into managing the project and the challenges it presented.

AC reported that Phase 1 of the improvements to the heating system had been completed, with Phase 2 being to focus on the control system.

Security remained a concern – RC would follow up by establishing contact with a local locksmith company.

### **Portal Cottage**

Nothing further to report.

### **6. Sports Club Update**

Two sports club representatives had presented a report to the earlier PC meeting. On discussion it was agreed it would be useful for them to provide a plan outlining what they would like to achieve in the future. RC agreed to contact them to thank them for attending the meeting and to request a statement of requirements.

### **7. Priority Works List**

Nothing further to discuss.

### **8. Playground update**

RC reported on three issues, two had been picked up the weekly inspection and the other reported by a Parishioner:

- Cap missing from the multiplay
- Self closure gate defect
- Water ingress problem on activity panel.

These had been reported to the fencer and Sovereign.

### **9. IT/Website Update**

SW to pass AC a list of those needing fobs.

### **10. SSE Purchase**

Nothing further to report.

### **11. Accounts**

#### **Update on current finances**

JL had previously circulated the latest accounts containing the figures to the month ending 31<sup>st</sup> August 2022. The deficit for the year to date was showing as £9010.59. The bank balance as of 31<sup>st</sup> August 2022 stood at £71,337.61 with £8,246.82 in the Newbury Building Society account.

#### **Approval of annual accounts to year ending 31<sup>st</sup> March 2022 for signing**

Chairman Signature: .....Date: .....

The accounts as prepared by Ross Brooke had been previously circulated and were approved by all for signing by AC.

**12. Date of Next Meeting**

Monday 3<sup>rd</sup> October 2022 after the Parish Council meeting.

**13. Any Other Business**

There being no further business, the meeting closed at 9.45pm.

**Appendix B**

Note of meeting with Orchard Homes representative, Steve Lees, Thu 3 Nov in the Clubroom, Portal Hall

1. Mr Lees listed concerns registered during Orchard Homes' consultation in Sep. These included: access onto Harts Lane, landscape impact, traffic speed, vehicle headlights on neighbouring properties, noise, light pollution, design, and consideration of access onto Winchester Rd.
2. On visibility splays he explained that an exit onto Winchester Road would require very substantial cutting back of the hedgerow. This would mean replanting on the site, which would in turn affect the viability of the number and location of houses. The visibility splays for Harts Lane would still require some cut-back but would be replanted and the impact would be significantly less.
3. Discussions are taking place with B&DBC regarding the appropriate buffer between the boundary hedge and the built development. The responsibility for the buffer zone's management will likely fall to a management company to which homeowners will subscribe.
4. Speeding. A traffic survey has been conducted on Harts Lane and the 85th percentile speed is under 31 mph.
5. Noise. A survey has been carried out and confirmed that there are no issues that cannot be addressed through planning conditions.
6. Design. The architect has based the building design taken from materials and housing locally.
7. Energy efficiency. He re-stated that Orchard Homes will comply with current statutory regulations. Carbon ready/zero carbon homes are more costly and are not currently a requirement. Orchard Homes are however considering EV points and solar panels, which likewise are not statutory requirements.
8. Parking. Some additional spaces for parking have been included.

Chairman Signature: .....Date: .....

9. Power lines. Discussion with SSE is underway, including liaison with Beacon House given their proximity and interest. He will remind Orchard Homes about the work Fibre Options have undertaken and the availability of FTTP for the site.
10. Drainage. A survey is underway.
11. Timings. Orchard Homes hope to submit their planning application before Christmas.