

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

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

J Letsome (Clerk)

3 x Burghclere & Newtown WI representatives  
2 x Burghclere Pre School representative  
Simon Melville – Burghclere Common

**The meeting opened with a minutes silence as a mark of respect following the recent death of Her Majesty Queen Elizabeth II.**

**112. Apologies**

Received from:

- Cllr Parkes
- Cllr Collins
- Borough Cllr Izett

**113. Declaration of members' interests for this meeting**

There were no pecuniary interests declared, however Cllr Wason declared she would abstain from any vote or discussions raised under Parishioners open time which may relate to the WI.

**114. Confirm minutes of the Ordinary Council Meeting held on 7<sup>th</sup> September 2022**

The draft minutes of the Ordinary Council Meeting held on 7<sup>th</sup> September 2022 were proposed for acceptance for signing by Cllr Crowley, seconded by Cllr Morton and agreed by all.

**115. Review Progress of actions from meetings held on 7<sup>th</sup> September 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>
91	Upload 4 <sup>th</sup> July minutes to website		Actioned	Clerk
93 c/f	Complete guide to the FLIR camera attachment.		Carry forward	Cllr Carrow

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

93 c/f	Add Training Officer role to website.		Later agenda item	Clerk/Cllr Wason
98	Draft letters re low flying aircraft		Actioned	Clerk
99	Contact local Neighbourhood Watch		Actioned	Cllr Carrow
100	Upload responses to Planning Applications and request extension to Millbrook House consultation.		Actioned	Clerk
106	Add current Action Plan to approved documents and upload to website		Later agenda item	Clerk
107	Add amended Grant Application Policy to approved documents and upload to website		Actioned	Clerk
108	Change Lengthsman date		Actioned	Clerk
111	Invite Revd. Smith to October meeting		Actioned	Clerk

**116. To receive minutes of Pinder Recreation Trust meeting held 4<sup>th</sup> July 2022**

Cllr Morton proposed that the minutes of the Pinder Recreation Trust meeting held on 4<sup>th</sup> July 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.

**117. County Councillor Report**

Cllr Thacker was not in attendance.

**118. Borough Councillor Report**

Cllr Izett was not in attendance.

**119. Parishioners' open time**

Representatives from Burghclere & Newtown WI and Burghclere Pre School were in attendance to highlight concerns regarding their future mutual use of the Portal Hall, specifically with regards to the challenges the increased number of children presented. Cllr Carrow proposed this should be a matter delegated to Pinder Recreational Trust for consideration led by a sub-group, this was seconded by Cllr Morton and agreed by all.

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

## 120. Burghclere Common Management

Simon Melville was in attendance to provide an overview of the draft plan, outline the next steps and respond to questions. Cllrs agreed to:

- accept the draft management plan for Burghclere Common.
- proceed with an application for Countryside Stewardship Higher Tier payments.

This would be progressed the Clerk in consultation with Simon Melville.

## 121. Chairman's Comments

Cllr Carrow noted his thanks to all involved in the Operation London Bridge arrangements. He had prepared a letter of condolence which would be posted by the Clerk, who would also arrange to submit the Book of Condolence to Hampshire Records Office.

## 122. Planning applications received since 5<sup>th</sup> September 2022

**The following applications were discussed:**

- 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:** On discussion it was agreed to suggest the render used should be one less likely to discolour and that the drive entranceway should be more in keeping with the rural area, and not be laid to granite setts but gravel like the rest of the drive with only a granite sett ridge with the road to avoid an urbanizing effect.

- 22/02554/HSE and 22/02555/LBC The Oxdrove House Ox Drove Burghclere RG20 9HJ Removal of existing porch. Demolition of existing orangery and erection of single-storey extension to east elevation. Alterations to existing garden wall to facilitate new extension. Creation of second floor habitable space within existing attic and formation of staircase. Erection of 3 no. dormer windows. Internal alterations.

**Response:** No comments.

- 22/02617/RET Welcombe Winchester Road Burghclere RG20 9DX retrospective application for conversion of garages into living selfcontained annexe with the addition of a bay window to the rear

**Response:** No comments.

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

- 22/00993/HSE Periwinkle Cottage 9 West Street Burghclere RG20 9LD  
Proposed Two-storey gabled rear extension, set in bound of existing cat-slide roof and a small single-storey flat roof rear extension

**Granted**

- 22/01765/HSE Greenbrier Harts Lane Burghclere Hampshire RG20 9HF  
Erection of a single storey rear extension following demolition of existing conservatory, conversion of garage to additional living space, first floor front gable extension and erection of a new carport. Replacement bay window and new front door canopy. Alterations to fenestration including replacement windows/doors and addition of a new bay window to replace existing garage door, replacement of external materials to render/cladding and replacement rooflights.

**Granted** (NB Car port removed)

- 21/03316/FUL and 21/03317/LBC Norman Farm Well Street Burghclere  
Change of use of two barns to 2 no. new dwellings (Class C3). Conversion of two other barns to ancillary domestic buildings. Associated alterations and external works. Creation of new vehicular access

**Granted**

The Clerk confirmed no decision had been recorded yet for 22/01162/LDED – Froyle House, or response to concerns raised. Cllr Carrow would follow up with Cllr Izett.

**123. Planning Update**

Cllr Carrow reported on:

- Local Plan Update

The Clerk had previously circulated a Planning Policy statement delaying the LPU by at least a year to Autumn 2025. Cllr Carrow felt this confirmed the need to be prepared to conduct a further Neighbourhood Plan review in 2024.

- Neighbourhood Plan:
  - Agreement on draft and to launch Regulation 14

Cllr Carrow spoke to two previously circulated documents:

- Burghclere Parish Neighbourhood Plan Modification Draft
- Burghclere Design Code

He summarised the changes made and main points to note before inviting questions.

Cllr Carrow proposed the Regulation 14 6-week consultation period should commence; this was agreed by all.

- Orchard Homes

Cllr Carrow noted some Cllrs had attended the recent consultation event and thanked Cllr Whiting for her assistance with the arrangements. On discussion Cllrs agreed with concerns already raised regarding the visibility splays, noting it would be for Hampshire Highways to take a view. Cllr Carrow would share this concern with Orchard Homes, along with those relating to the lack of design variety, the 5m buffer and lack of visitor parking.

#### **124. Electric Vehicle Chargers**

The survey had not been received and therefore nothing further to discuss.

#### **125. Road matters**

Nothing further to report.

#### **126. Footpaths Report**

Cllr Carrow reported on:

- Countryside Services planned rearrangement of resources to reduce from 3 divisions, North, Central, South, to two – East and West.
- An aim to carry out a stile survey before Christmas with a view to applying for funding for kissing gate styles (wooden or metal) to replace them.
- Consideration to install installing steps on a steep and slippery slope on Brenda Parker Way. On discussion this agreed to be a good idea, subject to the Porchester Estate's approval.

#### **127. Remembrance Sunday Commemoration**

Cllrs confirmed he had made minor adjustments to the previous year's risk assessment, but the arrangements would remain largely unchanged. He sought Cllrs opinion on the replacement of the wreath, on discussion it was felt to be suitable to use again with a donation being made to the British Legion. The Clerk would establish if it was recyclable.

#### **128. Hampshire 2050 Climate Change**

Cllr Wason reported that she had attended the Hampshire and IOW Wildlife Trust online talk about Team Wilder. Cllr Carrow reported on a Wilder Basingstoke website <https://www.hiwwt.org.uk/team-wilder/wilder-basingstoke-deane> set up by B&DBC and with Bramley volunteering to be the first parish to undertake wilding projects.

## 129. Website & IT

Nothing further to report.

## 130. Lengthsman

The request to rearrange the scheduled November visit was considered and October was agreed to be an acceptable alternative which would enable the Lengthsman to complete painting of the signs, along with other tasks to include minor repair to one sign.

## 131. Hampshire Association of Local Councils

Cllrs agreed to vote in favour of accepting the proposed changes to HALC's Articles of Association.

## 132. Action Plan

Cllrs noted the amended version to include a section for strategic actions, it was agreed to add the Sports Club to the plan.

On discussion it was agreed that Cllr Carrow would progress consideration of the production of a new village film.

## 133. Documents for review and agreement

The following documents had been circulated for review and agreement:

- Equality & Diversity – approved with no amendments.
- Training Policy – Cllr Wason to share suggested amendments with the Clerk. This would be added to the November agenda for further consideration.

## 134. Accounts

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

Budget Section	Date	Details	Cheque	Amount
<b>Expenditure</b>		<b>Approved &amp; Paid</b>		
Salary/PAYE	30/09/2022	Clerk's Salary	BACS	£701.31
Admin/Courses	30/09/2022	Clerk's expenses	BACS	£47.60
Salary/PAYE	30/09/2022	Litterwarden Salary	SO	£412.00
Salary/PAYE	30/09/2022	HMRC PAYE & NI	BACS	£93.80
Website	30/09/2022	UK2Net - domain and emails	BACS	£74.99
Subscriptions/Fees	08/09/2022	ICO fee	DD	£35.00
Salary/PAYE	30/09/2022	Employer Pension contribution	BACS	£21.86
				<b>£1,386.56</b>

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

The following payments were agreed for payment:

Budget Section	Date	Details	Cheque	Amount
<b>Expenditure</b>		<b>Approved &amp; Paid</b>		
B&DBC	03/10/2022	Playground Inspections	BACS	£500.40
				<b>£500.40</b>

- The Clerk had previously circulated a bank reconciliation to 28<sup>th</sup> September and showing the figures:
  - A balance in the Treasurers account of £31204.39.
  - 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 budget monitoring document had been circulated, the Clerk. It was agreed that:
  - The balance of £215.32 that remained from the Jubilee Grant should be paid to the Church for cost of the books.
  - The Clerk's hours should be reviewed to more accurately reflect the additional hours that were usually claimed as overtime for the PC and Pinder.

The Clerk would be preparing a draft budget for 23/24 and asked Cllrs to consider items for inclusion, suggestions shared in the meeting included an increase to the Tree budget and the addition of a new budget line for training.

### 135. Clerk's Report

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

### 136. Next Meetings

- Monday 7<sup>th</sup> November 2022, to be held in the Portal Hall Clubroom

There being no further business the Chairman closed the meeting at 9.25pm

### Actions from October Meeting:

Item No:	Action	Due by	Progress	Owner
114	Upload 7 <sup>th</sup> September minutes to website			Clerk

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

115 c/f	Complete guide to the FLIR camera attachment.			Cllr Carrow
120	Progress Countryside Stewardship application re Burghclere Common			Clerk
121	Submit Book of Condolence to Hampshire Records Office			Clerk
122	Upload responses to Planning Applications			Clerk
122	Raise Froyle House response with Cllr Izett.			Cllr Carrow
123	Progress launch of Regulation 14 consultation			Cllr Carrow
123	Submit feedback to Orchard Homes			Cllr Carrow
126	Contact Porchester Estate re steps on Brenda Parker Way			Cllr Carrow
127	Progress Remembrance Sunday arrangements with church			Cllr Carrow
130	Contact Lengthsman re month change			Clerk
132	Amend Action Plan  Progress discussions re new film			Clerk  Cllr Carrow
133	Amend Training Policy and add to November agenda			Clerk
134	Prepare draft budget			Clerk

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



## Appendix A

Minutes for the meeting of the Pinder Recreational Trust Management Committee  
held on 4<sup>th</sup> July 2022 at 8.35 pm in the Portal Hall Clubroom

**Present:** Andrew Crowley (AC), Chairman, Richard Carrow (RC), Vice-Chairman,  
I Collins (IC), Geoff Morton (GM), A Patrick-Smith (APS)  
and S Whiting (SW)

J Letsome (JL) - minutes.

**1. Apologies**

Apologies had been received from Amanda Wason and Julian Parkes.

**2. Approval of the minutes of the meeting held on 6<sup>th</sup> June 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	Accept Active Heating quote and schedule date for work to be completed.  <i>Arranged for 25<sup>th</sup> July 2022</i>		Actioned	AC
3	Arrange meeting to discuss hall management  <i>It was noted that there were local cleaners advertising their services.</i>		Outstanding	AC/SW
3	Liaise re building contractors to quote to: <ul style="list-style-type: none"> <li>• Complete work re capping chimney and roof.</li> <li>• Address damp at Portal Hall Cottage.</li> </ul> <i>Roofer has attended – to ensure he is aware of other jobs when he returns to complete work.</i>		In progress  Outstanding	AC/APS
3.	Liaise re window quotes.  <i>Three quotes required to meet funding requirements. AC to send APS specification.</i>		In progress	AC/APS
3	Progress quotes re kitchen upgrade		Actioned	SW

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	<i>SW gave an overview of the final design with an estimated cost of £7186, which would rise to approximately £10,000 with fitting costs. Additional costs for electrical work, decorating and flooring would mean the entire project would cost in the region of £15,000. It was agreed to continue with placing an order, noting that a deposit would be required. It was crucial to plan delivery and other tasks around the fitter's availability during the two weeks commencing 15<sup>th</sup> August.</i>			
3	Contact Ross Brooke re annual accounts preparation.  <i>The accounts would be delivered to Ross Brooke during the first couple of weeks of July.</i>		Actioned	JL
3	Progress remainder of signatory changes.  <i>One additional form to sign.</i>			JL
3	Progress contact B&DBC re s106 funding  <i>RC gave an overview of recent contact with B&amp;DBC reporting that S106 funding could be used for pitch improvements, however it was noted that the timing would not be ideal. IC would discuss this further with the Sports Club.</i>		In progress	RC
5	Arrange for spare cottage keys to be cut		Outstanding	GM
9	Check and fix link in news bar on website.		Actioned	JL
11	Make further amendments to spreadsheet as required.		Actioned	JL/AC
12	Commence review of investments		Actioned	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 continued concerns that weddings were especially time consuming and had a greater impact on the fabric of the building when compared to smaller events, such as children's parties. It was agreed to review the pricing for bookings.

#### Maintenance and Management issues raised

SW noted:

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

- the high number of bin bags that were used in the hall.
- the timing of bin collections continued to be unreliable.
- additional fobs were required.
- problems caused by the location of a generator in the grounds of the hall during recent electricity supply difficulties in the village.

### **Portal Cottage**

GM reported that the 6-month property report received from the lettings agent was very positive. It was agreed that AC would contact a recommended decorator to arrange for the painting of some window exteriors on both the cottage and hall. GM noted that he still needed to arrange for 2 more sets of spare keys to be cut.

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

There had been no further meetings and therefore nothing further to report. It was hoped a full update would be given when Sports Club representatives attended the PC meeting in September.

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

Nothing further to discuss.

#### **8. Playground update**

RC had given an update on the playground projects progress during the earlier PC meeting. Damage to an area of fencing had been reported following a recent inspection, believed to be caused by a car. This had been fixed, but the same section subsequently required removal to provide equipment access, it would be further inspected once replaced.

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

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 30<sup>th</sup> June 2022. The deficit for the year to date was showing as £1429.74. The bank balance as of 30<sup>th</sup> June 2022 stood at £78,918.46, with £8,246.82 in the Newbury Building Society account.

#### **12. Investments**

APS spoke to a previously circulated review of investments. On discussion it was agreed there was no immediate need to make any changes, but to continue to keep them under review.

#### **13. Date of Next Meeting**

Monday 5<sup>th</sup> September 2022 after the Parish Council meeting.

#### **14. Any Other Business**

There being no further business, the meeting closed at 9.55pm.

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