

**Minutes of an Ordinary Meeting of Burghclere Parish Council held on
3rd July 2023 at 7pm in the Portal Hall Clubroom**

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

J Letsome (Clerk)

58. Apologies

Accepted from:

- Cllr Collins
- Borough Cllr Izett

59. Declaration of members' interests for this meeting

There were no pecuniary interests declared.

60. Confirm minutes of the Ordinary Council Meeting held on 5th June 2023

The draft minutes of the Ordinary Council Meeting held on 5th June 2023 were proposed for acceptance for signing by Cllr Patrick-Smith seconded by Cllr Parkes and agreed by all.

61. Review Progress of actions from meeting held on 5th June 2023

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

Item No:	Action	Due by	Progress	Owner
35 & 36	Upload 9 th May 2023 meeting minutes to website		Actioned	Clerk
38	Upload Annual Assembly notes and presentation to website		Actioned	Clerk
42	Contact Highways/County Cllr Thacker re overgrown verges and undertake strimming of verges identified as needing urgent attention.		Actioned	Cllr Carrow
42	Request earlier Lengthsman visit re strimming verges		Actioned	Clerk
44	Submit response to planning application considered in meeting.		Actioned	Clerk

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44	Prepare and issue agenda for extraordinary meeting on 19 th June		Actioned	Clerk
47	Share B&DBC email re planning update mailing list		Actioned	Clerk
48	Contact Borough Cllr Izett re crime concerns		Actioned	Cllr Carrow
50	Explore signage options re fly-tipping		Actioned	Clerk
53	Add Community Engagement to next agenda		Actioned	Clerk
54	Confirm response to grant application.		Agenda item	Clerk
55	Progress payments due		Actioned	Clerk/Cllr Carrow
55	Contact Borough Cllr Thacker re coronation grant underspend		Actioned	Clerk
55	Publish notice of public right to inspect		Actioned	Clerk

62. Confirm minutes of the Extraordinary Council Meeting held on 19th June 2023

The draft minutes of the Extraordinary Council Meeting held on 19th June 2023 were proposed for acceptance for signing by Cllr Parkes seconded by Cllr Patrick-Smith and agreed by all.

63. To receive minutes of Pinder Recreation Trust meeting held 9th May 2023

Cllr Carrow proposed that the minutes of the Pinder Recreation Trust meeting held on 9th May 2023 were accepted as a report to the Parish Council, this was agreed by all. These are attached at Appendix A.

64. County Councillor Report

Cllr Thacker was not in attendance.

65. Borough Councillor Report

Cllr Izett was not in attendance but had submitted a report, read by Cllr Carrow and attached at Appendix B.

66. Parishioners' open time

Nothing raised.

67. Chairman's Comments

Cllr Carrow thanked all for supporting the extraordinary meeting held on 19th June. He hoped it would not be necessary to call another before September but noted it might have to happen if it were necessary. He noted the Clerk would be on leave for three weeks in August.

It was agreed that the postal address for planning consultations should be changed.

68. Planning applications and appeal notifications received since 5th June 2023 and not included on 19th June 2023 agenda.

The following applications and appeals were discussed:

- 23/00409/HSE and 23/01069/LBC Forge House, Winchester Road, Whitway
Creation of an annexe to the old forge and alterations to external windows and doors on the existing house and the forge

Response: No comments.

- 23/01530/HSE Pine View Heatherwold Newtown
Erection of a two storey and single storey rear extension

Response: On discussion Cllrs broadly content with the application but noted it did not provide much detail. A response would be submitted to draw attention to the relevant policies in the neighbourhood plan relating to the Design Code and Net Zero Carbon buildings.

- 22/02554/HSE and 22/02555/LBC The Oxdrove House Burghclere RG20 9HJ
– Amendment to description only to reflect amended plans.

Response: No comments

- 22/00428/FUL Land At Manor Farm, Old Burghclere Newbury Hampshire
RG20 9NS – Appeal notification received and noted. Reference numbers:

BDBC Appeal Ref: 23/00005/REF
Inspectorate Appeal Ref: APP/H1705/W/23/3315525

It was agreed that Cllr Carrow would review the officer's comments and draft a response in line with the PC's previous objection, noting PINS would take into account what had already been submitted.

- 21/03850/TDC- Land adjoining Oxleas, Ox Drove Burghclere
It was noted that this would be considered by the Development Control Committee on 12th July.
- 22/01162/LDED Annexe At Froyle House Harts Lane Burghclere RG20 9JN

It was noted there had been no further response to previous enquiries. It was agreed that Cllr Carrow would contact Borough Cllr Izett.

69. Delegated Powers re Planning

Cllrs agreed that planning applications requiring a response prior to the date of the next ordinary meeting will be received by the Clerk who will provide details to the planning working group for initial assessment, after which details will be sent to all Cllrs via email and where no queries arise, the Clerk shall be delegated to inform the Planning Department within the time allocated of the decision of the Council. Where queries arise the Chairman will call for an Extraordinary Meeting to decide upon the application.

70. Planning Update

- Local Plan Update
Cllr Carrow noted B&DBC's planning team held an all-day meeting on 3rd July to consider the LPU.
- 22/03203/FUL Land Between the Junction Of Winchester Road And Harts Lane Burghclere

Cllr Carrow noted the LPU's notification of amendments had not been received, however a 2-week extension for a response had been agreed. It was agreed that he would review the documents in more detail before drafting a response in line with previous submissions, commenting on any changes and reinforcing points not addressed.

71. Electric Vehicle Chargers

Cllr Crowley reported that he was still waiting for further documentation from B&DBC and would be contacting them again for an update.

72. Road matters

Cllr Carrow thanked all for their comments on County Cllr Adams-King response to the issues raised regarding potholes. Cllr Carrow had replied noting the need for better quality management.

Cllrs noted:

- Several incidents of cones being placed by residents on public verges outside homes, these were agreed to be unsightly.
- A resident had planted laurels along the verge of the B4640, which was agreed to be a risk and potential encroachment of Highways property. Cllr Carrow confirmed this had already been reported and would check what had happened.

73. Footpaths Report

Cllr Carrow reported that he had completed the stile survey, the next step was to create a database. Strimming of the SINC paths was mostly complete.

Cllr Morton confirmed the Lengthsman had attended and undertaken extensive strimming throughout the village.

74. Bins and Fly-tipping

The Clerk reported that B&DBC had not yet responded to an enquiry raised regarding new and replacement bins. She would continue to chase.

It was agreed the Clerk would make a small amendment to the previously circulated draft signage for Cllr Carrow to laminate prior to placing them in identified fly-tipping hotspots.

75. Hampshire 2050 Climate Change

Cllr Carrow reported that there would be rainwater harvesting talk on 5th July, he would share details with Cllr Morton.

Cllr Crowley noted that the energy bill was progressing through parliament and included changes to planning which had the potential to make it easier for large developments such as major solar and wind farms. On discussion it was agreed to include renewable energy as a regular agenda item.

76. Website & IT

There were noted to concerns relating to the reliability of the current email provider, Cllr Crowley would investigate alternative options.

77. Community Engagement

It was agreed that Cllrs Crowley and Patrick-Smith would work together to produce a paper for consideration in a future meeting.

78. Grant Application

Cllrs agreed to grant £500 to Burghclere Primary School's band following approval of the application in the meeting held on 5th June. It was also agreed that £250 allocated in the budget for events and currently unspent could be reallocated towards the cost of this grant.

79. Coronation Funding

The Clerk confirmed that County Cllr Thacker was content for the unspent £300 granted by Hampshire CC be spent on some of the items originally planned for the community volunteering day. Cllr Whiting would make enquiries on items and costs.

80. 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
Expenditure		Approved & Paid		
Salary/PAYE	30/06/2023	Clerk's Salary	BACS	£783.40
Admin/Courses	30/06/2023	Clerk's expenses	BACS	£42.74
Salary/PAYE	30/06/2023	Litterwarden	SO	468.60
Salary/PAYE	30/06/2023	HMRC PAYE & NI	BACS	£128.20
Salary/PAYE	30/06/2023	Nest May Pension	BACS	£59.15
S106	31/05/2023	C&D Grounds Maintenance	BACS	£4,118.38

The following payments were agreed for payment:

Budget Section	Date	Details	Cheque	Amount
Expenditure		To approve		
Website	04/07/2023	Clerk re 123 Domain renewal	BACS	£14.39
Audit	04/07/2023	Do the Numbers - Audit	BACS	£320.00
Playground	04/07/2023	Inspections	BACS	£515.00
Other	04/07/2023	Transfer to Pinder re fence reimbursement repair	Transfer	£150.00
Grant	04/07/2023	Burghclere School Band	BACS	£500.00
				£1,499.39

- Cllrs noted that a payment of £4118.38 has been made to C&D Grounds maintenance for the cost of the work to the football pitch. This included VAT of £686.40 to be reclaimed and the remaining amount would be reimbursed by S106 funding from B&DBC. The invoiced amount was in line with their original quote received in March 2023.
- The Clerk had previously circulated a bank reconciliation to 28th June 2023 and showing the figures:
 - A balance in the Treasurers account of £15830.85.
 - The balance in the Business Bank Instant Account stood at £8330.36.
 - The balance in the Newbury Building Society account stood at £19,710.36.

Internal Auditor Report

The Clerk reported that the Internal Audit was completed on 6th June and circulated the report. Cllrs considered and responded to the comments and suggestions made as follows:

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“The clerk regularly incurs expenses that might be better dealt with by having a council charge card. The council could look at what options are available.”

- On discussion the Clerk confirmed that she was content with the current arrangements and it was agreed not to proceed with obtaining a debit card at this time.

“When the new litter picker was employed, he was not named in the minutes. It is good practice to ensure that there is a public record of all employee names.”

- Noted that minutes of the meeting held on 5th December 2022 should have named Dave McClelland as the newly appointed Litter Picker.

“The play area project is complete, but the fact that decisions were not clearly minuted in advance and supplier communication was not done by the proper officer remains a weakness. Members should remember that they have no individual powers outside of meetings.”

Cllrs noted that the Clerk was always kept informed and copied into all correspondence relating to projects. It was not practical for her to lead them, especially when considering time constraints.

Cllrs acknowledged the reminder that key decisions should only be taken within meetings, noting that it did not apply to how decisions, policies and procedures were subsequently administered or implemented on a day-to-day basis; it was unfortunate the wording in the report did not reflect that distinction.

The Clerk noted the importance of ensuring the minutes recorded decisions in a way that maintained transparency and a clear trail, especially for items that have crossed over from the Pinder Recreation Trust agenda.

81. Clerk’s Report

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

82. Next Meetings

The next ordinary meeting would take place on Monday 4th September 2023.

There being no further business the Chairman closed the meeting at 8.13 pm.

Actions from July meeting

Item No:	Action	Due by	Progress	Owner
60 & 62	Upload 5 th & 9 th June 2023 meeting minutes to website		Actioned	Clerk
67	Contact B&DBC re change of address for planning consultations.		Actioned	Clerk
68	Submit responses to planning consultations.		Actioned	Clerk
68	Contact Borough Cllr Izett re Froyle House application		Actioned	Chair
68	Draft response to 22/00428/FUL Land At Manor Farm			Chair
70	Draft response to 22/03203/FUL Land Between the Junction Of Winchester Road And Harts Lane Burghclere			Chair
71	Seek update from B&DBC re EVC project			Cllr Crowley
74	Complete sign re fly-tipping.			Clerk/Chair
75	Add Renewable Energy to future agenda			Clerk
76	Investigate alternative email providers.			Cllr Crowley
77	Prepare community engagement paper for consideration			Cllrs Crowley & Patrick-King
78	Advise Burghclere Primary School band of grant amount		Actioned	Clerk
79	Investigate items to purchase re unspent coronation funds			Cllr Whiting
80	Progress payments due		Actioned	Clerk/Cllr Carrow

Appendix A

Minutes for the meeting of the Pinder Recreational Trust Management Committee
held on 9th May 2023 at 8pm in the Portal Hall Clubroom

Present: Richard Carrow (RC) (Vice-Chairman), Ian Collins (IC), Julian Parkes (JP),
Alex Patrick-Smith (APS) and S Whiting (SW)

J Letsome (JL) - minutes.

1. Apologies

Received from Andrew Crowley and Geoff Morton. The meeting was Chaired by Richard Carrow.

2. Approval of the minutes of the meeting held on 3rd April 2023.

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

JL noted an error in the previously approved minutes of **6th March 2023** – Julian Parkes should have been recorded as being present.

3. Review of Actions and Matters arising from previous minutes

Item No:	Action	Due by	Progress	Owner
4	Arrange meeting with Pre-School		c/f	AC/SW
5	Investigate ceiling fan fault		c/f	IC
5	Accept quote and purchase spotlights and fittings.		Ongoing	IC
5	Arrange for Heritage to quote for further repairs.		Actioned	APS
6	Progress confirmation on s106 funding arrangements re pitch improvements.		Actioned	RC
10	Contact Ross Brooke re Annual Accounts.		Actioned	JL
10	Progress payment to PC re fencing.		Actioned	JL
10	Investigate possible application to Platinum Jubilee Village Hall Fund.		Ongoing	APS

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4. Pre-School Update

SW noted there were still ongoing problems between the Pre-School and WI which had been impacted by other bookings. She understood there had been a recent Ofsted inspection.

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

Bookings

SW reported that:

- bookings and enquiries remained very busy.
- the Yoga classes had been cancelled as it was not a suitable venue.
- the recent use of the clubroom as a polling station had mostly been without issue, however the footfall impacted the carpet.

Maintenance and Management issues raised

There were not many maintenance problems in addition to those already known, however SW noted a broken tap that needed repair but was not urgent.

Windows:

RC explained that the recent replacement of the two small windows had not fully complied with the planning approval. On discussion it was agreed that APS would continue discussions with B&DBC to establish their requirements and identify a satisfactory solution, such as submitting a retrospective planning application. It was noted that the scheduled replacement of the larger windows could continue. RC would contact Paul Waldon to confirm the planned timing for painting the windows.

Portal Cottage

GM noted the tenants had not proceeded with a hall booking following a recent enquiry. There was nothing further to report.

6. Sports Club Update

There had been no meeting the previous report.

7. Priority Works List

Nothing further to report.

8. Playground update

JL confirmed the weekly inspections had taken place with no findings reported.

9. IT/Website Update

As covered in the earlier PC meeting.

10. Accounts

Update on current finances

JL had previously circulated the latest accounts containing the figures to 30th April. The bank balance as of that date stood at £66,278.60.

11. Date of Next Meeting

Monday 5th June 2023 after the Parish Council meeting. NB: APS submitted apologies.

12. Any Other Business

There being no further business, the meeting closed at 8.32pm.

**Appendix B
Borough Cllr Izett Report**

An appeal has commenced on the borough's refusal to grant permission for a grain dryer and store at Manor Farm, Old Burghclere. Representations need to be lodged by 2nd August and the borough's statement has to be in by 4th August. The appeal is by written representations. It would be helpful to liaise with you over any representations you make as a parish council and any that I might make.

In Basingstoke the wheels are turning slowly as the new administration seeks to determine its policies. A concern on my part is what will happen on the new Local Plan. Two Economic Planning and Housing Committee meetings have been cancelled which would have considered policies to be applied in the autumn on Regulation 18 issues around housing numbers, spatial strategies and sites. We are now informed that all borough Cllrs will be updated at a briefing on 25th July.

Further delays on Reg 18 and the overall process of approving a new plan are therefore likely. I expect to voice concerns about delay allowing developers to seek permissions outside of approved sites and the using up of housing that would otherwise have been counted in a new plan. My view is that, in the absence of strong grounds for lower numbers and in the knowledge that the council's legal advice is that the scope for lower numbers is limited, the council should be pressing ahead with making a new plan. We will need to see what the new administration decides. It would be useful to have your views please.

I hope your meeting is a good one and look forward to receiving any feedback on my report or any other issues you will to raise with me.