

*Minutes of an ordinary meeting of Burghclere Parish Council held on
6th July 2020 at 7.30pm and in accordance with current guidance this was held virtually
via “Zoom”*

Present: Cllrs R Carrow (Chair), A Crowley (Vice Chair), S Whiting,
G Morton, I Collins, A Wason

J Letsome (Clerk), C Saint

1. Apologies

Received and accepted from Cllrs Canning and Richardson.

2. Declaration of members’ interests for this meeting

Cllr Whiting declared an interest in the Planning Application 20/01687/AGPD, as a neighbour of Duncroft Farm. Cllr Carrow agreed she could remain in the meeting but would not participate in the discussion or decision for that item.

There were no other declarations of interest.

3. Confirm the minutes of the ordinary meeting held on 1st June 2020

The minutes of the ordinary meeting held on 1st June 2020 had been circulated to all prior to the meeting, Cllr Crowley proposed they be accepted as correct record, this was seconded by Cllr Whiting and agreed by all.

Action: Clerk to upload approved minutes to website

4. County Councillor Report

There was no report as County Councillor Thacker was not present.

5. Borough Councillor Report

There was no report as County Cllr Izett was not present. In his absence, Cllr Carrow updated Cllrs on Hampshire County Council’s decision to cease the payment made to West Berkshire Council which enabled Hampshire residents to have access to the Newtown Road Recycling Facility. This was leading to much discussion, including about that on “Nextdoor.com”. In addition, the Chair of Newtown PC had shared correspondence he had written on the subject. Cllr Carrow gave an overview of the background to the decision and said it was unclear if any progress had been made towards the suggestion that residents could pay to have access.

On discussion it was felt that County boundaries should not be applied in this way during a time of climate emergency and would lead to longer and less environmentally friendly car journeys. It was agreed that Cllr Carrow would write to Kit Malthouse MP to raise concerns on behalf of the Parish Council.

Action: Cllr Carrow to write to Kit Malthouse MP.

**NB: This has been actioned and a copy of the text sent in an email on 7th
July is attached at Appendix 3.**

Chairman Signature:Date:

6. Parishioners' Open Time

The Clerk confirmed that Parishioners had been advised via the meeting notification posted on the website and noticeboards that they could request the meeting link, or submit comments to the meeting via email or telephone, but no requests or comments had been received.

7. Chairman's comments

Cllr Carrow reported on:

Memorial Bench

The "Teak Man" had offered to donate a bench by way of memorial for the late Cllr James. This would be discussed in more length during the following Pinder Recreational Trust meeting.

Organised Crime

There continued to be thefts, with a further recent theft of a Quad bike. No further update had been received from Cllr Izett since he had reported that he understood arrests to be imminent.

Cllr Whiting reported there had been unusual activity noticed in the village which indicated there may be drug related crimes taking place. It was agreed that Cllr Carrow would report this so that it could be followed up.

Power Cuts

There was a noticeable increase in the number of power cuts in the area, which had an impact particularly on those working from home. It was agreed that Cllr Carrow would write to SSE to raise our concern.

**Action: Cllr Carrow to report suspected drug related crimes
Cllr Carrow to draft letter to SSE**

8. Coronavirus

Cllr Carrow reported that when circulating the East Woodhay & Highclere Newsletter he had also raised questions about the future of the Information Exchange Hub (IXH). Basingstoke Voluntary Action had suggested local groups should feel able to continue as they did have a benefit to local communities. Cllr Carrow proposed and all agreed that the IXH should continue and he would remain the Parish Council point of contact.

He went on to advise Cllrs that Basingstoke Voluntary Action were keen to hear of any positive examples of exceptional voluntary work that has taken place within the community. He would invite IXH addressees to submit examples from among their groups.

9. S106 Contributions

Cllr Carrow reported that further to the previous meeting an email had been received requesting that details of planned play or open space projects should be submitted by 31st July. However, on further discussion it was noted that this deadline only applied for schemes that Parish Councils wished to progress in 2020. Therefore it was agreed

not to submit anything to meet this deadline, but to instead give this a more considered view when there was a clearer understanding of how needs in the Parish may best be adapted to what the criteria would permit.

10. Planning applications received since 1st June 2020
20/01238/OUTMAJ Sandleford Park, Monks Lane

Outline planning permission for up to 1,000 new homes; an 80 extra care housing units (Use Class C3) as part of the affordable housing provision; a new 2 form entry primary school (D1); expansion land for Park House Academy School; a local centre to comprise flexible commercial floorspace (A1-A5 up to 2,150 sq m, B1a up to 200 sq m) and D1 use (up to 500sq m); the formation of new means of access onto Monks Lane; new open space including the laying out of a new country park; drainage infrastructure; walking and cycling infrastructure and other associated infrastructure works. Matters to be considered: Access.

Cllr Carrow gave an overview of the proposal and there followed a general discussion on the likely traffic implications for the Parish. On discussion it would agreed that Cllr Carrow would draft a response to take into account the views and concerns expressed during the meeting.

20/01235/HSE Ayres Farmhouse Ayres Lane Burghclere RG20 9HG
Erection of front porch. Erection of part two storey, part single storey rear extension

No objections.

20/01687/AGPD Duncroft Farm, Well Street, Burghclere RG20 9NF
Erection of 8 bay steel portal frame agricultural building to be used for the storage of agricultural machinery, hay and straw

No objections

20/01480/HSE Cornfields, Winchester Road, Whitway, Burghclere RG20 9LE
Construction of new stables outbuilding within residential garden of Cornfields.

On consideration, Cllrs expressed concerns regarding the height of the roof and extent of the overhang, it was felt to be out of keeping with other properties in the area and not within the context of the general street scene.

Action: Cllr Carrow to draft response to Sandleford application
Clerk to submit remaining decisions to B&DBC planning.

It was noted that:

Planning Application Number 20/01162/LBC – Burghclere Cottage, was located within Newtown Parish Council's boundary and therefore not for consideration by Burghclere Parish Council. There was no further discussion on this application.

Planning Application Numbers: 20/01242/ADV and 20/01241/FUL – Shell Tothill, had been included on the agenda for information purposes only – there was no discussion necessary as they were located within the boundary of Highclere Parish Council.

11. Neighbourhood Plan Update

Cllr Carrow spoke to a previously circulated report attached at Appendix 1. This was noted and there were no questions.

12. Documents for review and agreement

The following documents had previously been circulated for review:

Grant Application Procedure and Form

The Clerk had circulated a draft for comment, explaining that the Internal Audit had provided the recommendation that a more formal and transparent process should be in place for the receipt of grant applications. It was agreed that this would enable better budgeting for grants with regards to setting the Precept. The Clerk would present the Procedure for formal approval in the September meeting, to incorporate any suggested amendments.

Action: Clerk to present final document to Cllrs for approval in September meeting

Emergency Plan

Cllr Carrow had circulated the final document to Cllrs prior to the meeting.

Cllr Whiting proposed the Emergency Plan be accepted, this was seconded by Cllr Morton and agreed by all.

It was noted the document would be published on the Parish website, as well as being made available and accessible in the Portal Hall.

Cllr Carrow added that there was scope for a hand-out for households. An example from Thames Valley had been considered too long but he would examine whether some of the messages it contained could be used in a shorter version.

Action: Cllr Carrow to upload Emergency Plan to Parish Website and make copy available within the Portal Hall.

13. Defibrillators

Cllr Carrow reported that the defibrillator located in the Carpenters Arms was currently out of action and had been taken off the list. He asked for views on the suggestion that Arkells were asked to consider the following options:

- Moving it under cover
- Providing a cover
- Allowing the Parish Council to install a cover (subject to cost)

On discussion it was noted that the Parish Council had made a previous commitment to take over the maintenance of this defibrillator and therefore should explore all

possibilities before deciding whether to retain one defibrillator in the Parish. Therefore, it was agreed that Arkells should be approached as a first step before other likely funding sources are considered. Cllr Crowley offered to assist Cllr Carrow with progressing this action.

Action: Cllrs Carrow & Crowley to progress

14. Lengthsman update

The Clerk advised that Lengthsman visit would take place on 15th July. It was agreed that strimming around the Triangle, Sports Field and other areas would be the most beneficial task. Together with cleaning the bench if there was time. Cllr Whiting agreed to be the contact and provide guidance on the day.

Action: Clerk to submit work schedule.

15. Website/IT Progress Report

Cllr Crowley to cover this in a report to the later Pinder Recreation Trust meeting.

16. Footpaths report

Cllr Carrow read to the report attached at Appendix 2. Cllr Morton advised that a Parishioner had informed him that she had raised a complaint regarding the overgrown pathway between Pound Lane and Tothill. It was noted that this was not a footpath, but still a road, and he believed it had since been inspected, indicating it would soon be cut back.

17. Hampshire 2050 Climate Change

Cllr Carrow advised Cllrs that whilst there was little to report, he had made contact with Sustainable Overton's Energy Group and awaited a response. He would continue to keep Cllrs informed.

18. Clerk & Litterwarden Contracts

18.1 Clerk's Contract and Job Description

It had been noted that the Clerk's employment contract had not yet been formally agreed or presented to Cllrs for approval. The Clerk had previously circulated a draft for consideration and comment. All agreed it could be accepted for signing by the Chairman, with no amendments required.

Cllr Crowley asked that the Parish Council's insurance arrangements be checked to ensure employees were adequately covered.

**Action: Clerk and Chairman to sign contract.
Clerk to check insurance arrangements**

18.2 Litterwarden's Contract

The Clerk had previously circulated the Litterwarden's existing contract because he had queried his holiday allowance. It was agreed that there should be an allowance for bank holidays in addition to the 4 weeks holiday as stated in the contract.

It was agreed the Clerk would prepare a holiday form for herself and the Litterwarden.

Action: Clerk to confirm Litterwarden’s holiday allowance and prepare holiday forms.

19. Accounts

19.1 To review and approve monthly payments and bank reconciliation

The Clerk had previously circulated the payments for July for approval, together with invoices and supporting paperwork and as detailed below. These were approved for payment via BACS.

| Budget Section | Date | Details | Cheque | Amount |
|--------------------|------------|-------------------------------------|--------|-----------|
| Expenditure | | | | |
| Salary/PAYE | 01/07/2020 | F Knott - Litterwarden | SO | £453.44 |
| Salary/PAYE | 01/07/2020 | J Letsome - Salary | BACS | £545.00 |
| Courses/Admin | 01/07/2020 | J Letsome - Expenses | BACS | £36.22 |
| Salary/PAYE | 01/07/2020 | F Knott PAYE | BACS | £90.60 |
| Other | 01/07/2020 | Community Heartbeat - Defibrillator | BACS | £45.60 |
| Other | 01/07/2020 | Pocket Apps - Website | BACS | £600.00 |
| | | | | £1,770.86 |

It was noted that the payment to “Pocket Apps” represented an initial 30% deposit for the cost of developing a new Parish and Portal Hall website. The VAT would be reclaimed and the cost shared with Pinder Recreational Trust.

The Clerk had previously circulated a bank reconciliation completed to 9th June 2020 showing:

- A balance in the Treasurers account of £ £11288.28
- The balance in the Business Bank Instant Account stood at £6802.97.
- The balance in the Newbury Building Society account stood at £19292.87

Action: Clerk to invoice Pinder Trust for Website cost contribution

Chairman Signature:Date:

19.2 To review budget and cashflow summary

The Clerk circulated a spreadsheet prepared to monitor actual income & expenditure against the budget. She advised this also now included a cashflow summary for the year. Cllr Crowley suggested that significant items of expenditure that were not budgeted for, such as the website, should be highlighted.

20. Clerk’s Report

Nothing further to report

21. Future Meetings

Cllrs confirmed they were content not to hold a meeting in August, therefore the next meeting will take place on Monday 7th September.

There being no further business the Chairman closed the meeting at 9.12pm.

Appendix 1 - 20200703-NP SG report for the Parish Council-7 July

Work on accepting track changes continues. As mentioned last month a Foreword will be included, which I have circulated in advance. If councillors are content this will be added.

B&DBC have begun work on their Local Plan Update, formerly referred to as Local Plan Review. An Issues and Options Consultation document has been drafted but not yet circulated; we will have an opportunity to comment in due course. What does this mean for neighbourhood planning? NPs will continue to form part of the development plan for their areas, guiding development at a local level. However, the most up to date plan takes precedence and therefore once the LPU is adopted it will supersede parts of neighbourhood plans which do not comply with it. The expected adoption date is 2023, a little before the time at which we might consider reviewing our plan (5 years) assuming it passes referendum in 2021 (or earlier if the government permits these to be held). It is important therefore we not only monitor progress but try and influence work in the direction that we had aspired to and additionally, ensure benefits are incorporated when the time comes to revise ours. You will recall that as our plan will have a 2 year life if B&DBC continue to fail to meet their 5 year land supply target, early revision might be in our interest.

Finally the government is mooting changes to the planning system. On 17 June I circulated a Policy Exchange paper that set out various ideas, including zoning for development that would essentially override local council decision-making. Prime Minister Boris Johnson has announced various measures including the launch of a planning Policy Paper in July setting out a plan for comprehensive reform of England’s seven-decade old planning system.

As the Jenrick saga demonstrates, there are a lot of vested interests at play and whatever emerges could have a very significant impact. One to watch.

Chairman Signature:Date:

Appendix 2 - 202007003-Footpaths report

Following last month's PC the landowners concerned have been invited to address the concerns raised about stiles.

At this time of year vegetation growth is considerable and following a call the stiles on 040/21/1 between Whitway House on Winchester Road and Ridgemore Cottage on West Street have been cleared, and Sydmonton informed about the broken stile on that path.

As there is no contract for cutting back footpath 040/503/1-4 (railway line) clearing back has been done where needed. A work party may be convened later in the summer if it proves necessary - or we feel the need for more of Miggie's rock cakes.

I would encourage those on walks to brush or lightly cut back undergrowth.

I have contacted Joe White of Sydmonton to review the proposal for the installation of the new metal gate at Hockley's Hole and await his consideration.

Appendix 3 – Email sent to Kit Malthouse MP on 7th July

Dear Kit,

The decision by HCC to cease the funding for North Hants residents 'access to WBC's HWRC on the Newtown Road is extremely disappointing.

The Parish Council held its monthly meeting last night at which this issue was discussed. As you are already aware of this matter, on behalf of the PC I would wish to add the following:

- There has been a lack of transparency in respect of the financial sums involved by both HCC and WBC. The figures quoted are significant but whether pro rata with the numbers in the local area or based on some other formula is not known. To members of the public, without context the discussion about figures is meaningless. More clarity would be welcome.
- Consideration of whether residents in NW Hants might pay for access appears to have gone nowhere. West Berks residents are charged for non-household waste (<https://info.westberks.gov.uk/hwrccharges>) and the argument - we understand made by officers - that those outside WBC cannot be charged on a per visit basis, would not therefore appear to hold water. We hope this can be revisited.
- We welcome attempts by B&DBC and local Borough councillors to negotiate a solution and hope that WBC will reciprocate. The way funding is managed between Councils for matters such as HWRCs is however unsatisfactory and has contributed to anomalies such as this. While not an advocate of central government oversight, when common sense is lost another look may be necessary.

Chairman Signature:Date:

- I attended HCC's Vision for Hampshire 2050 on 9 Jan at which two climate emergency presentations were extremely well received. B&DBC has since formed a group with representatives from parish and town councils across the borough, which has met to discuss ideas and best practice. The emission and time wasting consequences for local residents driving 30-odd miles to the nearest HWRC needs no amplification. But I should add that at a stroke it undermines the efforts that HCC, B&DBC and we are making to motivate and inspire behavioural changes, and to generate local initiatives to deal with climate change.

We will continue to support local residents. We think this decision is daft. We hope a solution can be found. We would ask that you help facilitate a just outcome.

Kind regards,

Richard Carrow
Chairman Burghclere Parish Council

Chairman Signature:Date: