

**Minutes of an Ordinary Meeting of Burghclere Parish Council held on
4th September 2023 at 7pm in the Portal Hall Clubroom**

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

J Letsome (Clerk)

83. Apologies

Noted from:

- Borough Cllr Izett

84. Declaration of members' interests for this meeting

There were no pecuniary interests declared.

85. Confirm minutes of the Ordinary Council Meeting held on 3rd July 2023

The draft minutes of the Ordinary Council Meeting held on 3rd July 2023 were proposed for acceptance for signing by Cllr Crowley seconded by Cllr Morton and agreed by all.

86. Review Progress of actions from meeting held on 3rd July 2023

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

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		Actioned	Chair
70	Draft response to 22/03203/FUL Land Between the Junction Of Winchester Road And Harts Lane Burghclere		Actioned	Chair

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71	Seek update from B&DBC re EVC project		Later agenda item	Cllr Crowley
74	Complete sign re fly-tipping.		Actioned	Clerk/Chair
75	Add Renewable Energy to future agenda		Actioned	Clerk
76	Investigate alternative email providers.		Later agenda item	Cllr Crowley
77	Prepare community engagement paper for consideration		Later agenda item	Cllrs Crowley & Patrick-King
78	Advise Burghclere Primary School band of grant amount		Actioned	Clerk
79	Investigate items to purchase re unspent coronation funds		Later agenda item	Cllr Whiting
80	Progress payments due		Actioned	Clerk/Cllr Carrow

87. To receive minutes of Pinder Recreation Trust meeting held 5th June 2023

Cllr Whiting proposed that the minutes of the Pinder Recreation Trust meeting held on 5th June 2023 were accepted as a report to the Parish Council, this was seconded by Cllr Carrow and agreed by all. These are attached at Appendix A.

88. County Councillor Report

Cllr Thacker was not in attendance.

89. Borough Councillor Report

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

90. Parishioners' open time

Nothing raised.

91. Co-option to Casual Vacancy

Cllr Whiting proposed Amanda Harvey be co-opted as a member of Burghclere Parish Council, this was seconded by Ian Collins and agreed by all.

92. Chairman's Comments

Cllr Carrow thanked all for keeping Parish and Pinder business running smoothly during the summer break, noting that he anticipated a busy autumn/winter.

He understood that St Michael's School were planning on holding an open event for parishioners in October and on completion of the new church.

93. Planning applications and appeal notifications received since 3rd July 2023

The following applications and appeals were discussed:

- **23/02049/LBC** Portal Hall Church Lane Burghclere RG20 9HX

Approval for the removal of 1 No unauthorised replacement window with new window profile to match approved details from application 20- 03487-LBC. Removal of 1 No non compliant window within the opening approved under application 20-03487-LBC and replacement with new window profile to match approved details from application 20-03487- LBC.

Response: Cllr Patrick-Smith provided an update on this application which relates to the small windows, he noted that a variation for the glass thickness would be submitted for the large windows. There was noted to a failure in one of the new sealed units, he would be ensuring this was taken up with the supplier. On discussion it was agreed that 4th & 5th and 8th-12th April 24 would be the better dates for the next phase of installation. The Parish Council would not submit comments for this application.

- **23/02157/OUT** Workshop Tothill Burghclere Hampshire RG20 9ED

Proposed 2no detached dwellings with detached garages following the demolition of group of buildings formerly a builders yard

Response: Following discussion, the majority of Cllrs voted in favour of an objection being submitted on the basis that the application is contrary to policies within the Neighbourhood Plan and ALP.

- **To note:**

- **Applications requiring a response before 4th September:**

23/01712/GPDSP St Michaels School Harts Lane Burghclere RG20 9JW

Application for prior approval for installation of a 29.88kW (72 panels) roof mounted solar photovoltaic system.

As no objections were raised via email the Clerk had submitted a response under the delegated powers arrangement. No decision required by B&DBC as prior approval not required.

23/01507/FUL Ox Drove Farm Ox Drove Burghclere

Erection of stables and construction of road linking existing access road to stables.

As no objections were raised via email the Clerk had submitted a response under the delegated powers arrangement.

T/00291/23/TPO 4 Stembridge Close Burghclere Hampshire RG20 9AL

Oak Tree 1: fell Oak tree 2: fell.

Cllr Morton inspected the trees and noted one to be dead and the other badly damaged. There were no objections to them being removed.

23/01295/PIP Land Adjacent Pembroke House Earlstone Common - amendment Permission in Principle for residential development of 1 no. dwelling

This application had previously been considered in an extraordinary meeting held on 19th June resulting in the submission of an objection. Councillors noted the additional comments submitted in response to this amendment.

22/23/01045/FUL (West Berkshire Council application)
Retrospective: Change of use of land to a Gypsy/Traveller site.

Cllrs noted that comments had been submitted.

- Planning Applications currently being considered:

22/03203/FUL Land Between The Junction Of Winchester Road And Harts Lane Burghclere

Cllrs noted this will be considered by the Development Control Committee on 6th September 2023 and Cllr Patrick-Smith would be attending to speak on behalf of the Parish Council. Cllr Carrow reported that he had attended the site visit held on 1st September and had taken the opportunity to raise concerns about the lack of visitor parking and access.

23/01530/HSE Pine View Heatherwold Newtown

Granted. Cllrs noted a complaint submitted to the Planning Officer by a Parishioner.

22/03266/FUL Manor Farm Old Burghclere Newbury Hampshire RG20 9NS

Cllr Carrow understood this application was likely to be referred to the Development Control Committee with a recommendation to refuse.

- Decisions recorded by B&DBC since previous meeting:

21/03850/TDC Land Adjoining Oxleas Ox Drove Burghclere RG20 9HH
Granted

22/02554/HSE and 22/02555/LBC The Oxdrove House Burghclere RG20 9HJ
Granted

94. Planning Update

- **Local Plan Update**

Cllr Carrow reported on a letter received from B&DBC containing an update and a proposal to meet parish and town councils. On discussion it was agreed to invite Borough Cllrs Harvey and Konieczko to meet with Parish Cllrs on Monday 6th November prior to the PC meeting.

95. Renewable Energy

Cllr Carrow reported on:

- Wilder Bramley and Green Team introduction on 6th September.
- Roderick McDonald – B&DBC Principal Conservation Officer talk – 8th November
- North Wessex Downs Sustainable Development Fund letter noting that grants of up to £3k were available.

Cllr Crowley reminded all that the energy bill was continuing to progress through parliament and included an amendment to make it easier for small and large developments such as solar and wind farms. On discussion it was agreed to maintain awareness of this subject to ensure informed responses could be given to future applications that may be received for consideration.

96. Electric Vehicle Chargers

Cllr Crowley reported that he was waiting for further information and a deed from B&DBC, he would forward it on receipt to Cllr Parkes for review. He noted it was likely that the costs would have increased since the initial quote.

97. Road matters

Cllrs considered a request from the Horticulture Society suggesting locations for bulb planting. Cllr Carrow confirmed that St Michaels School had no objections to the proposal for some to be planted near the school entrance. It was agreed to grant approval to proceed with a suggestion of some additional bulb planting on the Harts Lane “build outs”.

Cllrs noted:

- that recent verge cutting undertaken by Hants CC had failed to remove an area of overgrown gorse that was encroaching the Winchester Road (west side). It was agreed that Clerk should inform HCC.
- the laurels planted along the verge of the B4640 remained in place. It was therefore assumed Highways were content for them to remain.
- the overgrown hedge outside the Carpenters Arms was proving to be an obstruction for pedestrians. It was agreed that the clerk should write to request it be cut back.

98. Footpaths Report

Cllr Carrow reported that:

- Further cutbacks had been completed around the railway line.

- The stile survey was in still in progress.
- He would be attending a volunteer “thank you” event held by the Countryside Engagement team on 5 Sep at Old Basing barn.

99. Tree Report

Cllr Morton reported that:

- He had visited 4 Stembridge Close in response to the application to fell two Oak trees. He had noted one to be dead and the other badly damaged.
- He would arrange to visit the Elkington Close resident who had raised a concern about the Recreation Ground trees.

100. Litter and bins

- It was agreed to spend £50 of the unspent Coronation funding on a selection of litter picking hoops and grabbers for loan to community volunteers. These could be purchased from unspent Coronation funding.
- The Clerk reported that B&DBC had responded to the request for new/replacement bins and she had provided them with the additional information requested.

101. Website & IT

Cllr Crowley reported that he would:

- arrange an access fob for Cllr Harvey.
- continue to review alternative email providers.

102. Documents for review

- Emergency Plan – approved subject to the addition Cllr Patrick-Smith as a secondary contact number.
- Publication Scheme - approved with no amendments required.
- Vexatious Complaints - approved with no amendments required.
- Planning Working Group Terms of Reference – approved with suggested amendments accepted.

103. Community Engagement

Cllrs considered a Communications Strategy document produced by Cllrs Patrick-Smith and Crowley. On discussion it was agreed that engaging with existing community groups would be the most appropriate first step towards encouraging parishioners to share contact details. Cllrs Patrick-Smith and Harvey would start by establishing contact with the WI and Horticulture Society. It was noted that a sample of what information might be mailed out would be useful.

104. Coronation Funding

It had been agreed under agenda item 100 that £50 would be spent on litter picking equipment. The clerk would advise Cllr Whiting on how much funding would remain available for the purchase of items such as bird boxes.

105. S106 contributions

Cllrs noted the updated statement of available contributions but agreed that Cllr Carrow should obtain further clarification to enable full consideration.

106. 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	31/07/2023	Clerk's Salary	BACS	£796.40
Admin/Courses	30/06/2023	Clerk's expenses	BACS	£42.74
Salary/PAYE	31/07/2023	Litterwarden	SO	468.40
Salary/PAYE	31/07/2023	HMRC PAYE & NI	BACS	£128.20
Salary/PAYE	31/07/2023	Nest July Pension	BACS	£59.15
Entertainment Grant	31/07/2023	Burghclere Band Grant	BACS	£500.00
Defibrillator	04/08/2023	Community Heartbeat	BACS	£56.34
Salary/PAYE	31/08/2023	Clerk's Salary	BACS	£796.40
Admin/Courses	31/08/2023	Clerk's expenses	BACS	£114.58
Salary/PAYE	31/08/2023	Litterwarden	SO	£468.40
Salary/PAYE	31/08/2023	HMRC PAYE & NI	BACS	£128.00
Salary/PAYE	31/08/2023	Nest August Pension	DD	£59.15
				£3,617.76

The Clerk reported that:

- All documents were submitted on time for the external audit.
- A payment of £3844 has been received as S106 funding towards the cost of the football pitch improvement work. The total paid was £4118.38, which included £686.40 VAT to be reclaimed. It was agreed that the Sports Club should be invited to invoice for £400 towards the cost of pitch maintenance work.

107. Clerk's Report

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

108. Next Meetings

The next ordinary meeting would take place on Monday 2nd October 2023 (Cllr Carrow submitted apologies – Cllr Crowley to Chair meeting in his absence).

There being no further business the Chairman closed the meeting at 8.54 pm.

Actions from September meeting

Item No:	Action	Due by	Progress	Owner
85	Upload 3 rd July 2023 meeting minutes to website		Actioned	Clerk
91	Actions re co-option of Cllr Harvey <ul style="list-style-type: none">• Set up email address• Send Register of Interest form• Add to website		Actioned Actioned Actioned	Clerk
93	Submit responses to planning consultations.		Actioned	Clerk
94	Arrange meeting with Borough Cllrs Harvey and Konieczko re Local Plan			Clerk
96	Progress EVC project and share deed (when received) with Cllr Parkes			Cllr Crowley
97	Notify Horticulture Society of approval re bulb planting.		Actioned	Chair
97	Write to Carpenters Arms re Hedge			Clerk
97	Contact HCC re overgrown gorse in Winchester Road.			Clerk
99	Visit Elkington Close resident re tree concern			Cllr Morton
100	Arrange for purchase of litter picking equipment			Clerk
100	Chase B&DBC re bins			Clerk
101	Arrange fob for Cllr Harvey			Cllr Crowley
101	Research alternative email providers			Cllr Crowley

Chairman Signature:Date: 2nd October 2023

102	Amend documents as required and upload to website			Clerk
103	Prepare “mock up” and establish contact with WI and Horticulture Society.			Cllrs Harvey & Patrick-Smith
104	Advise Cllr Whiting of amount of coronation funding still unspent.			Clerk
105	Obtain further clarification re S106 funds available.			Chair
106	Invite Sports Club to invoice re sports pitch maintenance.			Clerk/Cllr Collins
108	Record Cllr Carrow’s apologies on Oct agenda			Clerk

Appendix A

Minutes for the meeting of the Pinder Recreational Trust Management Committee held on 5th June 2023 at 8.45pm in the Portal Hall Clubroom

Present: Andrew Crowley (AC) (Chairman), Ian Collins (IC) and Geoff Morton (GM)

J Letsome (JL) - minutes.

1. Apologies

Received from Richard Carrow (RC), Alex Patrick-Smith (APS), Sandra Whiting (SW) and Julian Parkes (JP)

2. Approval of the minutes of the meeting held on 9th May 2023.

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
c/f	Arrange meeting with Pre-School		Outstanding c/f	AC/SW
c/f	Investigate ceiling fan fault		Actioned	IC

Chairman Signature:Date: 2nd October 2023

c/f	Progress purchase and installation of spotlights and fittings. AC to assist IC with installation in the summer holidays.		Outstanding	IC
5	Continue discussion with B&DBC re windows		Ongoing	APS
5	Contact Paul Waldon re painting.		Actioned	RC

4. Pre-School Update

Nothing further to report.

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

Bookings

Bookings and enquiries remained very busy.

Maintenance and Management issues raised

Heritage had completed the work to improve the guttering, they were willing to return to replace the other areas identified for replacement and could be asked to address other roof work at the same time, including chimney capping.

Leaves in the gutters were noted to be an ongoing problem that required regular clearance.

Windows

APS continued to have discussions with B&DBC to establish their requirements and identify a satisfactory solution, such as submitting a retrospective planning application. In the meantime, it was agreed that work to replace the other windows should be put on hold without further clarification.

Portal Cottage

Nothing further to report.

6. Sports Club Update

IC had recently attended the AGM, he reported that:

- The same committee had been voted back in.
- A loss of £5k had been reported due to the cost of replacing the boiler.

- Discussions were being held with Portacabin providers.
- There were plans to purchase two new carriages for the railway.
- The railway had generated approximately £9k of income for the club.

On discussion, it was agreed that the club should be encouraged to demonstrate full financial transparency to support future requests for funding.

The re-seeding of the football pitch was noted to be complete and paid for by S106 funding, however it was agreed that neither Pinder or the Parish Council would be responsible for any ongoing maintenance costs that may be incurred.

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 31st May 2023. The bank balance as of that date stood at £69,511.59. AC noted that investments would soon be due for a review.

11. Date of Next Meeting

Monday 3rd July 2023 after the Parish Council meeting.

12. Any Other Business

There being no further business, the meeting closed at 9.15pm.

Appendix B

Borough Cllr Izett Report

After a quiet summer at Basingstoke, the council is beginning to gear into life.

The main focus of the new administration is on what approach to take on the Local Plan Update paused by the last Conservative administration. This delay, to make the case for lower numbers because of excessive house building over many years, had been supported by all parties. The new administration disagrees (and has made representations unsuccessfully) with the Govt's national guidance and continued reliance on the Standard Methodology but says that, based on advice it has obtained from 2 barristers, there is no scope based on affordability, constraints or exceptional circumstances to support deviation from the Govt's statutory methodology on housing numbers required over the life of the new plan to 2040.

Instead, they are proposing what a number of councils have been doing, a stepped trajectory to "allow infrastructure (ie schools, new roads, GP surgeries) to catch up". The assessed annual number required is around 950 (under the current plan it is 850) but the coalition are proposing a lower figure of 700 homes per annum from 2025 to 2030, with higher levels of building thereafter to achieve the overall number of housing required across the plan period. Evidence is mixed on the line Inspectors are taking on these stepped increases- some are being rejected as not delivering sufficient homes, while others have been approved as justified by particular circumstances or even suggested as solutions by Inspectors! This inconsistency is unhelpful. The approach if successful may have the benefit of lowering the 5 year Housing Land Supply target at least in the first 5 years of the plan.

These proposals, which were issued on Thursday, are going to EPH Committee this Thursday which will be the first opportunity for cllrs on that committee, of which I am one and will be attending, to interrogate the approach. I suspect that some residents especially in places such as Whitchurch may be disappointed about this change by the new Cabinet on housing numbers.

The administration is proposing to do a roadshow later this year to discuss its proposals with town and parish councils which I am sure will be welcomed. Its timetable for a new Local Plan is

Regulation 18 Consultation- Spring 2024
Regulation 19 Consultation- Winter 2024
Regulation 22 Submission- Spring 2025
Examination in Public -Summer 25
Adoption- Winter 2025/26.

As previously, the focus of proposed major development will be on Basingstoke. In the case of Burghclere, the Orchard Homes development, allocated under the Neighbourhood Plan, is assumed will obtain planning permission and removes the requirement for 15 homes under the future new Local Plan.

The Orchard Homes application is going before the Development Control Committee on Wednesday with an officer recommendation for approval without modifications.

On other matters, I will be attending the meeting on 11th September at the Sports Club to discuss possible redevelopment/ improvement ideas.

I hope your meeting goes well and please email me with any questions or action points.