

**Minutes of an Ordinary Meeting of Burghclere Parish Council held on
6th February 2023 at 7pm in the Portal Hall Clubroom**

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

J Letsome (Clerk)

Borough Cllr Izett to item 215

1 x Sports Club Representative to item 215

206. Apologies

Accepted from Cllr Parkes

207. Declaration of members' interests for this meeting

There were no pecuniary interests declared.

208. Councillor Resignation

Cllrs noted the resignation of Amanda Wason and a vote of thanks was held in appreciation of her work during her time as a parish councillor.

The Clerk confirmed that the required vacancy notice had been sent to B&DBC, as well as being published on the noticeboards and website. The vacancy could be filled by co-option after the 14-day publication period had expired on 17th February 2023.

It was agreed that:

- Cllr Patrick-Smith be appointed to the Planning Working Group.
- Cllr Parkes be appointed to the Staffing Committee.
- Cllr Patrick-Smith be appointed as a PC representative on the Earlstone Common Management Committee.

209. Confirm minutes of the Ordinary Council Meeting held on 9th January 2023

The draft minutes of the Ordinary Council Meeting held on 9th January 2023 were proposed for acceptance for signing by Cllr Whiting seconded by Cllr Patrick-Smith and agreed by all.

210. Review Progress of actions from meetings held on 9th January 2023

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

Chairman Signature:Date:

Item No:	Action	Due by	Progress	Owner
185	Upload 5 th December minutes to website		Actioned	Clerk
186 b/f	Progress Countryside Stewardship application re Burghclere Common <i>Clerk reported that the Higher Tier scheme would be open for applications on 7th February</i>		Carry forward	Clerk
186 b/f	Draft amended contract letter for approval re Clerk hours as of 1.4.23.		Actioned	Clerk/ Staffing Committee
186 b/f	Progress submission of older signed minutes for archiving.		Carry forward	Clerk
186	Draft letter to advise parishioner of tree work		Actioned	Clerk
186 b/f	Progress disconnection of defibrillator at Carpenters Arms <i>Cllrs Carrow and Collins to Liaise</i>		Carry forward	Cllrs Collins & Carrow
186	Rearrange Lengthsman date		Actioned	Clerk
192	Submit planning consultation responses.		Actioned	Clerk
194	Clarify S106 funding re EV chargers		Later agenda item	Cllr Crowley
195	Facilitate further discussions between Pre-School and WI		Later agenda item	Cllr Crowley
201	Upload Action Plan to website.		Carry forward	Clerk
202	Send final signed contract to Litter Picker		Actioned	Clerk
203	Submit Precept request to B&DBC	31 st Jan 23	Actioned	Clerk

211. To receive minutes of Pinder Recreation Trust meeting held 5th December 2022

Cllr Morton proposed that the minutes of the Pinder Recreation Trust meeting held on 5th December 2022 were accepted as a report to the Parish Council, this was seconded by Cllr Collins and agreed by all. These are attached at Appendix A.

Chairman Signature:Date:

212. County Councillor Report

Cllr Thacker was not in attendance.

213. Borough Councillor Report

Cllr Izett in attendance with his report including

- He was pleased with the progress of the Neighbourhood Plan Review.
- The Councillor Grant scheme was still open for applications from Parish Councils, Voluntary Groups, Charities and Churches for capital expenditure.
- The consultation period on the draft budget for 23/24 along with the council plan for 24-27 had ended and would be considered by cabinet on 7th February.
- The Community Infrastructure Fund (formerly Local Infrastructure Fund) would launch on 1st April 2023 with a fund of approximately £1.5 million over 3 years for capital projects.
- Levelling up Initiative.
- Rural England Prosperity Fund.
- Considering providing consultancy costs for energy audits.
- Following new legislation, residents will be required to show photographic ID when voting in a polling station. This will come into effect for the Thursday 4 May 2023 elections.
- He would be receiving an update from the planning team on the proposed reforms to planning policy.
- The revised timetable for the Local Plan Update was currently showing 2025 for adoption. Cllr Izett noted this continued to leave rural communities exposed.

214. Sports Club

Representatives of the Sports Club were in attendance to provide an overview of recent activities and future plans. He noted that the:

- club remained busy with no evidence of an impact on membership or turnover as a result of the cost-of-living crisis.
- club had set an operating budget for the miniature railway. Six “special” running events had been set, in addition to the normal programme.
- the youth football team was likely to close at the end of the current season, however it was hoped that the facilities could be adapted to enable a female team to play.
- grass quote needed renewing but that the work would need to be planned to avoid planned events. The revised quote would need to be considered in conjunction with the available s106 funds.
- maintenance priorities were the roof and improved insulation.

On discussion the club was encouraged to consider the option of replacing the facilities with a low cost “portacabin” style structure. Cllr Izett offered his support with regards to exploring the possibility of the new Community Infrastructure Fund being able to assist with building improvements or replacement.

215. Coronation

Cllrs noted the Coronation weekend of 6/7/8 May 2023 and commenced consideration on the PC's involvement in local activities.

On discussion it was agreed that:

- the Sports Club would continue with their proposed arrangements for events on Sunday 7th May.
- Other possible community activities would be encouraged whilst being mindful of available time, resources and enthusiasm bearing in mind the proximity to the Platinum Jubilee celebrations.
- the clerk would send details of funding available via the National Lottery Awards for All fund to the Sports Club.

216. Parishioners' open time

Following comments raised, the clerk would contact B&DBC for an update on plans to replace the broken bin located on the corner of Breachfield/Harts Lane.

217. Chairman's Comments

Nothing to report.

218 Planning applications received since 9th January 2023

The following applications were discussed:

- 23/00053/HSE 4 Harts Cottages Harts Lane Burghclere
Erection of a single storey rear extension and two storey side extension and demolition of existing garage
Response: No comments.
- 23/00057/GPDE Ivy Cottage Ox Drove Burghclere Hampshire RG20 9HJ
Erection of a single storey rear extension (permitted development notification)
Response: No comments.
- 23/00189/FUL Heatherwold Cottage Ox Drove Burghclere RG20 9DU
Conversion of Heatherwold Cottage and Heatherwold Cottage Flat to 1 no. staff dwelling.
Response: No comments.

Appeals

Cllrs noted the following:

- 22/00862/PIP Land Adjacent To Earlstone House Earlstone Common Burghclere
Appeal Lodged

Chairman Signature:Date:

- 22/00032/REF Brices Well Street Burghclere Newbury Hampshire RG20 9HR
Appeal dismissed

Update on Planning Applications currently being considered :

- 22/03266/FUL Manor Farm Old Burghclere RG20 9NS
Modification noted
- 22/03203/FUL Land Between the Junction Of Winchester Road And Harts Lane Burghclere

Cllr Carrow reported that he had recently spoken with the planning officer and understood more responses were awaited, along with additional information covering matters such as drainage. The developer would then prepare an amended application to take into account the submitted comments. It was agreed that Cllr Carrow would represent the PC should the application go to the Development Control Committee.

- 22/02554/HSE & 22/02555/LBC The Oxdrove House Ox Drove Burghclere RG20 9HJ
Amendment noted

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

- 22/02997/HSE Church View Harts Lane Burghclere RG20 9JB
Granted
- T/00514/22/TPO Woodside Ayres Lane Burghclere
Granted
- T/00503/22/TPO 2 Sandham Gardens Burghclere Hampshire RG20 9AW
Part Granted/Part Refused (refusal relates to south facing lateral branches on both Oaks)

219. Planning Update

- LURB: reforms to national planning policy
Cllr Carrow gave an overview of the approach he had taken to completing a response to the government's consultation on behalf of the PC. He noted the questionnaire included a variety of questions that were not relevant to parishes and had therefore left those uncompleted, however he felt one of the key questions related to the protection afforded to Neighbourhood Plans being extended from 2 to 5 years, which the parish strongly supported.
- Local Plan Update
As covered in item 213. Cllr Carrow noted the launch of a consultation relating to West Berkshire's Local Plan and the likely impact some aspects of it would have to the Parish.
- LPA's Social Housing Register Policy
Cllr Carrow had received confirmation that any household with a verified local connection to Burghclere that applies for one of the planned Harts Lane

properties advertised through their Choice Based Lettings system would have priority over those who don't. Residents meeting the criteria would be reminded they should apply to join the Borough's housing register.

- **Neighbourhood Plan**

Cllr Carrow expressed his gratitude to all involved in launching the Regulation 16 consultation on 9th January. He anticipated changes would be required; however, no comments had been received to date. He outlined the next key stages for progression of the plan and hoped the Independent Examiner's report and final version would be ready for agreement in the April meeting.

220. Electric Vehicle Chargers

Cllr Crowley updated Cllrs of the available options for locating and administering the chargers. On discussion it was agreed to proceed with the installation of 4 bays in the village car park to be funded by s106 and Enborne A4A grants. It was also agreed that all responsibility for managing and administering the chargers should remain with B&DBC. Cllr Carrow to write to the Sports Club advising them of the plans.

221. Pre-School

Cllr Crowley confirmed he had recently had discussions with both the Pre School and WI. It was agreed this to now be closed as a PC agenda item and would revert to the Pinder Recreation Management Committee agenda.

222. Road matters

Cllr Carrow noted the primary school had formed a small body to look at road safety and exterior lighting. He had agreed to be a point of contact should they require information, support or feedback from the parish council. There were no further details known yet, other than a wish to see a 20-mph limit, which the PC had previously indicated to B&DBC and HCC should be in place outside schools during term time.

223. Footpaths Report

Cllr Carrow reported on the appointment of Corinne Davis-Cooke, the new Countryside Services community engagement ranger for our area. He was grateful for the help he had received in restoring a knocked-down footpath sign.

224. Flooding issues

On discussion it was agreed Cllr Carrow should submit the circulated draft letter to Thames Water, copy to the Environment Agency and B&DBC.

225. Hampshire 2050 Climate Change

Cllr Carrow reported the Basingstoke Area Sustainability group had recently met to hear a presentation about "Greener Kingsclere" and an update from "Sustainable Overton". He noted that "Sustainable Basingstoke" had a new website.

226. Lengthsman

Cllrs noted:

- the amended date – 20th February 2023 and agreed the primary task should be litter picking in the Litter Picker's absence. They would also be asked to clear gullies as required.
- an update received on the administration of the scheme and agreed to offer their support of an increase in funding for the scheme to enable the current level of allocated time to be maintained.

227. Website & IT

Cllr Crowley would liaise with the clerk with regards to publishing the revised hall booking rates on the website.

228. Documents for review and agreement

The following documents had been circulated for review and agreement:

- Asset Register – agreed with no further changes required.

229. Staffing Matters

Litter Picker

Cllrs noted the Litter Picker's would be absent from work for a minimum of 6 weeks. The Clerk would write to him to clarify the situation regarding his employment terms and conditions.

Clerk

Cllr Carrow noted the clerk's annual review was due.

230. 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	30/01/2023	Clerk's Salary	BACS	£736.45
Admin/Courses	30/01/2023	Clerk's expenses	BACS	£41.10
Salary/PAYE	30/01/2023	Litterwarden Salary & mileage	SO	427.00
Salary/PAYE	30/01/2023	HMRC PAYE & NI	BACS	£102.60
Other operating exps	16/12/2022	Litterwarden Gift	BACS	£50.00
Admin/Courses	16/12/2022	Clerk's expenses	BACS	£10.00
				£1,367.15

Chairman Signature:Date:

The following payments were agreed for payment:

Budget Section	Date	Details	Cheque	Amount
Expenditure		To approve		
Trees	6.2.23	Greentips	BACS	£2,040.00
				£2,040.00

- The Clerk had previously circulated a bank reconciliation to 31st January 2023 and showing the figures:
 - A balance in the Treasurers account of £15060.85.
 - The balance in the Business Bank Instant Account stood at £6810.83.
 - The balance in the Newbury Building Society account stood at £19,565.84
- Cllrs noted the actual/budget 22/23 report as circulated.
- The clerk reported the internal audit would take place on 6th June 2023.
- It was also agreed that the clerk could be reimbursed the annual website renewal charge of £136 that would be paid by her prior to the next meeting.
- The clerk would check the remaining of Neighborhood Plan funding.

231. Clerk's Report

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

232. Next Meetings

Meeting dates for the remainder of 2023 were agreed as follows:

Monday 6th March
 Monday 3rd April
 Tuesday 9th May
 Monday 5th June
 Monday 3rd July
 Monday 4th September
 Monday 2nd October
 Monday 6th November
 Monday 4th December

The Annual Parish Assembly would take place on Monday 15th May 2023

There being no further business the Chairman closed the meeting at 8.57 pm.

Chairman Signature:Date:

Actions from February Meeting:

Item No:	Action	Due by	Progress	Owner
208	Update website to: <ul style="list-style-type: none"> Remove A Wason Add new cllr roles 		Actioned	JL JL
209	Upload 9 th January minutes to website			Clerk
210 c/f	Progress Countryside Stewardship application re Burghclere Common			Clerk
210 c/f	Progress submission of older signed minutes for archiving.			Clerk
210 c/f	Progress disconnection of defibrillator at Carpenters Arms		Actioned	Cllrs Collins & Carrow
210 c/f	Upload Action Plan to website.			Clerk
215	Share National Lottery Awards for All link with Sports Club.			Clerk
218	Submit responses to Planning Consultations			Clerk
220	<ul style="list-style-type: none"> Progress installation of chargers. Inform Sports Club. 		Actioned	Cllrs Crowley & Carrow
224	Submit letter to Thames Water		Actioned	Cllr Carrow
226	Submit schedule to Lengthsman			Clerk
227	Amend website to include new booking rates			Cllr Crowley/ Clerk
228	Upload updated asset register to website			Clerk
229	<ul style="list-style-type: none"> Maintain contact with Litter Picker Arrange Clerk's annual review 			Clerk Staffing committee
230	Clarify remaining balance re NP funding			Clerk

Chairman Signature:Date:

Appendix A

Minutes for the meeting of the Pinder Recreational Trust Management Committee
held on 5th December 2022 at 9 pm in the Portal Hall Clubroom

Present: Andrew Crowley (AC), Chairman, Richard Carrow (RC), Vice-Chairman,
Geoff Morton (GM), Julian Parkes (JP), Ian Collins (IC) and S Whiting (SW)

J Letsome (JL) - minutes.

1. Apologies

Amanda Wason and Alex Patrick-Smith

2. Approval of the minutes of the meeting held on 7th November 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 b/f	Liaise with building contractor to: <ul style="list-style-type: none"> • Complete work re capping chimney* and roof. • Address damp at Portal Hall Cottage. <p><i>*The possibility of utilising the cherry picker to be used in the forthcoming tree work was noted.</i></p>		Ongoing carry forward	AC
3 b/f	Obtain spare keys from tenant when cut		Outstanding carry forward	GM
3 b/f	Arrange meeting to review of booking fees.		Later agenda item	AC
4	Arrange meeting with Pre School and WI		Actioned	RC
4	Purchase access ramp		Actioned	SW
5	Resolve electrical issues		Actioned	IC
5	Contact secure systems re door		Actioned	RC
5	Advise WI of decision to allow bulb planting.		Actioned	JL
7	Progress window replacement project, including consultation with Abinger re timescales and additional quotes.		Ongoing carry forward	AC/APS
8	Obtain additional quotes re fence.		Actioned	RC

Chairman Signature:Date:

	Accept I Moby quote re bench repair.		Actioned	RC
10	Remove SSE from future agendas		Actioned	JL
12	Progress footpath improvement quotes		Ongoing carry forward	RC

4. Pre-School Update

AC confirmed that a meeting had been facilitated between the WI and Pre-School, as reported under the earlier Parish Council meeting.

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

Bookings

SW reported that an estimated 350 people had participated in events in the hall over the recent weekend, noting that bookings would be quieter over the Christmas period.

Maintenance and Management issues raised

- AC encouraged all to share feedback, such as the recent report of a lack of hot water towards the end of busy days. This would enable required adjustments to be made where required.
- Secure Systems had identified the lock problem to be a result of the door being opened by a key instead of a fob. On discussion IC agreed to raise with the Sports Club.

Review of Booking Fees

AC shared information he had gathered on the hire charges of other neighbouring halls, the hourly rate for the Portal Hall was similar in comparison. On discussion it was agreed not to be an appropriate time to change the general booking fee, however there should be a review of the wedding package fee when considering the extra work those bookings incurred.

Portal Cottage

Nothing to report.

6. Sports Club Update

No update, however it was noted that the miniature railway's "Christmas Cracker" event was due to take place. IC was asked to notify the Sports Club of the earlier PC decision regarding the tree work to be undertaken.

7. Priority Works List

Window replacement project

AC was obtaining other quotes to meet the requirements of potential funders. He would speak with APS regarding progress.

8. Playground update

RC reported that:

- The missing donut caps had been delivered and fitted.
- Quotes of £2389 plus VAT (BN) and £2667 (KS) had been received to replace the picket gate and posts to the playground and install a picket fence to the playground only. On discussion it was agreed to ask KS if it was possible to match BN's quote before deciding how to proceed. It was also agreed to be a Parish Council cost (with a Pinder contribution) and should therefore be added to the next PC agenda for final agreement.
- RC would instruct IM to proceed with the bench repair at the quoted of price of £606 – to be paid by Pinder.
- There was noted to be a problem with the external lighting.

9. IT/Website Update

Nothing further to report

10. Accounts

Update on current finances

JL had previously circulated the latest accounts containing the figures to the month ending 30th November 2022. The bank balance as of 30th November 2022 stood at £59,162.06.

AC noted the finances to be in a good position and on discussion it was agreed to proceed with obtaining quotes to resolve the ongoing roof problem.

11. Date of Next Meeting

Monday 9th January 2023 after the Parish Council meeting.

12. Any Other Business

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