

**Minutes of an Ordinary Meeting of Burghclere Parish Council held on  
9<sup>th</sup> January 2023 at 7pm in the Portal Hall Clubroom**

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

J Letsome (Clerk)

9 additional attendees with an interest in planning applications.

The meeting was Chaired by Cllr Crowley in the absence of Cllr Carrow.

**183. Apologies**

Received & accepted from:

- Cllr Carrow
- Cllr Wason
- Cllr Parkes

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

There were no pecuniary interests declared.

**185. Confirm minutes of the Ordinary Council Meeting held on 5<sup>th</sup> December 2022**

The draft minutes of the Ordinary Council Meeting held on 5<sup>th</sup> December 2022 were proposed for acceptance for signing by Cllr Patrick-Smith, seconded by Cllr Whiting and agreed by all.

**186. Review Progress of actions from meetings held on 5<sup>th</sup> December 2022**

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

Item No:	Action	Due by	Progress	Owner
161	Upload 7 <sup>th</sup> November minutes to website		Actioned	Clerk
162 c/f	Progress Countryside Stewardship application re Burghclere Common		Carry forward to Feb agenda	Clerk
162 c/f	Report outstanding pothole repairs.		Actioned	Cllr Patrick-Smith
162 c/f	Draft amended contract letter for approval re Clerk hours as of 1.4.23.		Carry forward to Feb agenda	Clerk/ Staffing Committee

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

162 c/f	Progress submission of older signed minutes for archiving.		Carry forward to Feb agenda	Clerk
165	Contact WI re wreaths		Actioned	Cllr Whiting
165	Share SSE contact		Actioned	Cllr Carrow
168	Submit planning consultation responses.		Actioned	Clerk
168	Add 22/03203/FUL Land Between The Junction Of Winchester Road And Harts Lane Burghclere Hampshire to 9 <sup>th</sup> January agenda.		Actioned	Clerk
169	Progress submission of modified NP and other related actions.		Actioned	Cllr Carrow
169	Write to Leader of B&DBC		Actioned	Cllr Carrow
170	Clarify costings re EV chargers		Later agenda item	Cllr Crowley
170	Contact Tadley TC re EV chargers		Actioned	Cllr Carrow
173	Add Greening Campaign article to Parish Mag.		Actioned	Cllr Carrow
174	Accept quote and progress work re trees  <i>Taking place 18<sup>th</sup> January – letter to notify house opposite required</i>		Actioned	Cllr Morton
175	Progress disconnection of defibrillator at Carpenters Arms  <i>Unable to complete disconnection as code required</i>		Carry forward to Feb agenda	Cllrs Collins & Carrow
176	Rearrange Lengthsman date.  <i>Changed to Friday 27<sup>th</sup> January 2023 however further change required</i>			Clerk
178	Update Action Plan and upload to website, along with Data Protection Policy.		Partially Actioned – Action Plan later agenda item	Clerk
179	Progress appointment of new Litter Picker  Purchase voucher for outgoing Litter Picker		Later agenda item  Actioned	Clerk  Clerk

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

180	Prepare final budget and Precept request for approval in January meeting		Actioned	Clerk
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**187. To receive minutes of Pinder Recreation Trust meeting held 7<sup>th</sup> November 2022**

Cllr Morton proposed that the minutes of the Pinder Recreation Trust meeting held on 7<sup>th</sup> November 2022 were accepted as a report to the Parish Council, this was seconded by Cllr Whiting and agreed by all. These are attached at Appendix A.

**188. County Councillor Report**

Cllr Thacker was not in attendance.

**189. Borough Councillor Report**

Cllr Izett was not in attendance.

**190. Parishioners' open time**

Nothing raised.

**191. Chairman's Comments**

Nothing to report.

**192 Planning applications received since 5<sup>th</sup> December 2022**

**The following applications were discussed:**

- 22/03309/FUL Great Oaks Sheepwash Lane Newtown Common RG20 9DB  
Erection of replacement dwelling to include carport

**Response:** No comments.

- 22/03266/FUL Manor Farm Old Burghclere Newbury Hampshire RG20 9NS  
Erection of steel portal framed building to be used as a grain store, together with solar panels, two water harvesting tanks, four gas tanks, a 25 metre wide area of hardstanding and an entrance road.

**Response:** Cllrs supported the commercial case for the need to develop a new facility, however voted to raise objections on the basis that the proposed building is an inappropriate structure for a greenfield site.

- 22/03203/FUL Land Between the Junction Of Winchester Road And Harts Lane  
Burghclere Hampshire  
Erection of 17, one, two, three and four bed dwellings, office space (use class E(g), to include parking, landscaping and access, and other associated works

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

**Response:** On discussion the Cllrs agreed to respond in support of the application, but with a few caveats including concerns regarding the proposed site access., play area, layout, parking and sustainability.

- 22/03327/FUL 6 Weir Vale Cottages Sydmonton Road Old Burghclere RG20 9NR  
Erection of replacement dwelling to include carport

**Response:** Cllrs supported the application based on its size and design, however they noted concerns regarding the creation of a new residential development outside the settlement policy boundary.

- 22/02554/HSE & 22/02555/LBC Oxdrove House Ox Drove Burghclere RG20 9HJ  
Amendment to application discussed in October meeting  
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.

- 23/00004/HSE Treetops Harts Lane Burghclere Hampshire RG20 9JN  
Construction of a wheelchair store

**Response:** No comments.

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

- 22/01079/HSE and 22/01080/LBC Ridgemoor Farm West Street Burghclere Hampshire RG20 9LD  
Internal and external alterations to allow for conversion of barn to ancillary accommodation

**Granted**

- 22/00832/FUL Signal Box Farm Spring Lane Burghclere  
Erection of an agricultural barn

**Granted**

### **193. Planning Update**

- Local Plan Update
- Levelling Up and Regeneration Bill: reforms to national planning policy.

Cllrs noted the Dept for Levelling Up, Housing & Communities announcement of a consultation on the development of a new national planning policy. There was the possibility the review would result in an extension of the protection of neighbourhood plans from 2 years to 5 years.

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

- Neighbourhood Plan:

Cllrs noted:

- Receipt of the completed monitoring report covering period 27<sup>th</sup> May 2021-31<sup>st</sup> March 2022
- The launch of Regulation 16 6-week consultation period – Monday 9<sup>th</sup> January – Monday 20<sup>th</sup> February 2023

#### **194. Electric Vehicle Chargers**

Cllr Crowley updated Cllrs on the options available, with the Sports Club still being the preferred location. On discussion it was agreed that passing all management responsibility to B&DBC would present less risk, however Cllr Crowley would obtain more clarity on what S106 funds prior to making any final decisions.

#### **195. Pre-School**

Cllr Crowley reported that further discussions needed to take place between the Pre School and WI.

#### **196. Road matters**

Cllr Patrick-Smith raised concerns regarding sewage overflowing in Harts Hollow near the pumping station. This had been reported to Thames Water who had repaired the manhole. Cllrs expressed concerns on the current sewage system's capacity to cope with new developments in the area, noting that continue pressure should be applied to encourage Thames Water to invest in new infrastructure.

#### **197. Footpaths Report**

Cllr Morton noted damage caused by horse riders on Ridgemoor.

#### **198. Hampshire 2050 Climate Change**

Cllrs received a written report from Cllr Carrow covering:

- The next Basingstoke Area Sustainability (BAS) virtual meeting to take place on 1 February. Any Cllr wishing to attend should advise Cllr Carrow.
- The heat loss detection system – FLIR ONE – had been successfully loaned out twice. Anyone wishing to borrow it should contact Cllr Carrow.

#### **199. Play area fencing improvement**

On discussion, Cllrs noted agreed that Pinder Recreation Trust should cover the cost of the previously agreed work.

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

**200. Website & IT**

Nothing to report.

**201. Documents for review and agreement**

The following documents had been circulated for review and agreement:

- Review updated Action and Strategic Objectives plan for year commencing 1.4.23 – agreed with no further changes required.

**202. Staffing Matters**

**Litter Picker**

Cllrs noted the new Litter Picker had been appointed with effect from 1<sup>st</sup> January 2023. Cllr Whiting signed his employment contract on behalf of the council.

**203. 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	30/12/2022	Clerk's Salary	BACS	£700.45
Admin/Courses	30/12/2022	Clerk's expenses	BACS	£44.45
Salary/PAYE	30/12/2022	Litterwarden Salary	SO	412.00
Salary/PAYE	30/12/2022	HMRC PAYE & NI	BACS	£93.40
Salary/PAYE	01/12/2022	Nest Pension	BACS	£52.85
Neighbourhood Plan	12/12/2022	Oneill Homer	BACS	£2,640.00
Richard Carrow	12/12/2022	Xmas Tree	BACS	£29.88
				<b>£3,973.03</b>

The following payments were agreed for payment:

Budget Section	Date	Details	Cheque	Amount
<b>Expenditure</b>		<b>To approve</b>		
Other operating exps	28.12.22	Clerk re Litterwarden gift	BACS	£50.00
				<b>£50.00</b>

- The Clerk had previously circulated a bank reconciliation to 31<sup>st</sup> December and showing the figures:
  - A balance in the Treasurers account of £16428.00.
  - The balance in the Business Bank Instant Account stood at £6807.92.

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

- The balance in the Newbury Building Society account stood at £19,565.84
- Cllr Whiting proposed that:
  - the final draft 23/24 budget as circulated be approved, and
  - the Precept request be submitted for £19621.

This was seconded by Cllr Patrick-Smith and agreed by all. The Clerk prepared the submission form for signature in the meeting.

#### **204. Clerk's Report**

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

#### **205. Next Meetings**

- Monday 6<sup>th</sup> February 2023, to be held in the Portal Hall Clubroom

There being no further business the Chairman closed the meeting at 9.04pm.

#### **Actions from January Meeting:**

<b>Item No:</b>	<b>Action</b>	<b>Due by</b>	<b>Progress</b>	<b>Owner</b>
185	Upload 5 <sup>th</sup> December minutes to website			Clerk
186 c/f	Progress Countryside Stewardship application re Burghclere Common			Clerk
186 c/f	Draft amended contract letter for approval re Clerk hours as of 1.4.23.			Clerk/ Staffing Committee
186 c/f	Progress submission of older signed minutes for archiving.			Clerk
186	Draft letter to advise parishioner of tree work			Clerk
186 c/f	Progress disconnection of defibrillator at Carpenters Arms			Cllrs Collins & Carrow
186	Rearrange Lengthsman date			Clerk
192	Submit planning consultation responses.			Clerk

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

194	Clarify S106 funding re EV chargers			Cllr Crowley
195	Facilitate further discussions between Pre-School and WI			Cllr Crowley
201	Upload Action Plan to website.			Clerk
202	Send final signed contract to Litter Picker			Clerk
203	Submit Precept request to B&DBC	31 <sup>st</sup> Jan 23		Clerk

### Appendix A

Minutes for the meeting of the Pinder Recreational Trust Management Committee held on 7<sup>th</sup> November 2022 at 8.50 pm in the Portal Hall Clubroom

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

J Letsome (JL) - minutes.

**1. Apologies**

None,

**2. Approval of the minutes of the meeting held on 3<sup>rd</sup> October 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	Liaise with building contractor 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>		Ongoing	AC
3.	Continue to progress window quotes		Later agenda item	APS
3	Obtain spare keys from tenant when cut		Outstanding	GM

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



3	Arrange for completion of remaining tasks following kitchen refurbishment.		Actioned	SW
4	Arrange meeting with Pre School and WI		Later agenda item	AC
5	Arrange meeting to review of booking fees.		Outstanding	AC/SW
5	Arrange for Active Heating to resolve heating problem. Progress Phase 2 – heating controls.		Actioned	AC
8	Arrange repairs to playground equipment and gate		Later agenda item	RC
10	Remove SSE from future agendas		Actioned	JL

#### 4. Pre-School Update

RC was noted to be dealing with a reported mice problem in the shed.

It had previously been decided that the WI should not be asked to move their monthly meeting booking, however tension between the WI and Pre-School continued. There was potential for the difficulties to escalate further with the commencement of the WI Christmas lunch arrangements, which would require some compromise on both sides. On discussion it was agreed that:

- RC would seek to facilitate a meeting between the WI & Pre-School, but that Pinder should take a more directive approach should no agreement be reached.
- A disabled access ramp should be purchased to ease access through the main Portal Hall door.

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

##### Bookings

Remained busy and with no complaints from the cottage.

##### Maintenance and Management issues raised

- IC agreed to investigate two electrical issues – time lapse button sticking and additional socket/s near boiler.
- RC to contact Secure Systems regarding the door's failure to lock.

##### Review of Booking Fees

AC to set up a separate meeting.

##### Portal Cottage

Nothing to report.

##### WI Bulb planting request

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

The WI's request to plant bulbs along the Portal Hall fenceline to mark their centenary was agreed.

**6. Sports Club Update**

No update. GM asked that IC inform the club that there was a plan to address the problem trees.

**7. Priority Works List**

APS reported on a quote received from Alan Abinger of approximately £20,590 for 8 windows and £2,600 for 1, plus VAT. It was noted there would need to be a careful schedule of work to fit around the hall's availability, with the 2<sup>nd</sup> week of the Easter holidays being preferred for undertaking the 1<sup>st</sup> window and the remaining to be completed during May half term and Summer holidays. APS would discuss timing further with Alan Abinger.

On discussion it was agreed that AC would seek to obtain an additional quote in order to meet the requirements of potential funder

**8. Playground update**

RC reported that:

- The missing donut caps were in hand and would soon be delivered.
- A recent playground inspection had noted some worn chains on the swing seat, however these were low risk and not requiring immediate attention. He would monitor and arrange for them to be replaced when required.
- A quote had been received of £2667 to replace the picket gate and posts to the playground and install a picket fence to the playground only. On discussion it was agreed not to proceed with the fence around the millennium garden but to obtain more quotes for replacing the fence and gate to the car park side only.
- Two of the three benches in the Millennium garden were beyond repair, however quotes had been obtained to repair one and on discussion it was agreed to accept Ian Moby's quote of £600.

**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 31<sup>st</sup> October 2022. The bank balance as of 31<sup>st</sup> October 2022 stood at £59,435,33.

The total cost to date for the kitchen refurbishment project came to £23917.48.

**11. Date of Next Meeting**

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

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

**12. Any Other Business**

IC noted the sports club were likely to enquire further about the potential footpath improvements, RC would progress quotes.

There being no further business, the meeting closed at 9.40pm.