

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

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

J Letsome (Clerk)

Borough Cllr Izett to item 239

233. Apologies

Received and accepted from Cllr Crowley.

234. Declaration of members' interests for this meeting

There were no pecuniary interests declared.

235. Confirm minutes of the Ordinary Council Meeting held on 6th February 2023

The draft minutes of the Ordinary Council Meeting held on 6th February 2023 were proposed for acceptance for signing by Cllr Patrick Smith seconded by Cllr Whiting and agreed by all.

236. Review Progress of actions from meetings held on 6th February 2023

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

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 Actioned	JL JL
209	Upload 9 th January minutes to website		Actioned	Clerk
210 c/f	Progress Countryside Stewardship application re Burghclere Common		Actioned	Clerk
210 c/f	Progress submission of older signed minutes for archiving. <i>Clerk reported she planned to spend time in the Portal Hall sorting old minutes & paperwork later in the year.</i>		In progress - remove	Clerk

Chairman Signature:Date:

210 c/f	Progress disconnection of defibrillator at Carpenters Arms		Actioned	Cllrs Collins & Carrow
210 c/f	Upload Action Plan to website.		Actioned	Clerk
215	Share National Lottery Awards for All link with Sports Club.		Actioned	Clerk
218	Submit responses to Planning Consultations		Actioned	Clerk
220	<ul style="list-style-type: none"> • Progress installation of chargers. • Inform Sports Club. 		Actioned Actioned	Cllrs Crowley & Carrow
224	Submit letter to Thames Water		Actioned	Cllr Carrow
226	Submit schedule to Lengthsman		Actioned	Clerk
227	Amend website to include new booking rates <i>SW/AC to provide JL with document for amending & uploading.</i>		Outstanding	Cllr Crowley/ Clerk
228	Upload updated asset register to website		Actioned	Clerk
229	<ul style="list-style-type: none"> • Maintain contact with Litter Picker • Arrange Clerk's annual review 		Ongoing Actioned	Clerk Staffing committee
230	Clarify remaining balance re NP funding		Actioned	Clerk

237. To receive minutes of Pinder Recreation Trust meeting held 9th January 2023

Cllr Morton proposed that the minutes of the Pinder Recreation Trust meeting held on 9th January 2023 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.

238. County Councillor Report

Cllr Thacker was not in attendance.

Chairman Signature:Date:

239. Borough Councillor Report

Cllr Izett was in attendance with his report including:

- B&DBC's response to the government's consultation on reforms to national planning policy.
- The proposal being put forward for the development of an indoor water park. He confirmed this would not conflict with B&DBC's commitment to develop a new aquadrome.
- The 23/24 budget had been approved following final negotiations. B&DBC's element of Council Tax would be frozen. There would be a second stage of the Cost of Living fund representing a further £1million, along with an additional £1million in the capital budget for climate change initiatives.

He confirmed that HCC had responded positively to a parishioner's appeal for emergency supplies for Ukraine.

240. Parishioners' open time

Nothing to report.

241. Chairman's Comments

Cllr Carrow thanked:

- Cllr Collins for removing the defibrillator at the Carpenters Arms.
- Two parishioners for their help in lifting and removing the seats in the Millennium Garden.

He noted that a holding reply had been received from Thames Water regarding Harts Hollow. He would await a further update before assessing and responding.

242 Planning applications received since 6th February 2023

The following applications were discussed:

- 23/00299/LBC Ridgemoor Cottage West Street Burghclere RG20 9LB
Installation of a flue connected to a wood burner

Response: No comments

- 23/00297/FUL Heatherwold Stud Farm Ox Drove Burghclere RG20 9DU
Construction of drainage infrastructure to facilitate use of part of paddock as sand arena and creation of landscaped bund.

Response: No comments

Chairman Signature:Date:

- T/00068/23/TPO 2 Sandham Gardens Burghclere RG20 9AW
Application to remove Holly to the rear of garden within blanket TPO area.

Response: No comments

- 23/00496/HSE Treetops Harts Lane Burghclere RG20 9JN Application to remove
Replacement of existing rear dormer structure

Response: Cllrs noted concerns relating to the proposed flat roof and felt the existing style of cladding and vertical tiles, should be retained rather than the proposed render.

Appeals

Cllrs noted the following:

- 23/00005/REF Land at Manor Farm Old Burghclere Newbury Hampshire RG20 9NS
Erection of steel portal framed building to be used as an on-floor grain dryer and store
Lodged

Update on Planning Applications currently being considered :

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

No further updates, however Cllr Carrow confirmed he would represent parishioners views when the application was put before the development control committee.

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

- 23/00057/GPDE Ivy Cottage Ox Drove Burghclere RG20 9HJ
Granted
- 23/00004/HSE Treetops Harts Lane Burghclere RG20 9JN
Granted

243. Planning Update

Cllr Carrow reported:

- LURB: reforms to national planning policy -
A response to the consultation had been submitted and circulated with all.
- Local Plan Update - Nothing further to report.
- Neighbourhood Plan -
The examination commenced on 23rd February and it was hoped the initial report would be received in time for required changes and a review by B&DBC prior to PC approval in the 3rd April meeting; the aim being for B&DBC to approve the final plan on or before 5 May.

Chairman Signature:Date:

244. Electric Vehicle Chargers

Cllr Carrow reported notification of a new contact had been received from the contractors, they would be liaising with B&DBC to clarify the funding available.

245. Road matters

Cllr Carrow noted the road sign near Reeves Cottage had slipped and that some of the signs needed cleaning.

246. Footpaths Report

Cllr Carrow reported the HCC's Rights of Way officer had agreed to speak to the Annual Assembly. He would confirm this when he received a response to a separate request made to Action Hampshire's Community Buildings and Enterprise officer.

247. Hampshire 2050 Climate Change

Cllr Carrow reported that B&DBC were holding a series of climate change workshops and asked Cllrs to let him know they were interested in attending. He would publish details in the parish magazine of a separate programme for SMEs to trace emissions.

248. Lengthsman

The clerk reported that:

- The next Lengthsman visit would take place on 16th March. On discussion it was agreed to include Litter Picking, Hedge cutting, leaf clearance and sign repairs in the schedule of tasks.
- St Mary Bourne would soon clarify the available hours for 2023/24. On discussion, Cllrs agreed that Burghclere Parish Council would remain in the scheme for a further year and approved the agreement as circulated for signing by Cllr Carrow.

249. Website & IT

It was agreed that the clerk should include a monthly reminder to check and update the website when sharing the meeting papers.

The Clerk would update the website to show the new hall booking rates on receipt of the document, it was agreed the contact page should also include the bookings email address.

250. Coronation

Cllr Carrow noted funding was available from B&DBC's coronation fund. He proposed to call a parish meeting to discuss possible events.

251. Co-option to casual vacancy

Cllr Carrow reported that both interested parties had withdrawn for the time being due to other commitments. It was agreed that the clerk would promote the vacancy within the parish magazine as well as on noticeboards and the website. It was also agreed that the clerk would draft a co-option procedure and application form.

252. Documents for review and agreement

The following documents had been circulated for review and agreement:

- Financial Risk Assessment – approved with suggested changes accepted.
- Code of Conduct – approved with no changes required.

253. Civility & Respect Pledge

On discussion Cllrs resolved to sign up to the Civility & Respect Pledge as circulated.

254. Staffing Matters

Litter Picker

The clerk reported that the Litter Picker would be able to return to work on 14th March, subject to medical confirmation that he was fit to do so.

Clerk

Cllr Carrow noted the clerk’s annual review had been completed on 17th February 2023

255. 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	28/02/2023	Clerk's Salary	BACS	£760.45
Admin/Courses	28/02/2023	Clerk's expenses	BACS	£47.60
Salary/PAYE	28/02/2023	Litterwarden Stat Sick Pay	SO	301.93
Salary/PAYE	28/02/2023	HMRC PAYE & NI	BACS	£81.40
Website	28/02/2023	J Letsome re WIX renewal	BACS	£136.80
				£1,328.18

Chairman Signature:Date:

The following payments were agreed for payment:

Budget Section	Date	Details	Cheque	Amount
Expenditure		To approve		
Hedgecutting	7.3.23	Dodds Farm	BACS	£720.00
Grass Cutting	7.3.23	Pinder re grasscutting	BACS	£1,086.00
Admin/Courses	7.3.23	BVA re defib training A Wason	BACS	£15.00
				£1,821.00

- The Clerk had previously circulated a bank reconciliation to 28th February 2023 and showing the figures:
 - A balance in the Treasurers account of £11829.47.
 - The balance in the Business Bank Instant Account stood at £6814.30.
 - The balance in the Newbury Building Society account stood at £19,565.84
- Cllrs noted the actual/budget 22/23 report as circulated.

256. Clerk's Report

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

257. Next Meetings

The next meeting would take place on Monday 3rd April 2023.

There being no further business the Chairman closed the meeting at 8.11 pm.

Actions from March meeting

Item No:	Action	Due by	Progress	Owner
235	Upload 6 th February minutes to website			Clerk
242	Submit responses to Planning Consultations			Clerk
244	Progress installation of chargers.			Cllrs Crowley & Carrow
246	Progress Annual Assembly speaker			Cllr Carrow

Chairman Signature:Date:

248	Submit schedule to Lengthsman and signed agreement to St Mary Bourne			Clerk
249	Amend website to include new booking rates (on receipt of document). Commence monthly reminder re updating website.			Clerk Clerk
250	Progress meeting re coronation			Cllr Carrow
251	Promote casual vacancy Draft co-option procedure and application form			Clerk Clerk
252	Upload approved documents to website			Clerk
253	Register resolution to sign up to civility & respect pledge.			Clerk
255	Progress payments due			Cllr Carrow/ Clerk

Appendix A

Minutes for the meeting of the Pinder Recreational Trust Management Committee
held on 9th January 2023 at 9.05 pm in the Portal Hall Clubroom

Present: Andrew Crowley (AC), Chairman,
Geoff Morton (GM), Ian Collins (IC), Alex Patrick-Smith (APS) and S Whiting (SW)

J Letsome (JL) - minutes.

1. **Apologies**
Amanda Wason, Richard Carrow and Julian Parkes
2. **Approval of the minutes of the meeting held on 5th December 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. 		Carry forward	AC

Chairman Signature:Date:

	<i>Suggestion that a Parishioner could be asked to use drone to investigate.</i>			
3 b/f	Obtain spare keys from tenant when cut		Later agenda item	GM
3 b/f	Progress footpath improvement quotes		Carry forward	RC
5	Review fee for wedding packages		Later agenda item	AC
6	Advise Sports Club of forthcoming tree work		Actioned	IC
7	Progress window replacement project, including consultation with Abinger re timescales and additional quotes.		Later agenda item	AC/APS
8	Obtain revised quote re fence. Add acceptance of fence quotes to January PC agenda		Actioned Actioned	RC JL
10	Obtain quotes re roof improvement <i>APS to approach contact for a quote.</i>		Carry forward	AC

4. Pre-School Update

Nothing further to report.

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

Bookings

There was some discussion regarding on disturbance caused to the cottage tenants during some bookings, especially evening parties and weddings. It was agreed to consider reducing the music cut-off time to 11pm.

Maintenance and Management issues raised

It was agreed that IC would undertake work to replace some of the light fittings that had been identified as being potentially faulty.

Review of Booking Fees

On discussion it was agreed that the fees should be increased with effect from 1st April 2023 as follows:

Wedding Packages:	£600
Hourly rate (hall):	£17 – minimum of 2 hours.
All day (hall):	£190
Day rate:	£115

Chairman Signature:Date:

Evening rate:	£115
Hourly rate (clubroom)	£8
All day (clubroom):	£100
Day rate (clubroom):	£50
Evening rate (clubroom):	£50

Portal Cottage

AC would arrange to visit the tenants with a view to obtaining a spare set of the new keys and to have an informal chat on any ongoing concerns, future plans and review the damp situation. GM to check the renewal date for the lease.

6. Sports Club Update

IC reported that:

- The “Christmas Cracker” event had not been as successful as previous years and they were likely to change the timing for the next one.
- Arkells were replacing Greene King as a supplier.
- There was likely to be a ladies football team using the facilities for 23/24 subject to some details being finalised.
- They were continuing to explore funding sources and grants to cover the cost of repairs – it was noted a representative of the club would be attending the February PC meeting.

GM noted the arrangements for the pitch improvements would need to commence soon to ensure the S106 funding was in place.

7. Priority Works List

Window replacement project

APS reported that Abinger was in place to undertake the work to the first window between 10th-14th April. He would approach a contact who might be willing to provide the third quote needed to enable a grant application to be submitted to Greenham Trust and others. APS also agreed to investigate the Platinum Jubilee Village Hall fund further.

8. Playground update

JL had previously circulated findings reported following a recent B&DBC inspection, these were noted as not requiring urgent attention.

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 31st December 2022. The bank balance as of 31st December 2022 stood at £61,896.38.

Chairman Signature:Date:

11. Date of Next Meeting

Monday 6th February 2023 after the Parish Council meeting.

12. Any Other Business

There being no further business, the meeting closed at 10.02pm.

Chairman Signature:Date: