

**Minutes of an Ordinary Meeting of Burghclere Parish Council held on
5th December 2022 at 7pm in the Portal Hall Clubroom**

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

J Letsome (Clerk)

Borough Cllr John Izett (to item 166)

159. Apologies

Received & accepted from:

- Cllr Patrick-Smith
- Cllr Amanda Wason

160. Declaration of members' interests for this meeting

There were no pecuniary interests declared.

161. Confirm minutes of the Ordinary Council Meeting held on 7th November 2022

The draft minutes of the Ordinary Council Meeting held on 7th November 2022 were proposed for acceptance for signing by Cllr Crowley, seconded by Cllr Morton and agreed by all.

162. Review Progress of actions from meetings held on 7th November 2022

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

Item No:	Action	Due by	Progress	Owner
139	Upload 3 rd October minutes to website		Actioned	Clerk
140 c/f	Complete guide to the FLIR camera attachment.		Actioned	Cllr Carrow
140 c/f	Progress Countryside Stewardship application re Burghclere Common		Ongoing	Clerk
143	Submit article re dog behaviour for monthly news.		Actioned	Cllr Carrow
144	Submit article re February flooding for monthly news.		Actioned	Cllr Carrow

Chairman Signature:Date:

145	Submit planning consultation responses.		Actioned	Clerk
146	Promote B&DBC budget consultation in monthly news.		Actioned	Clerk
149	Report outstanding pothole repairs.		c/f	Cllr Patrick-Smith
153	Inform grant applicants of outcome.		Actioned	Clerk
154	Upload reviewed policies to website.		Actioned	Clerk
155	Progress advertising of Litter Picker vacancy.		Actioned	Clerk
155	Draft amended contract letter for approval re Clerk hours as of 1.4.23.		c/f	Clerk/ Staffing Committee
156	Progress approved payments.		Actioned	Clerk/Cllr Carrow
156	Prepare amended budget for review in December meeting.		Actioned	Clerk
157	Progress submission of older signed minutes for archiving.		c/f	Clerk

163. To receive minutes of Pinder Recreation Trust meeting held 3rd October 2022

Cllr Morton proposed that the minutes of the Pinder Recreation Trust meeting held on 3rd October 2022 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.

164. County Councillor Report

Cllr Thacker was not in attendance.

165. Parishioners' open time

The following items raised by Parishioners were discussed:

Removal of wreaths from War Memorial – Cllr Whiting would speak to the WI to establish who may have removed them.

Christmas Tree – Cllrs to gather on 9th December to erect.

Recent power outage – Cllr Carrow to share SSE contact with a view to enquiring about compensation for disruption and costs incurred.

Chairman Signature:Date:

Recent water leak – noted to have been repaired promptly.

Recent break-ins – all encouraged to be vigilant and report suspicious activity.

166. Borough Councillor Report

Borough Cllr Izett was in attendance and reported on:

- Department for Levelling Up, Housing & Communities had recently announced that the housing numbers target would become advisory rather than mandatory. He noted that B&DBC's Local Plan Update had been paused in anticipation of a change in policy so would be establishing if this would enable progress to resume.
- The former mayor of Basingstoke and Deane Cllr Cubitt had been expelled from the Conservative Group for comments she made regarding Basingstoke.
- The consultation on the draft budget for 23/24 along with the council plan for 24-27 continued until 2nd January 2023.
- The Local Infrastructure Fund would return as the Community Infrastructure Fund.
- B&DBC had been allocated £439,567 from the Rural England Prosperity Fund for capital projects that meet specified criteria.
- There would be an increased focus on recycling in the Borough.

He received questions and comments from:

Cllr Carrow – noting recent communication with County Cllr Thacker regarding misleading press reports on Hampshire County Council's bankruptcy concerns. Cllr Thacker had provided further clarification and would share comments raised about the lack of communication with other tiers of local government. Cllr Izett confirmed that B&DBC had put in place appropriate measures should they be required.

Cllr Whiting – queried B&DBC's plans for Christmas Tree recycling. Cllr Izett agreed to make enquiries.

167. Chairman's Comments

Cllr Carrow thanked everyone for their contributions to the significant achievements undertaken during the past year. He noted there were challenges ahead but felt confident Cllrs were well placed to manage and resolve them.

168 Planning applications received since 7th November 2022

The following applications were discussed:

- T/00503/22/TPO 2 Sandham Gardens Burghclere RG20 9AW
Oak T1: prune. Oak T2: deadwood (exempt) Oak T3: prune

Chairman Signature:Date:

- **Response:** No objections.
- T/00514/22/TPO Woodside Ayres Lane Burghclere
Oak T1: prune.

Response: No objections.

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

- 22/02617/RET Welcombe Winchester Road Burghclere RG20 9DX
retrospective application for conversion of garages into living selfcontained
annexe with the addition of a bay window to the rear
Granted
- 22/02727/HSE Periwinkle Cottage 9 West Street Burghclere RG20 9LD
Removal of existing garage and replacement garage
Granted
- 22/02845/HSE Griord House Broken Way Adbury Holt Newtown
Installation of a glass canopy
Granted

Cllrs noted the following application targeted for inclusion in Development Control Committee 7th December:

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

The Parish Council had previously objected to this application, but it had been amended and planning officer approval to the DCC had been recommended. Cllr Carrow noted the PC could make representations to the committee. However, no Cllr representative was available, and the objection would stand. He had advised Parishioners who had raised objections of the opportunity to make representations at the DCC if they wished to do so.

Cllrs noted the following consultation had been received on the 5th December and would be included for consideration on the agenda for Monday 9th January 2023. An extension to the comment deadline of 26 Dec had been sought.

- 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

169. Planning Update

Cllr Carrow reported on:

- Local Plan Update:

Chairman Signature:Date:

Nothing further to add to Borough Cllr Izett's earlier report. He added that the Leader of the Basingstoke & Deane Borough Council had recently written to all Parish Chairs inviting them to make representations to local MPs on 4 points. Cllr Carrow had responded to Cllr Izett with his response which was not fully in line with the request.

- Neighbourhood Plan:
 - Feedback from Regulation 14 consultation. Consideration of Regulation 15 documentation and agreement. Approve submission to B&DBC for Regulation 16 consultation.

Cllr Carrow spoke to the previously circulated documents, explaining that the key document for approval by the Qualifying Body was the draft Neighbourhood Plan Modified version. He set out what changes had been made following the responses from both statutory and other consultees and what documents would now be presented to B&DBC.

On discussion and with questions answered, Cllr Whiting proposed Burghclere's Neighbourhood Plan Modified Version be accepted, this was seconded by Cllr Crowley and agreed by all.

Cllr Carrow explained it would now be submitted to B&DBC for checking (Regulation 15), prior to launching the next consultation (Regulation 16), hopefully prior to Christmas.

- It was agreed that Janet Cheesley should be selected as the Independent Examiner if invited by B&DBC to make a decision.
- Echinswell, Sydmonton and Bishops Green Neighbourhood Plan.

The Development Control Committee was due to consider an application for 42 houses in Bishops Green with a recommendation to approve and prior to the ending of ESBGs Regulation 16 period. It was agreed that Cllr Carrow should write to B&DBC's Council Leader, noting that a decision to approve would jeopardise community support for the value of neighbourhood planning.

- Orchard Homes

The planning application had been submitted and the consultation notification received too late for inclusion in the agenda for this meeting. An extension had been requested to enable it to be considered in the meeting being held on Monday 9th January 2023.

- Cllr Carrow would shortly be meeting informally with the new Burghclere stud owner.

170. Electric Vehicle Chargers

Cllr Crowley gave an overview of the feasibility study received covering 3 potential locations for EV chargers, together with the varying configurations available, costs involved and ongoing management/administration options. He confirmed that the initial expenditure would be funded from S106 monies and the unspent Enborne A4A grant.

After discussion it was agreed that:

- Cllr Crowley would obtain clarify queries on the costings.
- Cllr Carrow would contact Tadley Town Council to gather further information.

A further update would be presented to the next meeting.

171. Pre-School

Cllr Carrow reported that a meeting had taken place between the WI and Pre-School, during which the Pre-School had agreed to look at alternative options for the days when the monthly WI meeting was held. There was no further update on the outcome of those enquiries. Agreement had been reached between the WI and Pre-school regarding the WI's Dec's meeting.

172. Road matters

Cllr Carrow noted that many of the white lines had faded and suggested he might raise this with County Cllr Thacker. The annual leaf clearance was due to take place.

173. Footpaths Report

Nothing to report.

173. Hampshire 2050 Climate Change

Cllr Carrow gave an overview of a recently received update on the next phases of the Greening Campaign. He noted that the PC did not have the capacity to lead any initiative locally, however it should offer support to anyone in the community who wished to do so. An article would be placed in the monthly news.

174. Tree report

Cllr Morton provided an overview of three quotes received to undertake work required to 3 trees in the grounds of the Sports Club. On discussion, it was agreed to accept the quote from Greentips for the work required to the two Oaks only, with the removal of the Ash tree to take place in the year commencing 1st April 2023, subject to revised quotes being received.

175. Defibrillator

It was agreed to proceed with disconnecting the decommissioned defibrillator located at the Carpenters Arms. Cllr Carrow advised on changes to the reporting requirements and the purchase of new spare pads.

176. Lengthsman

Cllrs noted the next Lengthsman visit as due to take place on 17th January, however it was agreed the Clerk would request an amended date. Potential tasks included gully clearance in Spring Lane and Church Lane, together with leaf clearance.

177. Website & IT

Nothing to report.

178. Documents for review and agreement

The following documents had been circulated for review and agreement:

- Data Protection Policy – agreed with no changes.
- Review updated Action and Strategic Objectives plan for year commencing 1.4.23 – agreed, subject to inclusion of new line to note Orchard Homes Development.

179. Staffing Matters

Litter Picker

Cllrs noted there had been one application for the vacancy and that suitable references had been received, it was therefore agreed that he would be offered the position to commence on 1st January 2023. It was also agreed that:

- a mileage allowance could be offered of between £10-£15.
- a gift in the form of a £50 voucher should be purchased for the outgoing Litter Picker.

180. 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	30/11/2022	Clerk's Salary	BACS	£738.20
Admin/Courses	31/10/2022	Clerk's expenses	BACS	£95.70
Salary/PAYE	31/10/2022	Litterwarden Salary	SO	590.15

Chairman Signature:Date:

Salary/PAYE	31/10/2022	HMRC PAYE & NI	BACS	£147.80
Salary/PAYE	28/10/2022	Nest - Pension contributions	BACS	£55.74
				£1,627.59

The following payments were agreed for payment:

Budget Section	Date	Details	Cheque	Amount
Expenditure		To approve		
Other -Defibrillator	5.12.22	R Carrow re spare pad		£51.19
				£51.19

- The Clerk had previously circulated a bank reconciliation to 30th November and showing the figures:
 - A balance in the Treasurers account of £20454.22.
 - The balance in the Business Bank Instant Account stood at £6806.36.
 - The balance in the Newbury Building Society account stood at £19,565.84
- An amended draft budget 23/24 budget had been circulated containing several options for consideration. On discussion, it was agreed that version 4 would better reflect the earlier decision taken regarding the required tree work. This would be prepared as the final document for approval in January, subject to a minor adjustment to include provision for playground equipment repairs to be offset by Pinder Recreation Trust income as appropriate.

181. Clerk's Report

The Clerk had circulated a report which had mostly been covered under earlier agenda items. There had been notification received from the Smaller Authorities' Audit Appointments (SAAA) that BDO LLP has been appointed as the External Auditor for Hampshire and the Isle of Wight for 2022-23 to 2026-27.

182. Next Meetings

- Monday 9th January 2023, to be held in the Portal Hall Clubroom

There being no further business the Chairman closed the meeting 9pm.

Chairman Signature:Date:

Actions from December Meeting:

Item No:	Action	Due by	Progress	Owner
161	Upload 7 th November minutes to website			Clerk
162 c/f	Progress Countryside Stewardship application re Burghclere Common			Clerk
162 c/f	Report outstanding pothole repairs.			Cllr Patrick-Smith
162 c/f	Draft amended contract letter for approval re Clerk hours as of 1.4.23.			Clerk/ Staffing Committee
162 c/f	Progress submission of older signed minutes for archiving.			Clerk
165	Contact WI re wreaths			Cllr Whiting
165	Share SSE contact		Actioned	Cllr Carrow
168	Submit planning consultation responses.			Clerk
168	Add 22/03203/FUL Land Between The Junction Of Winchester Road And Harts Lane Burghclere Hampshire to 9 th January agenda.			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			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			Cllr Morton

Chairman Signature:Date:

175	Progress disconnection of defibrillator at Carpenters Arms			Cllrs Collins & Carrow
176	Rearrange Lengthsman date.			Clerk
178	Update Action Plan and upload to website, along with Data Protection Policy.			Clerk
179	Progress appointment of new Litter Picker			Clerk
	Purchase voucher for outgoing Litter Picker			Clerk
180	Prepare final budget and Precept request for approval in January meeting			Clerk

Appendix A

Minutes for the meeting of the Pinder Recreational Trust Management Committee held on 3rd October 2022 at 9.25pm in the Portal Hall Clubroom

Present: Andrew Crowley (AC), Chairman, Richard Carrow (RC), Vice-Chairman, Geoff Morton (GM), A Patrick-Smith (APS) and S Whiting (SW)

J Letsome (JL) - minutes.

- 1. Apologies**
Apologies had been received from Julian Parkes & Ian Collins
- 2. Approval of the minutes of the meeting held on 5th September 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

Chairman Signature:Date:

3	<p>Liaise with building contractor to:</p> <ul style="list-style-type: none"> • Complete work re capping chimney and roof. • Address damp at Portal Hall Cottage. <p><i>AC noted it had not been possible to utilise the tower on site for these jobs.</i></p>		Carry forward	AC
3.	<p>Speak with contact re window quote</p> <p><i>APS reported on progress made – a quote of £1800 had been received for one window and £15,110 plus VAT for the 8, based on drawings and subject to a site visit – which APS would arrange. He had invited another contractor to quote.</i></p>		In progress	APS
3	<p>Obtain spare keys from tenant when cut</p> <p><i>GM reported that he had left a message for the cottage tenant but not received a response.</i></p>		Carry forward	GM
3	<p>Continue review of booking fees.</p>		Carry forward	AC/SW
5	<p>Arrange for completion of remaining tasks following kitchen refurbishment.</p> <p><i>SW reported on a few minor tasks that remained outstanding but that otherwise the refurbishment was complete and she was receiving positive comments from hirers.</i></p>		In progress	AC/SW
5	<p>Contact security company</p> <p><i>SW reported a new locking mechanism was required on the double doors.</i></p>		Actioned	RC
6	<p>Contact Sports Club and request statement of requirements</p> <p><i>RC had contacted the club but with no response.</i></p>		Actioned	RC
8	<p>Arrange repairs to playground equipment and gate</p>		In progress	RC
11	<p>Sign annual accounts</p>		Actioned	AC

4. Pre-School Update

SW reported on the issues raised in the earlier Parish Council meeting – the Pre School had received a rapid increase in numbers following the closure of two nearby facilities.

Chairman Signature:Date:

They had expressed their concerns regarding the difficulties they were experiencing in accommodating them all when the WI held their monthly meeting. It was agreed that AC would arrange a meeting with representatives of both groups, along with himself, RC and SW.

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

SW reported that there

Maintenance and Management issues raised

AC reported that Phase 1 of the improvements to the heating system had been completed, however it had not been possible to turn the heating on, AC was establishing contact with Active Heating to resolve the problem. Phase 2 was to focus on the control system.

Review of Booking Fees

AC to set up a separate meeting.

Portal Cottage

AC reported on concerns raised by the tenant regarding the lack of advance notification that exterior painting would be taking place and due to miscommunication.

6. Sports Club Update

No update.

7. Priority Works List

AC noted that when a suitable window company was selected it should be planned to start at least one window as a trial and then continue one or two windows at a time. It was recognised that this approach would carry additional installation cost by installing the windows in multiple phases but would also allow the work to begin while carefully managing the cashflow of the Pinder Trust.

This would need to be scheduled around Pre-School term times.

8. Playground update

RC would make enquiries regarding the cost of replacing the gate. He had reported the cap missing from the multiplay and water ingress problem to Sovereign.

9. IT/Website Update

Nothing further to report

10. SSE Purchase

It was agreed to remove this from the agenda until a further update was required.

11. Accounts

Update on current finances

JL had previously circulated the latest accounts containing the figures to the month ending 30th September 2022. The bank balance as of 30th September 2022 stood at £61,133.09 with £8,246.82 in the Newbury Building Society account.

Chairman Signature:Date:

The total cost to date for the kitchen refurbishment project came to £20215.48 with a few more minor costs expected. This was noted to be within the expected cost of £25000.

12. Date of Next Meeting

Monday 7th November 2022 after the Parish Council meeting.

13. Any Other Business

There being no further business, the meeting closed at 10.15pm.