

**Minutes of an Ordinary Meeting of Burghclere Parish Council held on
6th June 2022 at 7pm in the Portal Hall Clubroom**

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

J Letsome (Clerk)

1 x Parishioner

37. Apologies

Received and accepted from:

Cllr Crowley

Borough Cllr Izett and County Cllr Thacker had also submitted apologies for non attendance.

38. Declaration of members' interests for this meeting

There were none.

39. Confirm minutes of the Annual Council Meeting held on 9th May 2022

Cllr Carrow proposed the draft minutes of the Annual Council Meeting held on 9th May 2022 be accepted as a true record for signing, this was agreed by all.

40. Confirm minutes of the Ordinary Council Meeting held on 9th May 2022

Cllr Carrow proposed the draft minutes of the Ordinary Council Meeting held on 9th May 2022 be accepted as a true record for signing, this was agreed by all.

41. Review Progress of actions from meetings held on 9th May 2022

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

Annual Council Meeting

Item No:	Action	Due by	Progress	Owner
3 & 6	Send Declaration of Acceptance forms to B&DBC		Actioned	Clerk
3 & 6	Circulate Register of Interest Forms		Actioned	Clerk

Chairman Signature:Date:

3	Arrange for signing of Cllr Wason's declaration		Actioned	Clerk
All	Update Website to reflect changes		Actioned	Clerk

Ordinary Council Meeting

Item No:	Action	Due by	Progress	Owner
17	Upload April minutes to website		Actioned	Clerk
20	Add Hampshire County Council's Local Transport Plan 4 to June agenda		Actioned	Clerk
22	Progress actions re prevention of fly-tipping. <i>The Clerk advised Cllrs of the response Cllr Izett had shared which indicated that offenders would be fined if there was adequate evidence. She would make enquiries re available signage, or alternatively prepare one for laminating and posting near problem areas. This topic had been included in the latest monthly news article.</i>		In progress	All
22	Establish responsibilities re Japanese Knotweed clearance. <i>Cllr Whiting confirmed this had been dealt with.</i>		Complete	Cllr Izett
22	Contact PCSO re rally drivers.		Actioned	Clerk
24	Upload responses to Planning Applications		Actioned	Clerk
25	Arrange meeting between Orchard Homes and Borough Cllrs Izett and Carr.		Actioned	Cllr Carrow
29	Complete guide to the FLIR camera attachment.		In progress	Cllr Carrow
30	Encourage Fibre Networks to remove and "make good" prior to Jubilee weekend.		Actioned	Cllr Crowley
30	Add communications strategy to June agenda		Actioned	Clerk

Chairman Signature:Date:

31	Sign and return Jubilee Grant acceptance form		Actioned	Clerk
32	Upload amended documents to website.		Actioned	Clerk
33	Progress payments to be made.		Actioned	Cllr Carrow
34	Complete Clerk's Pension arrangements		Ongoing	Cllr Crowley

42. Notes of the Annual Parish Assembly held on 17th May 2022

The notes of the Annual Parish Assembly held on 17th May 2022 were accepted as an accurate record of the meeting.

43. To receive minutes of Pinder Recreation Trust meeting held 4th April 2022

The minutes of the Pinder Recreation Trust meeting held on 4th April 2022 were accepted as a report to the Parish Council. These are attached at Appendix A.

44. Declaration of Acceptance – Cllr Wason

Cllr Wason had signed the Declaration of Acceptance form.

All were reminded to return their Register of Members' Interests Forms.

45. Co-option to existing vacancy

Cllr Morton proposed that Julian Parkes be co-opted to the council for the existing vacancy, this was seconded by Cllr Whiting and agreed by all. He signed his Declaration of Acceptance form.

46. General Power of Competency

Cllr Morton proposed that Burghclere Parish Council should resolve to declare General Power of Competency, on the basis that it meets the criteria required for eligibility as set out by the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. The criteria has been met by having:

- two thirds of its councillors elected.
- a qualified Clerk

This was seconded by Cllr Wason and agreed by all.

47. County Councillor Report

Cllr Thacker was not in attendance.

Chairman Signature:Date:

48. Borough Councillor Report

Cllr Izett was not in attendance.

49. Parishioners' open time

- Cllr Parkes recorded his thanks for use of the Sports Club grounds during a recent family wedding.
- Cllr Morton reported on recent incidents of car theft which were agreed as a concern to be raised with the local PCSO.

50. Chairman's Comments

Cllr Carrow reported on:

- Thanks received from Simon & Sue Melville to the Parish Council for nominating them for a Royal Garden Party, which they attended recently and much enjoyed.
- The presentation script he had delivered in the recent "Songs of Praise" church event held for the Platinum Jubilee. An update version is attached at Appendix B.

51. Planning applications received since 9th May 2022

The following applications were discussed:

- 22/01381/LDEO Whitway Farm Industrial Units Winchester Road Whitway Certificate of lawfulness to confirm that the development permitted under 20/00015/RES has been lawfully commenced on site

Response: No comments.

- 22/01113/HSE Treetops Harts Lane Burghclere Hampshire RG20 9JN Amendment to earlier one.1) Erection of detached garage to front of dwelling removed from proposed development 2) Proposed detached garage removed from description of development so description of development is now 'Conversion of existing integrated double garage to habitable accommodation and erection of a side infill extension. Construction of new level access ramp with oak front porch. Installation of new access gates.

Response: The amended plans successfully addressed the concerns previously submitted

- 22/01423/RET Ayres House Ayres Lane Burghclere RG20 9HG Retrospective planning application for existing timber stable block/garden storage building together with a Change of Use of paddock land to residential garden amenity land

Response: No planning concerns raised, however concerns raised that the change of use to residential land may lead to a future planning application

Chairman Signature:Date:

- 22/01508/HSE Ashold Farm Harts Lane Burghclere
Erection of 2 storey rear extension, infill outdoor swimming pool and construction of timber framed garden room, and extension of existing front porch roof.

Response: No comments.

Planning Applications requiring a response prior to the meeting.

- 22/01162/LDED Annexe At Froyle House Harts Lane RG20 9JN
Certificate of Lawfulness for the existing use of the Annexe at Froyle House as a single dwelling house

Cllrs noted a response had been submitted as follows:

“The Parish Council is disappointed but not surprised at this application, which will be dealt with by legal officers. We wish to point out that 16/01428/LPDO was granted despite the parish councils misgivings at the time and our request that its use must always remain that of which is stated in the application. We note that the application specifically acknowledges that the owners have breached planning controls in paras 3.3-3.5 of the application over the last 6 years in converting what had been agreed into a dwelling house. We deplore this action and wish to register our objection to this proposal.”

Ongoing Planning Applications

- 22/00428/FUL - Land at Manor Farm

Cllr Carrow provided an update, noting that more reports had been submitted, however B&DBC were not expected to formally consider the application until everything was in place.

- 21/00228/OUT Land to rear of Millbrook House

Cllr Carrow reported that he had received a detailed response from B&DBC’s Planning & Development Manager, but he and others remained unconvinced. He proposed to write an email in response pointing out revocation as an option and registering grave reservations about the detrimental impact on neighbourhood planning and the example and precedent it sets. He would also propose e-meeting. All confirmed they were content with that approach.

- There was no firm information on the sale of the Stud but risk remained that land could be sold off to development.

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

- 22/00767/FUL Brices Well Street
Erection of a detached 2 bedroom bungalow and associated access on the side garden of the existing property

Refused

52. Planning Update

Cllr Carrow reported on:

- **Local Plan Update**

Cllr Carrow reported on a paper that Sherborne St John had submitted to B&DBC's Economic, Planning and Housing Committee meeting taking place on 9th June 2022.

- **Neighbourhood Plan**

- Review

Cllr Carrow had engaged with Oneill Homer on drawing up the Design Code, following a recent exploratory survey. He hoped to proceed to a Regulation 14 consultation in July. Additional funding had been secured.

- Orchard Homes

Cllr Carrow provided an overview of a recent meeting held with a representative of Orchard Homes. They had submitted a second pre-app to the LPA and many of the details were still under consideration, but it was hoped a public consultation would be taking place in late summer/early autumn.

53. Road matters

- It was agreed that Cllr Carrow would submit a response to Hampshire County Council's Local Transport Plan
- Cllr Carrow had written to County Cllr Tom Thacker with thanks for the work completed on the stretch by Duncroft Farm.

54. Footpaths Report

Cllr Carrow reported on:

- Walking with the Wounded activity.
- Offer of funds to replace stiles with gates.
- A query raised regarding ownership of a land in Ox Drove given the amount of ash dieback. On further discussion it was noted to be unregistered and Cllr Carrow would therefore report to Highways.

55. Playground Project

Cllr Carrow reported that the fencing and gates were complete around existing play area. The outstanding repairs to the existing equipment had been completed. Sovereign

Chairman Signature:Date:

Play had confirmed the adult exercise equipment area as laid out was sufficient and circulated a revised map. It was agreed that gate closures should be fitted.

Work would commence on the Portal Hall and Millennium Garden fencing when materials were in place.

The sports club concerns regarding the path were discussed, including the possibility of an alternative route through the Millennium Garden. It was agreed to review this in the future when funds were available.

56. Hampshire 2050 Climate Change

Cllr Carrow advised there would be a meeting later in the week and that there was nothing further to report.

57. Website & IT

Cllr Carrow reported on communication received from a resident questioning the delay to Fibre Network programme. He had replied to explain the delay in extending voucher scheme and a current shortage of routers and equipment that affects a number of properties including the Portal Hall. Work was expected to resume within weeks.

58. Queen's Platinum Jubilee

Cllr Whiting reported on the successful programme of events that had taken place over the bank holiday weekend, noting that it had generated a good community spirit with many positive comments being received and all events well attended. She was finalising the finances prior to distributing the funds, but it was anticipated the majority of the £1k received from B&DBC would be allocated. It was agreed that:

- any shortfall could be used as a contribution towards the cost of the books that had been distributed to children by the Church.
- the £500 reserved in the budget for Jubilee activities could be allocated to general reserves if it remained unused.

Cllr Morton reported that the Sports Club had been particularly pleased, noting it had generated record bar takings. They had suggested it should become an annual event, perhaps in the form of a village fete. It was agreed this should be discussed further in the next PC meeting when they would be in attendance.

Cllr Carrow thanked Cllr Whiting for the outstanding effort and time she had dedicated to the co-ordination and arrangements of the activities, without whom much of it would never have happened. He also noted thanks for the Sports Club team for their hard work and enthusiasm.

59. Community Engagement

The Clerk had previously circulated a draft Community Engagement policy, together with some additional notes provided by Cllr Patrick-Smith. On further discussion, it was agreed that a smaller working group should meet to consider ways that communication could be improved, using the documents provided as a basis for formulating a strategy. It was agreed that the group would consist of Cllrs Patrick Smith, Carrow, Wason and Crowley (subject to his agreement).

60. Documents for review and agreement

The following documents had been circulated for review and agreement:

- Role descriptions for:
 - o Tree Officer – agreed with no changes required.
 - o Footpaths Officer – agreed with no changes required.

61. Lengthsman

The schedule of visits for 22/23 had been circulated, it was noted that there would be 5 visits of 8 hours representing a 5 hour reduction in the total annual allocation. A number of possible tasks for the July visit were noted, including weeding/strimming/clearing around the Portal Hall area, and cleaning and/or repainting signs. The final tasks would be confirmed when the visit date was known.

62. Signing of Minutes from Meeting held on 4th May 2021

It was agreed that the approved minutes of the meeting held on 4th May 2021 could be signed by Cllr Carrow.

63. Accounts

The Clerk had previously circulated the internal auditor report, along with the completed AGAR form, and explained that once this had been approved the relevant sections would be signed by Cllr Carrow and submitted for External Audit. It was noted that the Notice of Public Rights to inspect the accounts would be completed for the period 13th June – 22nd July, using the provided template. This would be displayed on noticeboards and the website.

63.a Section 1 – Annual Governance Statement 2021/22

Section 1 was approved and signed by Cllr Carrow.

63.b Section 2 – Accounting Statement 2021/22

Section 2 was approved and signed by Cllr Carrow.

Cllrs noted the comments made by the internal auditor, which would be addressed as required, however on further discussion it was agreed not to change the Staffing Committee into a Working Group, noting that a Committee was the recommended format in order to better respond to difficulties that may arise.

The following payments were approved:

Budget Section	Date	Details	Cheque	Amount
Expenditure		Approved & Paid		
Subscriptions	07/06/2022	LCPD	BACS	£198.00
Other Operating Exps	07/06/2022	R Carrow re Assembly expenses	BACS	£88.00
Audit	07/06/2022	Do the Numbers	BACS	£240.00
S106 (Playground)	07/06/2022	BN Fencing	BACS	£6,158.38
Jubilee	07/06/2022	R Carrow re Jubilee	BACS	£24.50
				£6,708.88

The following payments were noted as having been paid:

Budget Section	Date	Details	Cheque	Amount
Expenditure		Approved & Paid		
Salary/PAYE	31/05/2022	Litterwarden - Net	SO	£412.00
Salary/PAYE	31/05/2022	Clerk - Salary - Net	BACS	£739.60
Admin/Courses	31/05/2022	Clerk - Expenses	BACS	£110.74
Salary/PAYE	31/05/2022	HMRC re PAYE	BACS	£103.20
Neighbourhood Plan	31/05/2022	Oneill Homer	BACS	£6,930.00
Maintenance	31/05/2022	Dick Randall	BACS	£1,158.60
				£9,454.14

It was agreed that:

- The Clerk should be reimbursed for an additional 34 hours and for her SLCC annual membership fee of £134.
- The procedure for paying the Litterwarden's salary should be adjusted as recommended by the Internal Auditor.

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- £48 would be paid for the cost of Cllr Wason’s attendance at HALC planning training.
- The Clerk had previously circulated a bank reconciliation for the month ending 31st May 2022 and showing the figures:
 - A balance in the Treasurers account of £13,015.81
 - The balance in the Business Bank Instant Account stood at £6804.59.
 - The balance in the Newbury Building Society account stood at £19,565.84
- Funds could be transferred from the Business Instant Account to the Treasurers Account if required to address any temporary cashflow issues due to S106 income not being released until the playground project is complete.

A budget monitoring document had been circulated, the Clerk would respond at a later date to a query raised by Cllr Patrick-Smith.

64. Clerk’s Report

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

65. Next Meetings

- Monday 4th July 2022 at 7pm, to be held in the Portal Hall Clubroom.

There being no further business the Chairman closed the meeting at 8.52 pm

Actions from June Meeting:

Item No:	Action	Due by	Progress	Owner
39/ 40/42	Upload PC and Assembly minutes to website			Clerk
41	Enquire re signage re prevention of fly-tipping.			Clerk
41	Complete guide to the FLIR camera attachment.			Cllr Carrow
41	Complete Clerk’s Pension arrangements			Cllr Crowley
44/45	Submit Declaration of Acceptance forms to B&DBC re Cllr Wason & Parkes			Clerk

Chairman Signature:Date:

51	Upload responses to Planning Applications			Clerk
51	Submit response re land Millbrook House decision		Actioned	Cllr Carrow
53	Submit a response to Hampshire County Council's Local Transport Plan			Cllr Carrow
54	Report trees on land at Ox Drove to Highways			Cllr Carrow
58	Add annual event/fete for discussion with Sports Club to July meeting agenda.			Clerk
59	Progress meeting re Communications Strategy		Actioned	Cllr Patrick-Smith
60	Amend review dates on role descriptions and upload to website.			Clerk
61	Submit tasks to Lengthsman when date known.			Clerk
63	Submit Completed AGAR for External Audit. Publish notice re exercise of public rights. Publish all documentation on website.			Clerk
63	Process Payments.			Clerk/Cllr Carrow
63	Advise Litterwarden of change to payment arrangements.			Clerk
63	Respond to query on Actual/budget document.			Clerk

Chairman Signature:Date:

Appendix A

Minutes for the meeting of the Pinder Recreational Trust Management Committee held on 4th April 2022 at 9.20 pm in the Portal Hall Clubroom

Present: Andrew Crowley (AC) Chairman, Richard Carrow (RC) I Collins (IC), J Parkes (JP), Geoff Morton (GM) and S Whiting (SW)

J Letsome (JL) - minutes.

Apologies

Apologies had been received from Amanda Wason/

Approval of the minutes of the meeting held on 7th March 2022

AC proposed the minutes be accepted as an accurate record; this was agreed by all.

Review of Actions and Matters arising from previous minutes

Item No:	Action	Due by	Progress	Owner
5	Progress meeting with building contractor to: <ul style="list-style-type: none">• Complete work re capping chimney and roof.• Address damp at Portal Hall Cottage.		Later agenda item	AC
5	Arrange meeting with Steve Learoyd. Check Thermostat.		Ongoing	AC IC
5	Order Oil		Actioned	AC
5	Confirm electricity supply contract end date.		Actioned	AC
8.	Progress window quotes and funding		Later agenda item	AC
8	Obtain quotes for kitchen upgrade		Later agenda item	AC
9	Share list showing outstanding playground repairs.		Actioned	JL

Chairman Signature:Date:

12.	Progress remainder of signatory changes.		Ongoing	JL
12.	Share projector specification		Actioned	JL

Pre-School Update

SW reported on heating difficulties they had recently experienced due to the oil level, this had now been resolved. An invoice had been raised for the next 6 week period. There was no further update on numbers, but they were understood to be quite busy.

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

SW reported that bookings were busy, noting that the level of activity appeared to be driven by the seasons, with bookings over the summer generally less than the winter. Consideration was given to the cottage tenants when accepting bookings, but it was felt that late parties/loud music had not been frequent enough to raise a concern.

Maintenance and Management issues raised

AC reported that a roofer would be submitting a quote following a recent visit.

On discussion, it was agreed that AC and SW should meet separately to discuss the arrangements for hall management with a view to relieving some of the time SW currently committed.

Portal Cottage

It was agreed that flowers should be sent to the tenants when news of their baby’s arrival was received.

Sports Club Update

GM had been disappointed not to have received notification from the Sports Club of their recently held AGM. IC provided a summary. They had asked that thanks be passed on to the Parish Council for the grant towards the cost of the defibrillator case.

Priority Works List

On discussion, it was agreed that AC should go back to the company who provided the original quote, asking for this to be updated as necessary. GM agreed to contact the Landmark Trust with a view to obtaining details of any other specialist companies who may be able to quote. It was noted that the work should commence prior to expiry of the planning permission.

It was agreed to meet at a later date to discuss a specification for improving the kitchen.

Playground update

Nothing further to add to the update given in the earlier PC meeting.

IT/Website Update

Nothing further in addition to the matters covered in the earlier Parish Council meeting.

SSE Purchase

Chairman Signature:Date:

No further update.

Accounts

JL had previously circulated the latest accounts containing the figures to the year ending 31st March 2022. The surplus for the year to date was showing as £33,832.28. The bank balance as of 31st March 2022 stood at £80,348.20, with £8,246.82 in the Newbury Building Society account.

It was agreed that Steve Ross Brooke should remain as the accountant and be asked to undertake the annual accounts preparation for the year ending 31st March 2022.

Date of Next Meeting

Monday 9th May 2022 after the Parish Council meeting.

Any Other Business

There being no further business, the meeting closed at 10pm.

Appendix B

Message of appreciation

What a joyous and wonderful weekend we had in celebration of the Queen’s Platinum Jubilee.

Many, many people joined in and deserve A Big Thank You - whether it was building scarecrows, organising street parties, the coffee morning, bellringing, church services, walks, plays, exhibitions, train rides, cakes, BBQs, judging, singing, music, painting, bunting and road closures (phew!) - I’m sorry I’ve left if anyone out. Thanks too to the photographers who have captured scenes over the long weekend, many of which are now on the Burghclere Village and area Facebook page.

And of course thank you to everyone who attended.

It’s been a fitting tribute to Her Majesty, and a great opportunity to take part, meet old friends and make new ones, which I’m sure she would have wished for.

Special thanks must go to the principal instigator, advisor and coordinator - Sandra Whiting - without whom much of this would never have happened. Her enthusiasm, dedication, patience and perseverance was instrumental to its success.

We will be looking what might be done in future and examining the scope for an annual event for the parish. All ideas welcome!

Chairman Signature:Date: