

**Minutes of an Ordinary Meeting of Burghclere Parish Council held on
6th December 2021 at 7pm in the Portal Hall Clubroom**

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

J Letsome (Clerk)

Borough Cllr John Izett
County Cllr Tom Thacker

1 x Parishioner

149. Apologies

Received and accepted from:

- Cllr Parkes due to a prior commitment.
- Cllr Wason due to ill health.

150. Declaration of members' interests for this meeting

There were none declared.

151. Confirm minutes of the meeting held on 1st November 2021

The minutes of the meeting held on 1st November 2021 had been circulated prior to the meeting, Cllr Morton proposed they be accepted as a true record, this was seconded by Cllr Whiting and agreed by all.

152. Review Progress of actions from meeting held on 1st November 2021

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

Item No:	Action	Due by	Progress	Owner
127	Upload approved October minutes to website		Actioned	Clerk
128	Measure and order new flag.		Actioned	Cllr Carrow/ Clerk
128	Provide information on location of assets and subscribe to Parish Online Training.		Ongoing	Clerk/Cllr Wason

Chairman Signature:Date:

	<i>To be looked at in more detail during first few weeks of 2022.</i>			
128	Provide information for website links on commons.		Actioned	Cllr Carrow
128	Draft policy re Parish Freeman scheme for consideration. <i>Defer to future meeting.</i>		Outstanding	Clerk
128	Contact B&DBC re progress on bin removal		Actioned	Clerk
128	Draft & send letter to resident re van		Actioned	Cllr Carrow/ Clerk
134	Submit responses to planning consultations.	As given on docs.	Actioned	Clerk
139	Progress Playground & Fencing project		Ongoing	Cllr Carrow
142	Progress plaque.		Actioned	Cllr Carrow
145	Advise Church of grant approval		Actioned	Clerk
147	Process BACS payments		Actioned	Cllr Carrow
147	Complete budget draft in conjunction with Finance Working Group		Actioned	Clerk
148	Establish suggested date/s for Parish Assembly		Actioned	Clerk

153. To note minutes of Pinder Recreation Trust meeting held 4th October 2021

Cllr Morton proposed that the minutes of the Pinder Recreation Trust meeting held on 4th October 2021 be accepted as a report to the Parish Council, this was seconded by Cllr Whiting and approved by all. These are attached at Appendix A.

Chairman Signature:Date:

154. County Councillor Report

Cllr Thacker was in attendance and spoke to a report covering:

Community Climate Grants

Hampshire CC is inviting bids for grants to make community buildings energy efficient as part of its commitment to combatting climate change. These grants are provided under the Parish and Town Council Investment Fund and can be used for Capital Projects, Revenue Grants and Training Investments.

Community Waste Reduction

Grants of up to £5000 are available for community organisations to fund projects that will introduce a new waste prevention, reuse, or repair project to the local area.

Christmas Holiday Grant

Hampshire CC will offer healthy food and activities to children who are eligible for free school meals during the Christmas holidays.

Other matters

County Council Leader, Cllr Keith Mans has written to Hampshire's MPs to seek their support for a more equitable funding solution.

Cllr Thacker has written to Cllrs Mans and Humby and Kit Malthouse MP asking that national and local government work together to find a national solution to the issue of cross-border access to household waste and recycling centres.

Local road matters

Cllr Thacker confirmed that a work order for repairs to the continuing problem of potholes in Well Street had been raised. He was hopeful that a move to make one.network available to Cllrs would result in improved communication with regards to issues relating to Highways.

Questions/Matters raised

Cllr Carrow expressed thanks and appreciation for the funding received towards the purchase of a hedgecutter and associated training.

Cllr Thacker suggested that the PC should apply for the cost of a thermal imaging device via the Members Grants scheme.

Cllr Carrow reported that there continued to be concerns regarding HGVs parking on the bridge at Tothill which proved to be both dangerous to pedestrians and damaging to verges, as well as having the potential to harm the bridge's structure. Cllr Thacker confirmed he would continue to press Highways England for a response, whilst noting that the bridge was not the responsibility of Hampshire CC or B&DBC.

155. Borough Councillor Report

Cllr Izett was in attendance and reported that:

- He had recently attended a presentation by the climate change team, covering action that could be taken by the council, the borough and more locally by residents. He encouraged promotion of the online climate change toolkit, containing tips and guidance for residents.
- He felt the recent meeting between representatives of parishes in the Evingar ward and the Chief Executive of NWD AONB was very useful in raising awareness of their role in planning issues. He hoped it would lead to more collaboration.
- The SHELAA had been updated in advance of the next meeting in the Local Plan update consultation process due to take place on 13th December. He felt the Evingar ward had been effective in expressing their views. Cllr Morton's concerns that housing development seemed to take place in line with existing facilities were noted.
- The budget 2022/23 was in a 6-week consultation period and Cllr Izett encouraged participation. He highlighted areas where there would be an increase in staff resources.
- Hampshire CC had put forward proposals with regards to devolution, a White Paper was expected before the end of the year.

Cllr Izett responded to questions raised by:

- Confirming that B&DBC's policy was for new homes to be carbon neutral and in line with national policy.
- Noting concerns raised regarding the notices put on the recycling bins due for removal.
- Agreeing to investigate difficulties Hampshire residents were experiencing when trying to register for access to Newbury's HWRC.

156. Sports Club Report

It had not been possible for a representative of the Sports Club to attend therefore this item would be added to the agenda for the meeting in January 2022. Cllr Morton said that there had not been a meeting of the Sports Club committee since the previous PC meeting and there was little to report, but the recent "Christmas Cracker" event was noted to have been a success.

157. Parishioners' open time

- Cllr Carrow spoke as a Parishioner to raise a concern about alleged rule flouting by parties within parliament that might be seen by some to have a read across to work of lower tiers of local government.

Chairman Signature:Date:

He was keen to avoid a situation where the parish council or councillors might be seen to be tainted by association. Cllrs Thacker and Izett reassured him that in their experience this was extremely unlikely.

- Ongoing concerns with a vehicle parked in Harts Lane were raised by the parishioner in attendance. The Clerk provided an update on action that had been taken to address the problem, but it was unlikely there would be any progress without co-operation from the resident.

158. Chairman's Comments

Cllr Carrow reported that:

- A letter of thanks had been prepared for the recent donation of a Christmas Tree. Cllr Carrow thanked Cllrs Whiting and Collins for their assistance in placing the tree and adding the lights.
- Review of Remembrance Sunday arrangements and points to consider for future events:

Positive feedback had been passed on to Rev Anthony Smith during which they had discussed the scope of the event, noting that it commemorates the Fallen but might do more to address others in the course of the Service – it had been agreed this could be given further consideration. Cllr Carrow felt there may come a time when the Parish may wish to rethink how the ceremony is conducted outside but felt it worked well for the time being.

159. Planning applications received since 1st November 2021

The following applications were discussed:

- 21/03353/HSE Ladle Hill Cottage Sydmonton Road Old RG20 9NR
Installation of domestic swimming pool with paving surround and erection of changing hut.

Response: No comments.

- 21/03406/FUL St Michaels School Harts Lane Burghclere RG20 9JW
Erection of church with associated access, parking, and landscaping

Response: No comments.

Decisions reached by B&DBC since previous meeting:

- T/00317/21/TPO 3 Sandham Gardens Burghclere RG20 9AW
T6 Oak: prune. T7 Oak; prune. T8 Oak: fell.

Decision: Granted

Chairman Signature:Date:

- 21/01774/ROC Ridgeway West Street Burghclere RG20 9LB
Certificate of lawfulness for the continued occupation of dwelling by non agricultural worker (in excess of 10 years) in breach of condition 4 of KWR/8546

Decision: Granted

- 21/00561/HSE Ivydene Heatherwold Newtown RG20 9BG
Erection of two storey rear extension with lean-to single storey extension following demolition of existing rear single storey kitchen with associated internal alterations and external paving.

Decision: Granted

- 21/03122/RET Griord House Broken Way Adbury Holt RG20 9BN
Retrospective application for the erection of a garden outbuilding, shed, oil tank and enclosure.

Decision: Granted. Subject to a condition stating that:

“The accommodation hereby permitted shall be occupied solely for purposes incidental to the occupation and enjoyment of Griord House and shall not be sold off, sub-let or used as a separate unit of accommodation and shall not be used for any business, commercial or industrial purposes whatsoever.”

- 18/02843/LBC Barns At Norman Farm Well Street
Variation of condition 1 of 18/02842/FUL to amend the approved plans

Decision: Application withdrawn

160. Planning Update

Cllr Carrow spoke to a report as outlined below:

Meetings with Orchard Homes Representatives

Cllrs Whiting and Carrow, along with Chris Saint, Alison Stanton had met Steve Lees a planning consultant on 9th November. Mr Lees had provided an overview on what Orchard Homes were likely to do, Cllr Carrow noted that it was important to remain engaged with the LPA to ensure that matters relating to the Neighbourhood Plan remained at the forefront of considerations. There was not a designated case officer at this stage.

Cllr Carrow felt it to be important to be proactive in encouraging B&DBC to be more forward leaning with regards to insisting on zero carbon standard builds.

There had been a further meeting with Mr Lees and the architect later in November, this was attended by Caroline Reeves of St Mary Bourne Rural Business Hub who would follow up who would follow up with Orchard, with a possible view of buying a plot to build later, in addition to exploring options that may be available in the industrial park.

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It was agreed that Cllr Carrow would pass Orchard Homes contact details to Cllr Izett with a view to arranging a meeting.

Local Plan Update

Cllr Carrow had written to Cllr Carr in the light of the postponement of the EPH Committee meeting, now due to take place on 13th December. Government policies, especially regarding climate change and net zero, and design codes are being developed. He had made additional comments to Cllr Carr about the latter drawing on some of the observations he had previously made and on what he would report on under Climate Change. He noted the frustrations of areas close to Basingstoke who were being faced with significant numbers of houses and have already taken hundreds. He expected the process to become increasingly controversial.

Neighbourhood Plan review

Cllr Carrow spoke to the report attached at Appendix B.

Following discussion, the following steps were considered:

Agree a review

Cllr Morton proposed agreement to proceeding with a review, this was seconded by Cllr Crowley and agreed by all.

Appoint consultants

All agreed that Oneill Homer be appointed consultants.

Agree to set up Steering Group

All agreed to the setting up of a steering group, noting that the detail and terms of reference could be finalised later, but in the meantime the PC could act as the Qualifying Body.

Funding

Funding would be made available from Locality for consultant support and some funds were expected shortly.

Other Planning Matters

Cllr Carrow expressed the need for planners at B&DBC to engage with Parishes when considering S106 funding. This was noted by Cllr Izett who continued to encourage them to consider local needs.

161. Road matters

Nothing further to add.

162. Thames Water

A Thames Water report entitled “Groundwater Infiltration System Management Plan – Wash Water system” had previously been circulated and was noted to be encouraging.

163. Footpaths Report

Nothing further to add.

164. Burghclere Common management

Cllrs Morton and Carrow had met with Simon Melville on 5th November and agreed to take forward the plan. The Clerk confirmed she had liaised with the Newtown Clerk to start the process of getting established on the DEFRA website to bid for funds.

165. Playground Project/S106 funding

Cllr Carrow reported that it had been necessary to revisit the approach to applying for S106 funds due to the way B&DBC allocated available funds into different categories. He was obtaining further information on the quotes but may require some phasing of the projects so that one or two elements would be completed later when more funding may be available.

166. Hampshire 2050 Climate Change

Cllr Carrow reported on two meetings he had recently attended, as attached at Appendix C. He also shared a short video demonstrating Sustainable Overton’s use of a thermal imaging device.

167. Wellbeing, training, and development

To review and agree steps that could be taken to protect and enhance the wellbeing of councillors and staff, to include consideration of how this could be incorporated into the Staffing Committee’s Terms of Reference and the possible development of a wellbeing policy.

Cllr Carrow was keen to ensure that 1) new councillors are properly mentored, ‘professional development’ is encouraged and 2) that councillors who are finding their duties onerous are provided with support. All agreed to this approach.

To receive Cllr Wason’s summary of new councillor training.

Item to be added to January agenda.

168. Website & IT – to include fibre network scheme

- Cllr Crowley provided an update on the fibre network scheme, he understood the Openreach work had been completed and that it was no longer necessary to cross the recreation ground.
- Cllr Carrow confirmed the links to the information on the commons were now correct.
- Changes to some of the text around PC/Sports Club responsibilities needed amending subject to final confirmation on exact wording.

169. Queen’s Platinum Jubilee

It was agreed that Cllr Whiting would liaise with other groups in the Parish with a view to establishing what their plans were.

170. Lengthsman visit

The Clerk reported that the next visit was due in January 2022 with the exact date to be confirmed, on discussion it was agreed that the following could be possible tasks.

- clearing the drain near the sports club (subject to Cllr Morton and/or Cllr Collins being available to supervise) or
- clearing the stretch of overgrowth on the left-hand side beyond the Carnarvon Arms.

171. Documents for review and agreement

There were none.

172. Receive and consider Grant Applications

There were none.

173. Accounts

To note monthly payments previously approved

The payments detailed below were approved for payment.

Budget Section	Date	Details	Cheque	Amount
Expenditure		Approved & Paid		
Salary/PAYE	02/12/2021	Litterwarden	SO	£463.32
Salary/PAYE	02/12/2021	Clerk - Salary	BACS	£742.50
Admin/Courses	02/12/2021	Clerk - Expenses	BACS	£134.77
Salary/PAYE	02/12/2021	HMRC re F Knott PAYE	BACS	£92.60
Discretionary Payment S137	02/12/2021	Richard Carrow (Brunel Engraving - Plaque)	BACS	£182.66
Other Payment - Footpaths	02/12/2021	Richard Carrow (Amazon - Hedgecutter)	BACS	£288.98
Admin/Courses	02/12/2021	HALC re A Wason Training	BACS	£114.00

Cllrs agreed to:

- Approve the Clerk's next salary payment due in January to cover December, noting that leaving approval to the later January meeting would result in a delayed payment.
- Increase the amount McDonalds were invoiced for as their contribution to the litterwarden to ensure it remained in line with the actual rate he was paid.

The Clerk had previously circulated a year end bank reconciliation for period ending 29th November 2021.

- A balance in the Treasurers account of £17037.80.
- The balance in the Business Bank Instant Account stood at £6804.36.
- The balance in the Newbury Building Society account stood at £19458.96

To review draft budget 2022/23 in preparation for Precept Request

The Clerk spoke to a previously circulated document containing suggested draft budgets produced because of consultation with the Finance Working Group. On discussion version 1 of the budget was agreed, with the addition of an extra amount as provision for the Litterwarden to receive the "Real Living Wage" as set by the Real Living Wage Foundation. Cllr Morton proposed that the Precept request be submitted for £17888, this was seconded by Cllr Whiting and agreed by all. The Clerk prepared the submission form for signature in the meeting.

174. Clerk's Report

The Clerk reported on correspondence received from:

- **Fair Close Day Centre** – raising awareness of their services. She would respond with suggestions in addition to those already provided. Cllr Whiting would invite to a future Community Café.

Chairman Signature:Date:

- **Burghclere & Newtown WI** – requesting permission to improve the drainage in the flower containers around the war memorial by drilling out the bases. This was agreed noting that it would have no impact to the memorial itself.

The Annual Assembly date was agreed as 17th May 2022.

175. Next Meeting.

Monday 10th January 2022 at 7pm, to be held in the Portal Hall Clubroom.

There being no further business the Chairman closed the meeting at 9.10pm

Actions from December Meeting:

Item No:	Action	Due by	Progress	Owner
151	Upload approved November minutes to website			Clerk
152	Subscribe to Parish Online Training			Cllr Wason
152	Draft policy re Parish Freeman scheme for consideration.			Clerk
154	Apply to Members Grant Scheme for cost of thermal imaging device.			Cllr Carrow
156	Add Sports Club Report to January agenda			Clerk
159	Submit responses to planning consultations.	As given on docs.		Clerk
160	Pass Orchard Homes contact to Cllr Izett		Actioned	Cllr Carrow
164	Clerk to progress registration re Rural Payments Scheme			Clerk
165	Progress Playground & Fencing project			Cllr Carrow

Chairman Signature:Date:

167	Draft Wellbeing policy and add summary of Cllr training to next agenda			Clerk
169	Liaise with other groups re plans for Queen's Platinum Jubilee			Cllr Whiting
170	Advise Lengthsman of tasks for January and share date (when known)			Clerk
173	Process BACS payments			Cllr Carrow
173	Complete final budget and submit Precept request.			Clerk
174	Advise Greenham Trust of Annual Assembly date.			Clerk
174	Respond to Fair Close Day Centre and invite to Community Café.			Clerk/Cllr Whiting

Appendix A

Minutes for the meeting of the Pinder Recreational Trust Management Committee
held on 4th October 2021 at 9.07pm in the Portal Hall Clubroom

Present: A Crowley – Chairman (AC), R Carrow – Vice- Chairman (RC), I Collins (IC),
G Morton (GM), S Whiting (SW), Julian Parkes (JP), Helen Brierley (HB)
and A Wason (AW)

J Letsome (JL) - minutes.

1. Apologies

2. Approval of the minutes of the meeting held on 6th September 2021

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

Chairman Signature:Date:

3. Review of Actions and Matters arising from previous minutes

Item No:	Action	Due by	Progress	Owner
3	Obtain clarification on licensing requirements and submit draft policy re events for approval at next meeting.		Ongoing – draft prepared	AC/SW
3	Progress roof quotes		Outstanding	CS
3	Complete fob and key inventory <i>Noted that main door to clubroom tricky to open.</i>		Actioned	AC
3	Progress quote for capping chimney		Outstanding	CS
3	Amend booking form re liability for stored items		Actioned	AC
3	Progress discussions with Tim Robson <i>On hold until there has been a review of improvements required.</i>		On hold	AC
3	Continue to research funding options re windows		In progress	All
3	Obtain and circulate NBS form re change of signatories <i>Form passed to AC for completion</i>		In progress.	JL
5	Arrange for more fobs		Actioned	AC
5	Arrange for PAT testing		Actioned	IC
5	Purchase stick cleaner		Actioned	SW
10	Progress queries re SSE <i>Documents submitted</i>		Ongoing	AC
11	Arrange for CCLA change of details form to be completed.		Ongoing	JL

4. Pre-School Update

SW reported that the Pre-School had been successful in securing a grant of £5k from B&DBC. Consideration was given to their request for no charge on Mondays and Wednesdays, on discussion it was agreed that the charge for those two days could be reduced to £10 per day to ensure electricity and other costs incurred were covered.

Chairman Signature:Date:

5. Portal Hall – Future Bookings, Management & Maintenance

SW reported that bookings were very busy with at least 1 or 2 events booked in each week up until the end of the year. She confirmed that the short mat bowls group would not be returning.

It was agreed that JL would submit a B&DBC grant application to cover the cost of a projector for the clubroom.

6. Sports Club Update and Rent Review

GM said there had been no meeting so was little to report. The recently planned steam day had been postponed due to the poor weather conditions. He noted that a 5-year interim review of the 27-year lease would be due in April 2022.

7. Priority Works List

This was not discussed in detail, but AC felt there was nothing further to add beyond the priorities already identified. He would progress funding sources for the windows and report back to the next meeting.

8. Allotments

JL reported that the holder of allotment number 1 had given notice that she no longer wished to have it, however had requested that consideration be given to passing it on to a friend who was on the waiting list and had been assisting her with the upkeep. This was agreed, if there was confirmation that those above her on the list no longer wanted an allotment.

All confirmed they were content with the existing allotment agreement, however JL was requested to establish if the current £10 annual fee was in line with charges made for other allotments.

9. Playground update

JL confirmed the weekly inspections had taken place with no defects reported.

RC had reported on progress of the playground project within the earlier Parish Council meeting.

10. IT/Website Update

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

11. SSE Purchase

AC reported that the legal team had requested all Pinder committee members to complete anti money laundering forms, this was queried on discussion and agreed that AC would check if this was required bearing in mind the PC acts as one Trustee.

12. Accounts

JL had previously circulated the latest accounts. The surplus for the year to date was showing as £15,641.95. The bank balance as of 30th September 2021 stood at £62,178.44, with £8,226.25 in the Newbury Building Society account.

AC reported on the draft audited accounts for the year ending 31st March 2021 that had been previously circulated. He would establish more information on the figure given for valuation in response to a query raised by GM regarding a previous valuation of the village Green. Two alterations were required to the list of committee members:

- Add Julian Parkes name.
- Amend Amanda Wason to “Miss” instead of “Mrs”

The accounts were approved for signing, subject to the required amendments.

13. Any Other Business

There being no further business, the meeting closed at 9.50pm. The next meeting will take place in the Portal Hall on Monday 1st November 2021 after the Parish Council meeting.

Appendix B

Neighbourhood Plan Review – Cllr Carrow

To refresh the arguments: the 2 year protection the NP affords runs out in May 2022. The LPU is unlikely to complete before end 2024. This leaves around 18 months when we are once again vulnerable; although the extent to which is not clear cut*. As it stands Burghclere has met its housing target in the LPU at least until the 5 year review point in 2029 - when our current NP ceases. Unlike LPs there is no obligation to review NPs.

Coming back to *: this is ‘known unknown’ territory. There are a range of options to review NPs as I’ve described before - from full-blown (housing allocation and referendum) through mid-level (new policy additions without a housing allocation or referendum), low level minor editing - to the “do nothing” option. We need to consider which is appropriate in more detail. It will involve Policy Planning, consultants, the PC and will lead to community engagement when we’ve identified a way forward. To do so we need to agree to a review. I am under no illusion that while no requirement exists TODAY to include a housing allocation, that could change for the reasons I outlined earlier. My thinking is to start with a review of our policies and later, should circumstances change, amend the project accordingly. You will recognise this is far from ideal. This approach, together with other considerations, needs to be examined closely.

The steps are:

- Agree a review
- Appoint consultants
- Agree to set up SG (TORs)
- Seek funding

Chairman Signature:Date:

Set out a timetable

Appendix C

Report from CC meeting 1 Dec

Alison Zarecky from Sustainable Overton presented on HCC waste reduction grant that is currently open until 18th February, with grants of up to £5000. SO nappy library and repair café (supplies and insurance) were awarded this grant earlier this year

She also covered Energy Champions, with training from Energise Sussex Coast. Kate from ESC is coming to the SO Overton Market 10-12am in St. Mary's Hall on Saturday 11th December. Repair café also running in the Community Centre if anyone wants to come along.

FLIR plug in cameras for iPhone or android. Overton currently run a free loan service for these for parishioners. Cost for one is approximately £220. This has proved popular. There is a section on our website <https://www.sustainableoverton.org.uk/thermal-imaging-cameras> showing the BDBC thermal camera – there are 2 of these that can be borrowed among the 38 parishes and a video of me using the camera on a house on our facebook here: <https://www.facebook.com/sustainableoverton/videos/320817266033175>

Sam discussed the new BDBC [tool kits](#) and asked for any feedback. He also mentioned the Hampshire County Council Parish and [Town Council Investment Fund](#).

We discussed the new Manydown development and the potential opportunity for this to be a carbon zero or carbon zero ready development, and for BDBC/HCC to lead the way on this initiative.

Report from NWD AONB meeting 2 Dec

Primary purpose: Conserve and enhance natural beauty

Same status and protection as National Park.

Natural beauty: goes beyond visual appearance, including flora, fauna, geological and physiographical features etc

Role to manage development - right development in right place.

Chairman Signature:Date:

More climate change issues coming in.

A34 - huge pressure as a freight route.

Environmental Colour Assessment - to minimise potential negative impact of development on the character of the AONB. Have suggested a link with B&DBC's Design Code in the LPU.

Link on PC website

Important to keep AONB informed