

*Minutes of an ordinary meeting of the Annual General Meeting of
Burghclere Parish Council held on
1st June 2020 at 7.30pm and in accordance with current guidance this was held virtually
via “Zoom”*

Present: Cllrs R Carrow (Chair), A Crowley (Vice Chair), S Whiting,
G Morton, I Collins, A Wason

J Letsome (Clerk), Borough Cllr Izett (for item 15 only), C Saint

Cllr Carrow opened the meeting by:

- Advising Cllrs that consideration had been given to recently revised guidance regarding steps Parish Councils could take to ensure that the public could continue to observe meetings. It was agreed that recording the zoom meetings and uploading the draft minutes to the website met the requirements.
- Suggesting that a review of working groups and officer roles should take place during the coming few months, and this may include the formation of more formal committees, such as a staffing committee as recommended by HALC. In the meantime, the annual appointment of roles and groups would continue as normal.

1. Election of Chair

Cllr Whiting proposed Cllr Carrow continue as Chair, this was seconded by Cllr Crowley and agreed by all.

2. Election of Vice-Chair

Cllr Morton proposed Cllr Crowley continue as Vice-Chair, this was seconded by Cllr Whiting and agreed by all.

3. Election of Planning Working Party

Cllr Morton proposed Cllrs Whiting and Carrow continue as members of the Planning Working Party, to be joined by Cllr Wason as a third member, this was seconded by Cllr Crowley and agreed by all.

4. Election of Finance Working Party

Cllr Wason proposed Cllrs Whiting & Morton continue as members of the Finance Working Party, this was seconded by Cllr Collins and agreed by all.

5. Election of Earlstone Common Management Committee

Cllrs Whiting proposed that Cllrs Canning, Morton and Wason continue as Parish Council representatives on the Earlstone Common Management Committee, this was seconded by Cllr Carrow and agreed by all.

Chairman _____ Date _____

6. Appointment of Sports Club Representative

Cllr Morton proposed that Cllr Collins join him as a second Parish Council representative for the Sports Club, both appointments were seconded by Cllr Whiting and agreed by all.

7. Confirm Monitoring Roles

Tree Officer – Cllr Whiting proposed that Cllr Morton continue as Tree Officer, this was seconded by Cllr Wason and agreed by all.

Footpaths – Cllr Morton proposed Cllr Carrow continue as Footpath Officer, this was seconded by Cllr Crowley and agreed by all.

Triangle and Allotments – Cllr Morton proposed Cllr Canning continue as Triangle and Allotment Officer, this was seconded by Cllr Whiting and agreed by all.

Playground – Following further discussion it was agreed to consider the appointment of a monitoring officer during the later Pinder Recreation Trust meeting.

8. Election of Chair and Vice-Chair of Pinder Recreation Trust

Cllr Morton proposed that Cllr Crowley remain Chair, with Cllr Carrow as Vice-Chair, this was seconded by Cllrs Whiting and agreed by all.

9. Apologies

Received and accepted from Cllrs Canning and Richardson.

10. Declaration of members' interests for this meeting

There were none declared.

11. Confirm the minutes of the ordinary meeting held on 6th April 2020

The minutes of the ordinary meeting held on 6th April 2020 had been circulated to all prior to the meeting, it was agreed by all that they be accepted as a correct record.

Action: Clerk to upload approved minutes to website

12. County Councillor Report

There was no report as County Councillor Thacker was not present.

13. Parishioners' Open Time

The Clerk confirmed that Parishioners had been advised via the meeting agenda that they could request the meeting link, or submit comments to the meeting via email or telephone, but no requests or comments had been received.

14. Chairman's comments

Cllr Carrow reported on:

Coronavirus

He had made amendments on the Parish Council website to reflect the recent changes in government advice given regarding lockdown. In discussion it was felt that the community was generally coping well with friends and family offering support where needed.

Chairman _____ Date _____

Organised Crime

There was evidence of an increase in organised crime in the area, with several recent break-ins. He had been in touch with Cllr Izett regarding this and he reminded all to be alert.

15. Borough Councillor Report

Borough Cllr Izett reported that:

- He was pleased that the Garden Waste collection service would be resuming.
- Generally the fortnightly collection of grey bins was being managed well, but it was noted that there were occasional problems with missed collections.
- Cllr Diane Taylor would continue as mayor for a second year.
- The first full council virtual meeting was due to take place in July. The Planning committee has held two virtual meetings so far which had proceeded well, but were restricted to 3 cases per meeting.
- The first meeting to assess the council's finances following the Coronavirus crisis was due to take place on 2nd June. It was recognised that measures would need to be taken to address the loss of income that would inevitably impact the budget. It was noted that there was additional government funding available to support local businesses.
- He had been in discussion with Kit Malthouse MP and the Council leader regarding the recent organised crime activities. Effective co-ordination of rural policing had led to the discovery of some of the stolen items in North Hampshire and it was hoped this would lead to arrests.
- The current Chief Executive was leaving post to take up a new role as Chief Executive in Nottinghamshire, recruitment for a replacement was commencing.
- Borough Cllr Izett invited questions:

Cllr Carrow said he felt the daily briefings supplied to Councillors were very useful and he often shared extracts, either through the information exchange hub, nextdoor.com or on the parish council website. Borough Cllr Izett noted his comments and said there was no intention to withdraw the bulletins in the immediate future.

16. S106 Contributions

The Clerk had circulated an email providing additional information on the allocation of funds and the extent to which they could be used. It was noted that there was potentially a substantial amount of money available.

There was a general discussion on some projects this could be used for, including the upgrade of play equipment, development of an all weather cricket pitch for the Sports

Chairman _____ Date _____

Club and the creation of an outdoor gym. Cllr Carrow suggested that it might be appropriate to undertake some market research in the Parish.

It was noted that proposals needed to be submitted to B&DBC in order for them to seek Council approval in the Autumn and that this would require further discussion.

Action: All to continue to consider potential projects for S106 funding

17. Planning applications received since 6th April 2020

20/00999/HSE Quavers, Limes Avenue, Burghclere, RG20 9HE

Erection of single storey extension, alterations to roof to form additional living accommodation with rooflights to the front and rear elevations and altered dormer window to rear elevation.

Details of the application were circulated prior to and during the meeting.

On discussion it was agreed there were no objections.

Action: Clerk to submit decision to B&DBC planning.

18. Neighbourhood Plan Update

Cllr Carrow spoke to a previously circulated report attached at Appendix 1. This was noted and there were no questions.

19. Documents for review and agreement

The following documents had previously been circulated for review,

Financial Risk Assessment

The Clerk had circulated a draft for comment, with no changes suggested a final version was presented for approval. Cllr Morton proposed it be accepted, this was seconded by Cllr Whiting and agreed by all.

Action: Clerk to upload approved document to website.

Emergency Plan

Cllr Carrow spoke to the amended plan and, subject to approval, he would send a draft copy to Hampshire County Council, West Berkshire Council and Basingstoke & Deane Borough Council, inviting them to comment before presenting the final plan for approval.

Cllr Carrow confirmed the plan would be included in the annual review of documents to ensure that the details remained correct.

Cllr Crowley proposed that the final draft document be accepted, this was seconded by Cllr Whiting and agreed by all.

Action: Cllr Carrow to send draft plan to HCC, WBC and B&DBC

Chairman _____ Date _____

20. Lengthsman update

On discussion it was agreed that the Clerk would complete the work schedule for July, requesting strimming around the Triangle area and the bank opposite, as well as improving the bench. Strimming could also be undertaken in the strip between the Portal Cottage garden gate and the allotments. Should time permit, overhanging branches on the footway from Whitway towards Beacon Hill could also be cut back.

Action: Clerk to confirm visit date and submit work schedule.

21. Website/IT Progress Report

Cllr Crowley to cover this in a report to the later Pinder Recreation Trust meeting.

22. Footpaths report

Cllr Carrow reported that the Clerk had submitted a comment in response to the email regarding the Priority Cutting list. It was noted that some of the stiles needed attention and that there had been generally more foot traffic on the paths due to the current circumstances.

Cllr Morton reported that the footpath to the side of the A34 had been cut and cleared, he had submitted a request to **Highways** to adopt it as a footpath and cycle route. Cllr Morton also reported that 2 stiles by Adbury Farm were in poor condition and that access for larger dogs was difficult. The stile on West Street also needed attention for dog access. Cllr Carrow undertook to follow up with the landowners.

23. Hampshire 2050 Climate Change

Cllr Carrow advised Cllrs that whilst there was little to report, he felt it important to include it as a regular agenda item to ensure that the topic remained visible. He said it was inevitable that some of the issues would need to be re-thought in a post-Covid world. He drew the attention of Councillors to the 'Sustainable Overton' website as an example of what local communities are trying to achieve.

24. Accounts

24.1 To review internal auditor report for year ending 31st March 2020

The Clerk had previously circulated the auditor's report, together with comments in response to the issues raised. It was noted that some of the recommendations had already been addressed, and the remainder would be dealt with during the coming year. The final figures for the Annual Return were also circulated and accepted by all.

24.2 To review and approve the Annual Governance & Accountability Return 2019/20

The Clerk had previously circulated the completed AGAR form, and explained that once this had been approved it the relevant sections would be signed by Cllr Carrow and submitted for External Audit. It was agreed that Notice of Public Rights to inspect

Chairman _____ Date _____

the accounts would be completed for the period 15th June – 24th July, using the provided template. This would be displayed on noticeboards and the website.

24.2.a Section 1 – Annual Governance Statement 2019/20

Cllr Whiting proposed Section 1 be approved, this was seconded by Cllr Morton and agreed by all.

24.2.b Section 2 – Accounting Statement 2019/20

Cllr Morton proposed Section 2 be approved, this was seconded by Cllr Whiting and agreed by all.

Action: Clerk to submit completed & signed AGAR form, and upload to website – along with notification of Public Right to Inspect.

24.3 To review and approve monthly payments and bank reconciliation

The Clerk had previously circulated the payments for June for approval, together with invoices and supporting paperwork and as detailed below. These were approved for payment via BACS.

Budget Section	Date	Details	Cheque	Amount
Expenditure				
Salary/PAYE	01/06/2020	F Knott - Litterwarden	SO	£453.44
Salary/PAYE	01/06/2020	J Letsome - Salary	BACS	£545.00
Courses/Admin	01/06/2020	J Letsome - Expenses	BACS	£16.72
Other Payments	01/06/2020	Do the Numbers - Internal audit	BACS	£320.00
Subscriptions	01/06/2020	HALC - Annual LCPD Fee	BACS	£192.00
Salary/PAYE	01/06/2020	F Knott PAYE	BACS	£90.60
Other Payments	01/06/2020	TJR Consulting - Wireless Adaptor	BACS	£15.00
Maintenance	01/06/2020	R Carrow (Barlows Invoice re allotment fence)	BACS	£188.76
				£1,821.52

Chairman _____ Date _____

The Clerk had previously circulated a bank reconciliation completed to 18th May 2020 showing:

- A balance in the Treasurers account of £ £13019.20
- The balance in the Business Bank Instant Account stood at £6802.11.
- The balance in the Newbury Building Society account stood at £19292.87

24.4 To review budget

The Clerk circulated a spreadsheet prepared to monitor actual income & expenditure against the budget. This would be included as a regular agenda item for monitoring purposes. Cllr Crowley requested that it included a cashflow summary.

Action: Clerk to include Cashflow summary on budget.

25. Clerk's Report

Nothing further to report

26. Future Meetings

The next meeting will take place on Monday 6th July 2020.

There being no further business the Chairman closed the meeting at 9.15pm.

Chairman _____ Date _____

Appendix 1 - 202000531-NP SG report for the Parish Council-1 June

Following acceptance of the Independent Examiner's recommendations in March, I'm pleased to report that Basingstoke and Deane Borough Council have recently published their "Decision Statement" on our neighbourhood plan, which agrees that it should proceed to local referendum.

The Examiner's recommendations will be incorporated into a referendum version of the plan, which is currently being drawn up between us and B&DBC. Current government guidance states that no referendum may be held until 6 May 2021. Although this allows us plenty of time I am keen to ensure we are prepared in case advice changes and this date is brought forward.

There will be one addition; a Foreword will be included. This is in draft and will be circulated for comment beforehand.

What impact will this have on Falcon Developments and other planning applications?

Falcon have appealed the rejection of their application to build 35 houses on Harts Lane. We have not yet seen the appeal itself but will have an opportunity to comment when invited. The good news is that the government has declared that a neighbourhood plan (at our stage of development) can be given 'significant weight' in decision-making. While the appeal decision lies with Planning Inspectorate, this ruling will be helpful in arguing against it.

Meanwhile the referendum version of the plan will help the parish council when considering planning applications. Crucially, it will further deter those such as Falcon from submitting speculative planning applications to take advantage of B&DBC's lack of 5-year land supply.

The Decision Statement and Independent Examiner's report can be found at B&DBC's website: [Burghclere Neighbourhood Plan](#). I will update ours in due course.

Chairman _____ Date _____