

**Minutes of an Ordinary Meeting of Burghclere Parish Council held on
5th June 2023 at 7pm in the Portal Hall Clubroom**

Present: Cllrs R Carrow (Chairman), A Crowley (Vice-Chairman), I Collins and G Morton.

J Letsome (Clerk)

3 Parishioners

33. Apologies

Noted and accepted from:

- Cllr Patrick-Smith
- Cllr Whiting
- Borough Cllr Izett

(To note: Cllr Parke's apologies received after meeting)

34. Declaration of members' interests for this meeting

There were no pecuniary interests declared.

35. Confirm minutes of the Annual Council Meeting held on 9th May 2023

The draft minutes of the Annual Council Meeting held on 9th May 2023 were proposed for acceptance for signing by Cllr Morton seconded by Cllr Carrow and agreed by all.

36. Confirm minutes of the Ordinary Council Meeting held on 9th May 2023

The draft minutes of the Ordinary Council Meeting held on 9th May 2023 were proposed for acceptance for signing by Cllr Morton seconded by Cllr Collins and agreed by all.

37. Review Progress of actions from meeting held on 9th May 2023

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

Item No:	Action	Due by		Progress	Owner
14	Upload 3 rd April 2023 minutes to website			Actioned	Clerk
19	Write to County Cllr Adams King re potholes			Actioned	Cllr Carrow
20	Prepare and deliver flyer re fly-tipping of garden waste. Investigate possible signs.			Actioned	Cllr Carrow/ Clerk

Chairman Signature:Date: 3rd July 2023

	<i>B&DBC do not have any standard signage to share – suggest making own based on online templates.</i>				
21	Submit responses to Planning Consultations & appeal			Actioned	Clerk
23	Progress installation of chargers.			Later agenda item	Cllrs Crowley & Carrow
28	Request amendment to Lengthsman dates <i>August visit has been swapped to November – visits this year will now be September, October and November.</i>			Actioned	Clerk
30	Progress payments due			Actioned	Cllr Carrow/ Clerk

38. Notes of Parish Annual Assembly 15th May 2023

The notes of the Annual Assembly held on 15th May were accepted as a true record.

39. To receive minutes of Pinder Recreation Trust meeting held 3rd April 2023

Cllr Carrow proposed that the minutes of the Pinder Recreation Trust meeting held on 3rd April 2023 were accepted as a report to the Parish Council, this was agreed by all. These are attached at Appendix A.

40. County Councillor Report

Cllr Thacker was not in attendance.

41. Borough Councillor Report

Cllr Izett was not in attendance but had submitted a report, read by Cllr Carrow and attached at Appendix B.

42. Parishioners' open time

A parishioner raised concerns regarding the road safety risks associated with overgrown verges near junctions frequently used by school children. On discussion it was agreed that Cllr Carrow would raise this with Hampshire Highways, via County Cllr Thacker, noting that this would not result in swift action, in which case he indicated a willingness to undertake some strimming on a voluntary basis if it was not possible for the Lengthsman to visit earlier than planned.

43. Chairman's Comments

Cllr Carrow was grateful for the support provided to the Annual Assembly, noting that it had been reasonably attended. On discussion it was agreed that the format generally worked well, however in future speakers should be given time limits.

Chairman Signature:Date: 3rd July 2023

44. Planning applications and appeal notifications received since 9th May 2023

The following applications and appeals were discussed:

- 22/02554/HSE and 22/02555/LBC The Oxdrove House Burghclere RG20 9HJ
Removal of existing porch. Demolition of existing orangery and erection of single-storey extension to east elevation. Alterations to existing garden wall to facilitate new extension. Creation of second floor habitable space within existing attic and formation of staircase. Erection of 3 no. dormer windows. Internal alterations

Response: No comments.

The following applications were noted as having been received after the meeting agenda had been published.

- 22/03266/FUL Manor Farm Old Burghclere Newbury Hampshire RG20 9NS
Amendment to - Erection of steel portal framed building to be used as a grain dryer and store, together with solar panels, two water harvesting tanks, four gas tanks, a 25 metre wide area of hardstanding and an entrance road.
- 23/01295/PIP Land Adjacent Pembroke House Earlstone Common Permission in Principle for residential development of 1 no. dwelling

On discussion it was agreed that Cllr Carrow would convene an extraordinary meeting on Monday 19th June to enable both these applications to be considered.

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

- 23/00637/HSE Sunnyside Cottage Tothill Burghclere RG20 9ED
Single storey side extension
Granted
- 23/00905/HSE TPO Eversley Harts Lane Burghclere RG20 9JD
Single storey conservatory link extension between bungalow and garage bonus room
Granted

45. Planning Update

- Local Plan Update
There was nothing further to report, however B&DBC had recently launched a mailing list function on their consultation software to enable subscribers to receive updates from the Planning Policy team. The Clerk would share the link with all Cllrs.
- Neighbourhood Plan
Cllrs noted the updated Burghclere Neighbourhood Plan (2022-2029) (as modified 2022) was 'made' by Full Council on 18 May 2023. He would retain one full set of documents and the other two sets would be placed in the Portal Hall and with the Clerk.

- Fir Cottage new bungalow proposal
Cllr Carrow gave a brief overview of the proposed plans, noting that a planning application had not yet been submitted and therefore Cllrs were not being invited to undertake discussion or reach a decision.

46. Electric Vehicle Chargers

Cllr Crowley reported that he was still waiting for further documentation from B&DBC and would be contacting them for an update.

47. Road matters

Cllr Carrow had received an email from parishioners raising concerns about HGVs parking on Tothill bridge. They had been advised to report this to HCC and B&DBC noting that the PC had already exhausted all previous efforts to address this issue.

There had been no further progress regarding pothole repairs, however an overdue repair in Rosemore Lane had been completed.

Cllr Carrow gave an overview of Thames Water’s response to a recent report of a manhole cover lifting during heavy rainfall.

Speeding concerns raised by a parishioner in attendance were noted, there followed discussion on the responses received from HCC to the Parish Council’s previous attempts to raise this issue and whilst the PC did not have the resources to pursue this much further, the PC would be supportive of any efforts other parishioners may wish to undertake, noting there might be some funding available for Speed Indicator Devices. However, the parishioner’s views were welcomed and he was encouraged to report his concerns to County Cllr Thacker.

48. Parish Crime Update

On discussion there was agreed to an increase in concerns regarding crime and security following a number of known incidents. It was agreed that Cllr Carrow would contact Borough Cllr Izett to ask this be raised with the Police & Crime Commissioner.

49. Footpaths Report

Cllr Carrow reported that he had commenced the stile survey by photographing all existing stiles and gates on the parish footpaths. The next step was to create a database and identify priorities. Some of the repairs required had been completed.

50. Bins and fly-tipping

The Clerk confirmed she had contacted B&DBC to establish the procedure for obtaining an additional bin at the suggested site at the Church Lane/Well Street crossroads. She also awaited a response to an enquiry raised on the progress towards a replacement for the broken bin on the corner of Breachfield/Harts Lane.

Measures to deter fly-tipping at known “hot spots” were considered, on discussion it was agreed that the Clerk would explore signage options.

51. Hampshire 2050 Climate Change

Nothing further to report.

52. Website & IT

Nothing further to report.

53. Community Engagement

Cllr Carrow invited Cllrs to consider the PC's future approach to community engagement noting that this was not identified as a priority during the informal discussions at the Annual Assembly. This would require further consideration, alongside a review of the May 2022 draft community engagement policy. It was agreed to keep this as an agenda item for July.

54 Grant Application

Cllrs considered a grant application received from Burghclere Primary School's band. Following discussion with representatives who were in attendance it was agreed to approve the application for an amount to be decided on further consideration.

55. 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	31/05/2023	Clerk's Salary	BACS	£783.40
Admin/Courses	31/05/2023	Clerk's expenses	BACS	£105.88
Salary/PAYE	31/05/2023	Litterwarden	SO	468.20
Salary/PAYE	31/05/2023	HMRC PAYE & NI	BACS	£141.20
Salary/PAYE	31/05/2023	Nest MayPension	BACS	£59.15
Events	31/05/2023	Coronation expenses	BACS & Chq	£1,200.08
				£2,757.91

The following payments were agreed for payment:

Budget Section	Date	Details	Cheque	Amount
Expenditure		To approve		
Other Op Exps	06/06/2023	Annual assembly refreshments	BACS	£55.74
Subscriptions	06/06/2023	HALC - LCPD membership	BACS	£198.00
				£253.74

Chairman Signature:Date: 3rd July 2023

- The Clerk had previously circulated a bank reconciliation to 31st May 2023 and showing the figures:
 - A balance in the Treasurers account of £20,550.27.
 - The balance in the Business Bank Instant Account stood at £8,325.70.
 - The balance in the Newbury Building Society account stood at £19,710.36.
- A summary had been circulating showing that the total claimed for Coronation expenses amounted to £1,200.08. The majority of this had been allocated to the B&DBC grant of £1,000 and a monitoring report had been submitted. The remaining £200.08 would be allocated against the £500 HCC grant. On discussion it was agreed that the clerk would seek County Cllr Thacker's approval on the proposed use of the remaining HCC funds towards appropriate items to mark the Coronation.
- It was agreed that the AGAR Notice of Public Rights to inspect would be published giving the dates 13th June – 24th July 2023.
- £1,500 had been transferred from the Treasurers account to the Instant Savings Account as agreed in the previous meeting.

56. Clerk's Report

The Clerk had circulated a report which had mostly been covered under earlier agenda items, however she noted that a Cllr vacancy remained and would continue to publicise this.

57. Next Meetings

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

There being no further business the Chairman closed the meeting at 8.42 pm.

Actions from June meeting

Item No:	Action	Due by	Progress	Owner
35 & 36	Upload 9 th May 2023 meeting minutes to website		Actioned	Clerk
38	Upload Annual Assembly notes and presentation to website		Actioned	Clerk
42	Contact Highways/County Cllr Thacker re overgrown verges and undertake strimming of verges identified as needing urgent attention.		Actioned	Cllr Carrow

42	Request earlier Lengthsman visit re strimming verges		Actioned	Clerk
44	Submit response to planning application considered in meeting.		Actioned	Clerk
44	Prepare and issue agenda for extraordinary meeting on 19 th June			Clerk
47	Share B&DBC email re planning update mailing list		Actioned	Clerk
48	Contact Borough Cllr Izett re crime concerns		Actioned	Cllr Carrow
50	Explore signage options re fly-tipping			Clerk
53	Add Community Engagement to next agenda			Clerk
54	Confirm response to grant application.			Clerk
55	Progress payments due		Actioned	Clerk/Cllr Carrow
55	Contact Borough Cllr Thacker re coronation grant underspend		Actioned (awaiting response)	Clerk
55	Publish notice of public right to inspect			Clerk

Appendix A

Minutes for the meeting of the Pinder Recreational Trust Management Committee held on 3rd April 2023 at 8.40 pm in the Portal Hall Clubroom

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

J Letsome (JL) - minutes.

1. Apologies

There were none.

2. Approval of the minutes of the meeting held on 6th March 2023.

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

Chairman Signature:Date: 3rd July 2023

Item No:	Action	Due by	Progress	Owner
3 b/f	Update Portal Hall booking information on website re revised rates.		Actioned	JL/SW
3 b/f	Gather Pre School data and circulate proposed rate change.		Later agenda item	AC
3 b/f	<ul style="list-style-type: none"> Accept quote and progress work re lighting upgrade. 		Later agenda item	IC/AC
3 b/f	Progress GCT application re windows.		Later agenda item	AC
5	Advise Jones Robinson re new lease and rent increase		Actioned	GM
6	Issue Sports Club invoice		Actioned	JL
7	<p>Liaise with window contractor re July dates</p> <p>Contact Paul Walden re window painting</p> <p>Contact planning team</p>		<p>Later agenda item</p> <p>Actioned</p> <p>Actioned</p>	<p>APS</p> <p>RC</p> <p>RC</p>

4. Pre-School Update

SW noted there were still ongoing problems between the Pre-School and WI, specifically relating to parking and toilet use.

The number of children registered was likely to drop towards the end of the forthcoming term, but it remained uncertain what they were likely to be in September. On discussion it was agreed that a 10% increase would be reasonable in the light of increasing maintenance and utility costs. They would be notified of this change during a meeting to be arranged for June/July, this would also be an opportunity to review any likely impact the changes to government funding may have.

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

Bookings

SW reported that bookings and enquiries remained very busy.

Maintenance and Management issues raised

- Toilets:** SW confirmed the necessary repairs had been undertaken.
- Ceiling fans:** IC to investigate reported fault.
- Overgrowth:** AC to arrange a working party to tackle overgrowth restricting access to the shed.
- Cupboard:** It was agreed that shelves could be removed to create space for table storage.
- Porch roof:** Heritage roofing would be undertaking this work a week later than planned. It was agreed to ask them to quote for repairs for the area between the hall and the cottage.
- Windows:** Abinger was scheduled to commence work on windows during the week beginning 10th April. It was agreed that he should be provided with a fob to enable easy access.
- Lighting:** It was agreed to proceed with ordering the spotlights and fittings whilst the quote remained valid. They would be stored until fitting could take place during the summer.

Portal Cottage

GM reported that the existing tenants had signed the lease for a further 2 years as of 9th April on the following terms:

- There would be a review after 1 year.
- The rent would increase by 5% to £1300 per month.

On discussion, it was agreed that Jones Robinson should continue to act as the Letting Agent, noting that 8% was reasonable for a fully managed service.

The tenants should be given prior notice if access was required to complete or investigate required repairs.

AC noted that it had been agreed in the previous meeting that someone could be instructed to undertake an EPC style inspection of the property to identify areas for improvement. It was agreed that FLIR camera before and after findings could be used to support grant applications.

6. Sports Club Update

IC reported that:

- Tickets had sold out for the easter egg hunt.
- Discussions continued on proposed brewery changes.
- Prices would be reviewed in September.
- The AGM would take place on 25th May at 6.30pm.
- The container would be dealt with in September.
- They were finalising plans for their event to be held over the Coronation weekend.

The club hoped to commence work on the pitch improvement in May, subject to confirmation on the s106 funding arrangements.

GM advised that work on the Ash tree could not take place until January/February 2024 to avoid the bird nesting season. He would obtain an updated quote nearer the time.

7. Priority Works List

Nothing further to report.

8. Playground update

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

9. IT/Website Update

As covered in the earlier PC meeting.

10. Accounts

Update on current finances

JL had previously circulated the latest accounts containing the figures to 29th March. The bank balance as of that date stood at £70,278.97. It was agreed that:

- JL should proceed with arranging for Ross Brooke to complete the annual accounts.
- Pinder Recreation Trust should make a payment of £1300 to the Parish Council as a contribution towards ongoing costs to improving the playground fence.

APS noted the Platinum Jubilee Village Hall fund may be open for further applications.

11. Date of Next Meeting

Tuesday 9th May 2023 after the Parish Council meeting.

12. Any Other Business

There being no further business, the meeting closed at 9.30pm.

**Appendix B
Borough Cllr Izett Report**

My report is short, partly reflecting the fact that for the first time as your ward councillor we are out of office as a party and therefore I don't have the same access to information and policies being formulated by the administration. Something I will have to get used to, but from my point of view, hopefully not for too long.

Chairman Signature:Date: 3rd July 2023

The new administration has been formed by the Independents and Lib Dems, who have divided the 8 cabinet places equally, with the Labour group outside the coalition but providing voting support in the chamber. Between the 3 parties they can muster 31 votes to the Conservatives 23.

It is too early to know what will change and what will be maintained by the new administration. They have announced a Youth Council will be created so they can hear young people's views. They also want to scrap rural car parking charges in borough owned car parks. At present I'm sure they are grappling with all the issues they have to face and hearing the advice of officers before making some of the difficult choices that will be required.

My diary and email inbox is all of a sudden a lot quieter. I have been selected to sit on 2 scrutiny committees, Economy Planning And Housing and Audit and Accounts. There is a new chair of Development Control, Cllr MacCormick, the ex- Labour group leader who was previously a committee member.

Elsewhere, it is exceptionally good news for future health provision for our residents in Evingar that on 25th May the govt announced £800m of funding for a new hospital for North and Mid Hants. 2 sites are being considered, the existing one and a greenfield site near Junction 7, close to the land designated for Manydown South and 8000 homes as distinct from Manydown North, north of the railway line which has planning for 3,500 homes. The new hospital will bring together primary healthcare, mental and social care and potentially a science park. Completion could be around 2022-33 but predicting delivery of major infrastructure projects is unwise.

I look forward to being with you at the next parish council meeting.