

# BURGHCLERE PARISH COUNCIL

Clerk: Mrs J Letsome, Portal Hall, Church Lane, Burghclere, RG20 9HX  
07851 956078 E-mail: [clerk@burghclerepc.com](mailto:clerk@burghclerepc.com)

**Parish Councillors are summoned to a meeting of Burghclere Parish Council on  
Monday 4<sup>th</sup> December 2023 at 7pm**

**to be held in the Portal Hall Club Room**

## A G E N D A

### 1. Apologies

**Received from:**

- *Cllr Patrick-Smith*
- *Cllr Parkes*

### 2. Declaration of members' interests for this meeting

- *To be submitted to the Clerk prior to the meeting*

### 3. Confirm minutes of the Ordinary Council Meeting held on 6<sup>th</sup> November 2023

- *To be circulated prior to the meeting*

### 4. Review progress of actions from meeting held on 6<sup>th</sup> November 2023.

- *As given at end of agenda*

### 5. To receive minutes of Pinder Recreation Trust meeting held 2<sup>nd</sup> October 2023

- *To be circulated and accepted as a report to this meeting.*

### 6. County councillor report

### 7. Borough councillor report

### 8. Parishioners' open time

### 9. Chairman's comments

### 10. Planning applications and appeals received since 6<sup>th</sup> November 2023

- **To consider:**

**23/02769/OUT Land On The South And East Side Of Harts Lane Burghclere**

Residential development of 25 dwellings with access on to Harts Lane, with associated open space, infrastructure, drainage, landscaping and accessible natural greenspace.

**Response due:** 29<sup>th</sup> November – extension granted to enable comments to be submitted after the meeting date.

Documents available here:

[23/02769/OUT | Residential development of 25 dwellings with access on to Harts Lane, with associated open space, infrastructure, drainage, landscaping and accessible natural greenspace. | Land On The South And East Side Of Harts Lane Burghclere Hampshire \(basingstoke.gov.uk\)](#)

- **To note:**

- Planning Applications received for consultation after the meeting agenda has been published may also be considered.
- Planning Applications currently being considered/in appeal to be reviewed as required.
- Planning Applications requiring response before 6<sup>th</sup> November
- Decisions recorded by B&DBC since previous meeting:

**22/03266/FUL** Manor Farm Old Burghclere Newbury Hampshire RG20 9NS  
Refused

**23/01295/PIP** Land Adjacent Pembroke House Earlstone Common  
Refused

**23/02394/FUL** Fir Cottage Heatherwold Newtown RG20 9BG  
Approved

## 11. Planning update

- *Local Plan update*
- *Draft Neighbourhood Plan Monitoring Report – for consideration and approval.*
- *Earlstone House Appeal decision update*
- *Report on communication with Fred Schiff acting for Chaming brothers.*
- *Millennium Garden – to consider, as a Local Green Space, what can be done to improve its facilities in light of work to oak (see Item 18)*

## 12. Sports Club

- *To receive further information on planned survey if available.*

## 13. Community Engagement

- *Update on progress and agree next steps.*

## 14. Renewable Energy and Climate Change

- *Waste Prevention Community Grant Fund*

## 15. Emergency Planning & Resilience Focus Group

- *Note invitation to participate.*

## **16. Electric Vehicle Chargers**

- *Receive updated information.*

## **17. Road matters**

## **18. Footpaths report**

## **19. Tree report**

- *To receive update and consider quotes received for work required to Oak on path from Sports Club to School.*

## **20. Burghclere 10k**

- *Consider and agree response to plans to hold this on 18<sup>th</sup> February 2024*

## **21. Website/IT update**

- *Parish*
- *Pinder*

## **22. Documents for review**

- To review and agree:
  - *Litter Picker Risk Assessment*
  - *Health & Safety policy*

## **23. Coronation and CIL Funding**

- *To consider and agree proposal to replace noticeboard.*

## **24. S106 contributions**

- *To further consider available S106 contributions.*

## **25. Accounts**

- *All documents to be circulated prior to the meeting:*
  - *To note monthly payments previously approved and approve any additional payments,*
  - *To note Clerk's revised salary due to agreed pay award for year commencing 1<sup>st</sup> April 2023.*
  - *To receive and note monthly bank reconciliation.to 29<sup>th</sup> November 2023*
  - *To consider draft budget 24/25*

## **26. Clerk's report**

## **27. Future meetings**

- *Monday 8<sup>th</sup> January 2024 – Ordinary PC meeting*

*Public or Press are welcome to attend. Alternatively, Parishioners are invited to submit comments to the Clerk via telephone - 07851 956078 or email – [clerk@burghclerepc.com](mailto:clerk@burghclerepc.com).*

The meeting minutes will be published on the parish website – [www.burghclerepc.co.uk](http://www.burghclerepc.co.uk).

**Jacqui Letsome, Clerk** – 29<sup>th</sup> November 2023

**Actions from November meeting:**

<b>Item No:</b>	<b>Action</b>	<b>Due by</b>	<b>Progress</b>	<b>Owner</b>
138	Upload 2 <sup>nd</sup> October 2023 meeting minutes to website		Actioned	Clerk
101 (b/f)	Arrange fob for Cllr Harvey			Cllr Crowley
101 (b/f)	Research alternative email providers			Cllr Crowley
141	Include Highway reporting links in monthly news article.		Actioned	Clerk
142	Report further on Earlstone House appeal decision in December meeting.		Actioned	Chair
143	Report overgrown Tothill Roundabout		Actioned	Clerk
145	Respond to planning applications.		Actioned	Chair/Clerk
145	Write to B&DBC re felled tree at Weir Vale Cottages.		Actioned	Chair
146	Add NP Monitoring document to December agenda		Actioned	Clerk
148	Progress licence agreement re EV charger installation			Cllr Crowley
149	Write to Thames Water & Highways re Ayres Lane flooding			Chair
149	Include ditch clearance reminder in monthly news article		Actioned	Clerk
150	Include reminder to walkers to respect private property in monthly news.		Actioned	Chair
150	Report evidence of Ash die back on railway line trees		Actioned	Chair
152	Progress quotes re work to oak on footpath between sports club and school.		Actioned	Cllr Morton
152	Make enquiries with insurance company re claiming for tree work.		Actioned	Clerk

153	Arrange for removal of old email address from booking calendar on website.			Cllr Crowley
154	Register for "Mailchimp"		Actioned	Clerk
154	Liaise with website developer re adding subscribe boxes to website.		Actioned	Cllr Crowley
155	Invite other sports club representatives to December meeting and add to agenda.		Actioned	Clerk
156	Update approved policies and upload to website.		Actioned	Clerk
157	Update Remembrance Sunday Risk Assessment		Actioned	Chair
159	Share table of available S106 contributions		Actioned	Clerk
160	Inform grant applicants of outcome.		Actioned	Clerk
161	Process payments due.		Actioned	Clerk/Chair
161	Update draft budget as required and add to December agenda		Actioned	Clerk
161	Calculate salary revision in line with agreed pay award.		Actioned	Clerk