

**Minutes of an Ordinary Meeting of Burghclere Parish Council held on
4th December 2023 at 7pm in the Portal Hall Clubroom**

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

J Letsome (Clerk)

Borough Cllr Izett

1 x Parishioner

164. Apologies

Accepted from:

- Cllr Parkes
- Cllr Patrick-Smith

165. Declaration of members' interests for this meeting

There were no pecuniary interests declared.

166. Confirm minutes of the Ordinary Council Meeting held on 6th November 2023

The draft minutes of the Ordinary Council Meeting held on 6th November 2023 were proposed for acceptance for signing by Cllr Crowley seconded by Cllr Harvey and agreed by all.

167. Review Progress of actions from meeting held on 6th November 2023

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

Item No:	Action	Due by	Progress	Owner
138	Upload 2 nd October 2023 meeting minutes to website		Actioned	Clerk
101 (b/f)	Arrange fob for Cllr Harvey		Carry forward	Cllr Crowley
101 (b/f)	Research alternative email providers		Carry forward	Cllr Crowley
141	Include Highway reporting links in monthly news article.		Actioned	Clerk

Chairman Signature:Date: 8th January 2024

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		Agenda item	Cllr Crowley
149	Write to Thames Water & Highways re Ayres Lane flooding		Remove Action	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.		Later agenda item	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

Chairman Signature:Date: 8th January 2024

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

168. To receive minutes of Pinder Recreation Trust meeting held 2nd October 2023

Cllr Morton proposed that the minutes of the Pinder Recreation Trust meeting held on 2nd October 2023 were accepted as a report to the Parish Council, this was seconded by Cllr Carrow and agreed by all. These are attached at Appendix A.

169. County Councillor Report

County Cllr Tom Thacker was not present and no report submitted.

170. Borough Councillor Report

Borough Cllr Izett reported on:

- Concerns that the Planning Inspectorate were not giving significant weight to Neighbourhood Plans when considering decisions. This had been raised with Kit Malthouse MP, who in turn had written to Michael Gove MP.
- B&DBC's 24/25 budget proposals were out for consultation. He noted that the current medium-term strategy showed a £5.76 million deficit at the end of the 4-year period.

Cllr Carrow noted:

- Thanks to Cllr Izett for his support during the year.
- He had welcomed contact from an open spaces officer at B&DBC who was seeking views on how any S106 funding attached to the proposed development in Harts Lane could best be allocated.

171. Parishioners' open time

Nothing raised.

172. Chairman's Comments

Cllr Carrow:

- Extended thanks to all for their contributions and support throughout 2023. He anticipated 2024 would be busy, with planning matters likely to be particularly challenging.
- Invited all to consider potential guest speakers for the Annual Assembly. Suggestions would be considered for agreement in the January meeting.

Cllr Morton proposed thanks to Cllr Carrow for his hard work and achievements during the year, this was agreed by all.

173. Planning applications and appeal notifications received since 6th November 2023

The following applications and appeals were discussed:

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: On discussion Cllrs agreed the previously circulated draft response could be submitted – subject to minor amendments. The response highlighted several concerns, but in particular it noted the application to be a direct challenge to the in-date Neighbourhood Plan.

To note:

○ Decisions recorded by B&DBC since previous meeting:

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

Cllr Carrow noted this decision was unlikely to be appealed until the result of the hearing into the appeal for 22/00428/FUL was known. This was taking place on 7th December.

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

23/02394/FUL Fir Cottage Heatherwold Newtown RG20 9BG
Granted

174. Planning Update

Cllr Carrow reported on:

- **Local Plan update**
Regulation 18 was due to launch in early 2024, he noted that recent decisions led to increased uncertainty on what Burghclere’s indicative housing target might be.

He hoped that the postponed November meeting with Borough Cllrs Harvey and Konieczko would soon be rearranged, possibly to coincide with next PC meeting in January.

- **Draft Neighbourhood Plan Monitoring Report**

Cllr Carrow proposed the circulated draft monitoring report be approved. This was agreed by all.

He noted that:

- News was awaited on the new NPPF, which it was hoped would extend the period a Neighbourhood Plan remains valid from 2 to 5 years. Without this extension it would be necessary to commence another review in 2024.
- Recent decision showed that having a “made” plan did not automatically mean that additional development could be stopped.

- **Earlstone House Appeal 22/00862/PIP decision update**

The PINS decision to uphold the appeal had been met with surprise as it failed to give significant weight to the “made” Neighbourhood Plan.

- **Communication regarding other potential developments**

Cllr Carrow updated Cllrs on communication with:

- Fred Schiff acting for the Chaming brothers on land bordering Ayres Lane and Well St.
- Edge Architecture regarding a proposed application for land to the South of Woodbine Lane.

- **Millennium Garden**

Discussion to improve access to the play area by creating a path, the cost of which could be covered by available s106 funding. Cllrs agreed in principle that this would be beneficial for residents and visitors to the Sports Club. A decision was deferred on when it may take place.

175. Sports Club

It was noted that representatives of the sports club would be in attendance during the January meeting at which time there could be further discussion on their proposals and the initial survey. In the meantime, it was agreed that all would consider the draft survey prepared by Cllr Harvey and return with comments for consideration in the January meeting with a view to sharing the survey in February. Cllr Harvey advised that the survey was likely to incur a cost of approximately £100.

176. Community Engagement

Cllr Harvey reported that an email marketing account had been set up with “mailchimp” and the clerk reported there was currently 66 subscribers. On discussion it was agreed to:

- Proceed with the publication of the first edition of the “Burghclere Bulletin” during January 2024 based on the template prepared by Cllr Harvey. This would then be published during the second week each month. There would be a deadline for contributions for the start of each month. Draft bulletins to always be reviewed by a Cllr (usually Cllr Carrow) prior to publication.
- Cllr Harvey would share suggested alternative logos for consideration and final agreement in the January meeting.
- Cllr Harvey would create graphics to encourage newsletter subscribers.

177. Renewable Energy and Climate Change

Cllr Carrow reported that the Waste Prevention Community Grant Fund was open for applications. On discussions it was agreed the PC did not currently have the capacity to progress an application, however it was noted that the forthcoming bulletin would provide opportunities to appeal for parishioner involvement in projects like this.

Cllr Crowley noted that the Energy Act provided for financial incentives that were likely to lead to renewable energy projects requiring the PC’s consideration in the future.

178. Emergency Planning & Resilience Focus Group

Cllrs noted HALC’s invitation to participate in the Emergency Planning & Resilience Focus Group had been received. Cllr Carrow confirmed he had expressed an interest in participating in one the groups in January and asked all to advise the Clerk if they had an interest in being involved.

179. Electric Vehicle Chargers

Cllr Crowley confirmed he had recently discussed the draft licence with B&DBC, they would be sharing an amended licence for consideration, together with an overview of the process for releasing the necessary s106 funds. It was hoped this would be ready for final approval in the January meeting, at which time Cllr Crowley would share final financial details explaining how the project is funded.

180. Road matters

Cllr Carrow reported that he had sent Borough Cllr Nick Adams-King’s explanation about roadworks for inclusion in the parish magazine. He continued to share One.network roadwork notifications and felt them to be helpful.

181. Footpaths Report

Cllr Carrow updated all on recent activities, including work he had undertaken to fill steps approaching the boardwalk with gravel. He noted problem overgrown on several paths and footways had been cut back. On discussion it was agreed he would make

enquiries to establish options for replacing the swing gate at the junction of Spring Lane and Footpath 040/13/1.

182. Tree report

Cllr Morton reported that he had obtained a second quote for the removal of dead wood from the Oak tree identified as requiring work. He hoped to soon have a third quote available. The Clerk had been in touch with the insurers regarding the possibility of claiming for the recent tree work. They had confirmed that they could accept a claim for the removal of the Ash tree and the nearby branches that had already been undertaken. They would also accept a claim for the planned work to the Oak Tree. Cllr Morton would contact the tree surgeons to progress the report that was required for the claim to be submitted.

183. Burghclere 10k

Notification of plans to hold the Burghclere 10k event on 18th February 2024 had been received. On discussion there were no concerns or objections raised.

184. Website & IT

Cllr Harvey confirmed the website had been updated to add the subscribe link, however the incorrect email address remained on the calendar. Cllr Crowley would progress its removal.

185. Documents for review

Cllrs considered:

- Health & Safety Policy
Approved subject to amendment to typing error.
- Litter Picker Risk Assessment
Approved subject to amendments and clarification of the procedure for disposing of needles/sharps.

186. Coronation and CIL Funding

Consideration was given to combining the unspent balance of £170 from the Coronation grant with the recently received £1985 Community Infrastructure Levy to enable the purchase of a new noticeboard. On discussion it was agreed to proceed with the replacement of the noticeboard on the corner of Breachfield, the Clerk would obtain final quotes for consideration and approval.

187. S106 contributions

It had previously been agreed under item 174 that some s106 contributions could be used for the cost of creating a new path. Cllr Carrow noted that a recent playground inspection had identified several repairs and improvements required in the play area and noted that s106 funds could potentially cover some of the costs.

188. Accounts

The following payments were noted as having been paid since the previous meeting:

Budget Section	Date	Details	Cheque	Amount
Expenditure		Approved & Paid		
Admin/Courses	27/11/2023	Clerk's expenses	BACS	£45.89
Salary/PAYE	27/11/2023	Clerk's Salary	BACS	£1,131.63
Salary/PAYE	27/11/2023	Litter Picker Salary	SO	£468.40
Salary/PAYE	27/11/2023	Nest October Pension	DD	£92.72
				£1,738.64

The following payments were approved:

Budget Section	Date	Details	Method	Amount
Expenditure		To approve		
Other op exps	1/12/23	Cllr Carrow Xmas Tree purchase	BACS	34.30

The Clerk reported that:

- The bank balance at 29th November 2023 was £18710.07
- The balance in the Business Bank Instant Account stood at £8366.90
- The balance in the Newbury Building Society account stood at £19,710.36
- An amended draft budget 24/25 budget had been circulated. It was agreed that it would continue to be reviewed with any necessary adjustments made, prior to final approval of the budget and precept request in January.
- Cllrs noted the clerk's salary had been amended in line with the recent pay award and her November salary had included an additional payment for the backdated amount due.

189. Clerk's Report

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

190. Next Meetings

The next ordinary meeting would take place on Monday 8th January 2024

There being no further business the Chairman closed the meeting at 8.45 pm.

Chairman Signature:Date: 8th January 2024

Actions from December meeting

Item No:	Action	Due by	Progress	Owner
164	Upload 6 th November 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
172	Consider speakers for Annual Assembly Add Annual Assembly to January agenda			All Clerk
173	Respond to planning application.		Actioned	Chair/Clerk
174	Add s106 funding/Millennium Garden path to January agenda			Clerk
175	Add Sports Club to January agenda			Clerk
175	Consider and comment on draft survey in advance of January meeting			All
176	Circulate alternative logos for consideration and agreement in January meeting.			Cllr Harvey
176	Prepare first "Burghclere Bulletin"			Clerk
178	Advise Clerk of interest in participation in Emergency Planning & Resillience Focus Group			All
179	Progress EV charger installation and share information as it becomes available.			Cllr Crowley/ Clerk
181	Make enquiries to establish options for replacing the swing gate			Cllr Carrow
182	Progress quote and work to Oak Tree Progress Insurance Claim			Cllr Morton/ Clerk
184	Arrange for removal of old email address from booking calendar on website.			Cllr Crowley
185	Update approved documents and add to agenda.			Clerk

Chairman Signature:Date: 8th January 2024

	Check Litter Picker's procedure for sharps/needs disposal		Actioned	Clerk
186	Obtain quotes to replace Breachfield noticeboard			Clerk
187	Progress playground repairs			Chair
188	Progress payments		Actioned	Clerk
189	Update draft budget as required and add Precept approval to January agenda			Clerk

Appendix A

Minutes for the meeting of the Pinder Recreational Trust Management Committee held on 2nd October 2023 at 8.50pm in the Portal Hall Clubroom

Present: Andrew Crowley (AC) (Chairman), Sandra Whiting (SW), Julian Parkes (JP), Ian Collins (IC), Amanda Harvey (AH) and Geoff Morton (GM)

J Letsome (JL) - minutes.

1. Apologies

Received from Richard Carrow and Alex Patrick-Smith

2. Approval of the minutes of the meeting held on 4th September 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

Item No:	Action	Due by	Progress	Owner
4	Arrange meeting with Pre-School		Later agenda item	AC/SW
5	Undertake enquiries re cleaning		Carry forward	SW
5	Investigate replacement chairs		Actioned	RC
5	Arrange further quote to include all required work to roof.		Later agenda item	APS
5	Arrange working party		Actioned	AC

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5	Arrange for assessment of Portal Cottage work		Actioned	RC
6	Share Sports Club meeting info with IC		Actioned	RC
10	Sign Annual Accounts		Actioned	AC
10	Send Annual Return to Charity Commission		Carry forward	JL

4. Pre-School Update

SW reported that she:

- understood approximately 18/19 children were currently attending which made use of the facilities more manageable.
- had reminded them to provide the required information for their request for playground markings to be considered.
- had encouraged them to approach the organiser of the village quiz regarding arranging a joint event.
- understood they were seeking a new Chair and Secretary.

AC noted that he needed to progress the meeting with them and arrange fobs.

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

Bookings

SW reported that bookings and enquiries remained busy including parties and wreath making workshops. The primary school had asked if they could have free use of the hall for a fundraising event, on discussion this request was declined however it was noted they could be invited to submit a grant application to the Parish Council cover the booking cost.

Maintenance and Management issues raised

- AC understood that APS was waiting for two more quotes for the remaining work required to the roof.
- RC had obtained a quote of approximately £5k for the cost of 150 new chairs, on discussion it was agreed these were not priority items and purchase could be delayed.

Portal Cottage

AC reported that Ian Norman was preparing a report following a recent visit to the cottage, when that was received it would help guide the response to the request for an early end to the tenancy. During the visit there was noted to be condensation in the attic possibly caused by a ventilation pipe.

6. Sports Club Update

Discussed in the earlier Parish Council meeting.

7. Priority Works List

AC reported that:

- the windows and roof remained the main priorities.
- a scaffold tower had been booked for 23rd & 24th October to enable the lights to be replaced and the faulty fans to be investigated. He noted that it could be utilised for cleaning and invited all to let him know of any availability to assist. He hoped the area behind the clubroom could be cleared during the same two days.

8. Playground update

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

9. SSE substation

Nothing further to report.

10. IT/Website Update

Nothing further to report.

11. Accounts

Update on current finances

JL had previously circulated the latest accounts containing the figures to 27th September 2023. The bank balance as of that date stood at £68,979.78. She said a technical problem with the Charity Commission's new website had prevented her from completing the Annual Return but she would do so when the issue was resolved.

On discussion it was agreed to:

- seek a professional review of current investments. AC & GM would make enquiries with their contacts.
- consider setting up an instant savings account with NatWest.

12. Date of Next Meeting

Monday 6th November 2023 after the Parish Council meeting.

13. Any Other Business

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