

**Minutes of an Ordinary Meeting of Burghclere Parish Council held on
2nd September 2024 at 7pm in the Portal Hall Clubroom**

Present: Cllrs A Patrick-Smith (Chairman), A Crowley (Vice-Chairman), S Whiting, I Collins, J Parkes, A Harvey and G Morton.

J Letsome (Clerk)

3 x Parishioners

62. Apologies

Received from Borough Cllr J Izett.

63. Declaration of members' interests for this meeting

None declared.

64. Confirm minutes of the Ordinary Council Meeting held on 1st July 2024

The draft minutes of the Ordinary Council Meeting held on 1st July 2024 were proposed for acceptance for signing by Cllr Crowley and seconded by Cllr Whiting and agreed by all.

65. Review Progress of actions from the meeting held on 1st July 2024 2024

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

| Item No: | Action | Due by | Progress | Owner |
|-----------------|---|---------------|-------------------|--------------------|
| 42 | Upload 10 th June meeting minutes to website | | Actioned | Clerk |
| 43 | Continue to progress bank signatory changes | | In progress | Clerk |
| 46 | Pass parishioners contact details to Borough Cllr Izett | | Actioned | Cllr Patrick-Smith |
| 47 | Contact sports club re motorcycle noise | | Actioned | Cllr Patrick-Smith |
| 48 | Share Earlstone Common location with clerk | | Actioned | Cllr Patrick-Smith |
| 49 | Contact sports club for update | | Later agenda item | Cllr Crowley |

Chairman Signature:Date: 7th October 2024

| | | | | |
|----|---|--|-------------------|-------|
| 49 | Add sports club to September agenda | | Actioned | Clerk |
| 50 | Submit planning application response | | Actioned | Clerk |
| 55 | Contact HCC and County Cllr Thacker re pothole repair <i>Resident reported repair complete</i> | | Not required | Clerk |
| 57 | Progress gov.uk domain and website development - add update to next agenda | | Later agenda item | Clerk |
| 58 | Upload approved documents to website | | Actioned | Clerk |
| 59 | Progress invoice payment | | Actioned | Clerk |

66. To receive minutes of Pinder Recreation Trust meeting held 10th June 2024

Cllr Morton proposed that the minutes of the Pinder Recreation Trust meeting held on 10th June 2024 be accepted as a report to the Parish Council, this was seconded by Cllr Whiting and agreed by all. These are attached at Appendix A.

67. County Councillor Report

No report available.

68. Borough Councillor Report

Borough Cllr Izett was not in attendance but provided a written report to the meeting covering:

Land on South & East side of Harts Lane

Noting an appeal had been lodged

Orchard Homes – Harts Lane

He understood that Orchard Homes were seeking to amend the affordable homes element from rented to shared ownership but B&DBC were unlikely to approve a change from what was previously consented.

Cllrs noted and welcomed his offer of support.

New Local Plan

He was waiting for an update from the Cabinet member and planning officers on the situation following the election of a new government, noting that the increase in housing targets and lack of a current Local Plan continued to leave the borough vulnerable to speculative developments.

Cllrs acknowledged the Neighbourhood Plan Steering Group may need reconvening soon to enable a review of the current plan to commence. It was agreed that Cllr Patrick-Smith should first contact Oneill Homer for advice.

69. Parishioners' open time

Cllr Patrick-Smith reported on contact received from a Parishioner who had an ongoing complaint regarding the disturbance caused by the motorbike group meeting at the Sports Club. On discussion it was agreed that the Parishioner should be invited to attend a future meeting to discuss his concerns.

70. Police report

No report available.

71. Co-option to Casual Vacancy

An application had been received from Claire Barnard, Cllr Harvey proposed she be co-opted to the vacancy, this was approved by vote. The clerk would arrange for her declaration of acceptance form to be completed and signed during the next meeting; at which time she would become a Parish Councillor.

72. Chairman's Comments

Cllr Patrick-Smith noted that the new National Planning Policy Framework included guidance that planning policies should support opportunities for upward extensions.

73. Planning Update

Councillors considered:

- **Burghclere Neighbourhood Plan Monitoring 2023/24**
The circulated draft was reviewed and approved with no changes required.
- **To note and agree proposed template for assessing planning applications.**
This was agreed in principle however Cllr Crowley would make amendments to the document to reflect the different approach that would be taken to applications for single dwellings. A revised draft would be shared for final approval.
- **To note Borough Cllr Paul Harvey forum**
This was noted to be taking place on Tuesday 29th October at 6.30pm. It was agreed to hold this in the Portal Hall Club Room. The Clerk would begin to publicise this within the Parish.

74. Planning applications and appeal notifications received since 1st July 2024

The following applications were discussed:

24/01567/FUL 6 Weir Vale Cottages Sydmonton Road Old Burghclere RG20 9NR
Erection of a 3 bedroom dwelling and associated rear parking area.

Response: Cllrs noted that this application followed on from a previous application 22/03327/FUL that was refused and now subject to appeal. They remained sympathetic to the design and the comments made in the previous submission mostly still applied.

24/01695/HSE Brickhill Ox Drove Burghclere Hampshire RG20 9HJ
Garage loft conversion including installation of 1no. flat roof dormer and balcony to rear elevation, to form additional habitable space

Response: No objections.

24/01697/FUL Land At Signal Box Farm Spring Lane Burghclere
Construction of a single detached dwellinghouse with parking and landscaping

Response: Cllrs were supportive of the application but wished to see a more appropriate colour for the cladding.

24/01784/FUL Spindles Winchester Road Burghclere RG20 9DX
Demolition of existing dwelling and erection of two detached dwellings with associated access, parking and landscaping

Response: Cllrs objected to the proposed positioning of the dwellings, with particular concerns regarding the proximity of plot 1 to the boundary with the neighbouring property.

24/01894/LDEO Land At Oak View Yeomans Lane Newtown
Certificate of lawfulness to confirm that the development for a new dwelling permitted under applications 21/02224/PIP, 23/00906/TDC and 24/00776/CONDN has been lawfully commenced on site

Response: Noted.

Cllrs noted:

- **Planning Applications received for consultation after the meeting agenda had been published**

24/01934/LBC Wergs Manor Well Street Old Burghclere RG20 9NH
Demolition of existing rear Boot Room and WC constructed in the early 20th Century and restoration of the previous symmetrical rear facade. Exterior renovation of existing building fabric.

Response: No objections.

24/01994/PIP Land Adjacent Winchester Road Burghclere
Application for Permission in Principle for the residential development of 9 no. dwellings

Response: To be considered in an extra ordinary meeting to be held on Tuesday 17th September at 7pm.

- **Planning Applications requiring a response before 2nd September:**

24/01510/HSE & 24/01511/LBC Wergs Manor Well Street Old Burghclere RG20 9NH

External swimming pool in south east laid to lawn area of grounds with plant equipment within adjacent thatched Barn

Response: Considered under delegation arrangements, no comments raised.

- **Planning Applications currently being considered/in appeal to be reviewed as required.**

22/03203/FUL Land Between The Junction Of Winchester Road And Harts Lane

24/00038/REF

Land On The South And East Side Of Harts Lane Burghclere
Cllrs noted an appeal had been lodged.

- **Decisions recorded by B&DBC since previous meeting:**

24/01345/ROC & 24/01340/LBC Norman Farm Well Street Burghclere
RG20 9HS
Granted

- 24/01100/LBC Wergs Manor Well Street Old Burghclere RG20 9NH
Granted

- 23/02415/RES Carlton Harts Lane Burghclere Hampshire RG20 9JN
Granted

- 24/00733/HSE The Hythe Heatherwold Newtown Hampshire RG20 9BG
Application withdrawn

75. Sports Club

No further information was available. It was agreed that Cllr Crowley would contact Harry Dove for an update.

76. Community Engagement

The next “Burghclere Bulletin” was reviewed and would be published by the Clerk. She gave an update on the number of subscribers and statistics for engagement with the August edition.

77. Renewable Energy and Climate Change

Cllr Crowley noted there was likely to be an increase in the number of planning applications relating to renewable energy projects.

78. Electric Vehicle Charger

Nothing further to report.

79. Road and Flooding matters

Cllr Patrick-Smith reported on:

- **B4640 speeding**
Newtown Parish Council had shared Hampshire Police’s response to the recent speed survey data, saying they felt the road to be safe and did not intend to take any enforcement action. Councillors confirmed BPC remained fully supportive of the efforts being taken to address these concerns.
- **Jonathan Hill**
Hampshire Highways were closer to determining if the problems were caused by mains water and not by a spring. They were understood to be undertaking further investigative work.

80. Footpaths Report

Cllr Harvey reported that no problems had arisen and noted that many of the paths had recently been cleared.

81. Website & IT

The Clerk reported that the burghclereparish.gov.uk domain was now in place and understood the new website and setting up of emails was underway, she hoped to have an update from Eyelid Productions soon. A free trial of an online booking system for the Portal Hall was underway and could be embedded into the new website.

82. Accounts

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

| Budget Section | Date | Details | Method | Amount |
|--------------------|------------|----------------------------|--------|---------|
| Expenditure | | Approved & Paid | | |
| Admin/Courses | 31/07/2024 | Clerk's expenses | BACS | £67.20 |
| Website | 31/07/2024 | 123 domain renewal | BACS | £14.39 |
| Salary/PAYE | 31/07/2024 | Clerk's Salary | BACS | £835.15 |
| Salary/PAYE | 31/07/2024 | Litter Picker Salary | SO | £514.20 |
| Salary/PAYE | 31/07/2024 | Nest Pension | DD | £63.35 |
| Salary/PAYE | 31/07/2024 | HMRC PAYE & NI | BACS | £158.40 |
| Website | 16/07/2024 | Cloudnext domain & hosting | BACS | £59.99 |
| Admin/Courses | 30/08/2024 | Clerk's expenses | BACS | £43.64 |
| Salary/PAYE | 30/08/2024 | Clerk's salary | BACS | £835.15 |
| Salary/PAYE | 30/08/2024 | Litter Picker Salary | SO | £514.20 |
| Salary/PAYE | 30/08/2024 | Nest Pension | DD | £63.35 |
| Salary/PAYE | 30/08/2024 | HMRC PAYE & NI | BACS | £158.40 |

| | | | | |
|--|--|--|--|------------------|
| | | | | £3,327.42 |
|--|--|--|--|------------------|

The following payments were approved:

| Budget Section | Date | Details | Method | Amount |
|-----------------------|-------------|-------------------|---------------|----------------|
| Expenditure | | To approve | | |
| Audit | 03/09/2024 | BDO Littlejohn | BACS | £252.00 |
| Play area inspection | 03/09/2024 | B&DBC | BACS | £106.09 |
| | | | | |
| | | | | £358.09 |

- The Clerk reported that:
 - The bank balance at 28th August was £15,074.85
 - The balance in the Business Bank Instant Account stood at £10, 958.36
 - The balance in the Newbury Building Society account stood at £20,309.60
 - The external audit had been completed with no questions raised.
- Cllrs noted the actual/budget for year ending 31st March 2025 as at 31st August 2024

83. Clerk's Report

The Clerk had circulated a report which had mostly been covered under earlier agenda items, in addition she advised Cllrs of contact received from parishioners regarding:

- **Email regarding the first aid arrangements in the Portal Hall.**
On discussion it was agreed to establish what guidelines were available regarding first aid in village halls. For further discuss in the next Pinder Recreation Trust meeting.
- **Meeting request from Fred Schiff** – on discussion it was agreed he would be invited to attend the October meeting subject to this being a time limited presentation only.
- **Email from a member of the WI requesting the creation of a disabled parking space at the Portal Hall** – this was agreed to be a good suggestion and would be considered in more detail at the next Pinder Recreation Trust meeting.

84. Future meetings

Dates for the next meetings were reviewed and agreed to be as follows:

- Tuesday 17th September – extra ordinary meeting
- Monday 7th October – ordinary meeting
- Monday 4th November – ordinary meeting
- Monday 9th December – ordinary meeting
- Monday 13th January 2025 – ordinary meeting

Chairman Signature:Date: 7th October 2024

There being no further business the Chairman closed the meeting at 9.20pm

Actions from September meeting

| Item No: | Action | Due by | Progress | Owner |
|-----------------|---|---------------|-----------------|---------------------------|
| 64 | Upload 1 st July meeting minutes to website | | Actioned | Clerk |
| 64 c/f | Continue to progress bank signatory changes | | | Clerk |
| 68 | Contact Oneill Homer | | Actioned | Cllr Patrick- Smith |
| 69 | Invite Parishioner to raise his concerns at the next PC meeting | | Actioned | Cllr Patrick- Smith |
| 71 | Arrange for declaration of acceptance form to be signed. | | | Clerk |
| 73 | Advise B&DBC NP monitoring draft approved | | Actioned | Clerk |
| 73 | Amend planning response template. | | | Cllr Crowley |
| 73 | Publicise Borough Cllr Harvey forum | | Ongoing | Clerk |
| 74 | Upload planning application responses | | Actioned | Clerk |
| 74 | Issue Agenda for 17 th September meeting | | | Clerk |
| 81 | Progress website development - add update to next agenda | | | Clerk |
| 82 | Progress invoice payments | | Actioned | Clerk |
| 83 | Confirm Fred Schiff's attendance at 7 th October meeting | | Actioned | Clerk |
| 83 | Establish First Aid guidance and add to Pinder agenda | | | Clerk |
| 83 | Add creation of disabled parking bay to Pinder agenda | | | Clerk |

Chairman Signature:Date: 7th October 2024

Appendix A

Minutes for the meeting of the Pinder Recreational Trust Management Committee
held on 10th June 2024 in the Portal Hall Clubroom

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

J Letsome (JL) - minutes.

1. Apologies

None received.

2. Approval of the minutes of the meeting held on 13th May 2024.

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 |
|----------|---|--------|----------|-----------|
| 3 c/f | Develop new booking form | | | AC/SW |
| 3 c/f | Review reported trees near sports club | | Actioned | GM |
| 4 | Arrange meeting with pre school | | | AC/SW |
| 5 | Chase DC roofing | | Actioned | AC |
| 5 | Progress change to community licence and review of polices/procedures | | | SW |
| 5 | Work with others to progress work required to cottage and appointment of new tenants. | | Actioned | AC/APS/GM |
| 5 | Contact Ian Norman & progress quotes re gutter replacement | | Actioned | APS |
| 5 | Chase I Mobey re bench | | | SW |
| 5 | Contact new grass cutting contractor re cottage | | | SW |
| 5 | Spray weedkiller on path <i>To be a Lengthsman task in June</i> | | | GM |
| 6 | Invite Sports Club to 10 th June meeting | | Actioned | AC |

Chairman Signature:Date: 7th October 2024

| | | | | |
|----|--|--|-------------|----|
| 10 | Progress opening savings account with Lloyds | | Actioned | JL |
| 10 | Remove Investment Review from next agenda | | Actioned | JL |
| 10 | Return signed Prosperity Fund agreement | | Actioned | AC |
| 10 | Progress amendment to bank signatories | | In progress | JL |

4. Pre-School Update

SW noted that sharing the space during WI meetings continued to present challenges. It had therefore been decided not to ask pre-school to move to make the main hall available for the polling station, they would instead be asked to set that up in the clubroom.

There was a possibility of a pre-school opening in Bishops Green which could impact numbers in the future.

It had not been possible to arrange the meeting with them yet, but AC would progress.

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

Bookings

SW reported that the Downton Abbey filming had proceeded well, however the £6k fee and compensation for the relocation of hirers was still outstanding. They had also agreed to pay for a replacement mat. It was agreed that the compensation for relocating hirers could be passed on to reimburse the Church (£60) and the keep-fit organiser (£40).

Maintenance and Management

- AC would follow up concerns over the door locking arrangement Secure Systems.
- It was agreed that SW could proceed with arranging for a dishwasher service.
- AC and GM had met with DC Roofing regarding the roof work. He would require a longer period of time to fully investigate what was required and complete the work, with the earliest availability being in Easter 2025. This has provisionally been agreed, subject to receiving a quote. There was noted not to be a Pinder requirement to receive three quotes, however this may be a requirement if seeking grant funding.
- APS confirmed he had approached Ian Norman to request he build a case to obtain Listed Building Consent for the installation of aluminum and deep flow gutters across the whole building. APS would progress quotes.
- Ian Norman had submitted the LBC application for the work required to the cottage, however had been asked to remove the work to brick lintels prior to it being granted.
- SW had reported in the earlier PC meeting that the allotment tap had broken causing flooding, on discussion it had been agreed she could arrange for a

plumber to fit a replacement. There was a query over the billing arrangements for water – JL would share a bill.

- It had been agreed in the earlier PC meeting that the Primary School could fix a sign to the fence outside the car park until the end of the summer term.

Portal Cottage

AC and GM had met with 6 shortlisted candidates prior to choosing a couple who were due to sign a lease that would commence on 29th June. They had expressed an interest in the caretaking role, AC, SW and GM would meet with them to discuss this in more detail.

Decorating and carpet cleaning would be completed after the end of tenancy inventory had been completed and before the new tenancy commenced.

6. Sports Club Update

A representative of the sports club had attended the earlier PC meeting to provide an update on the proposed project to improve the facilities.

IC reported the container in the car park was due to be emptied soon and would then be removed, freeing up additional parking. He noted there had been concerns about the public use of the path to the side of the building, AC would investigate to identify the most appropriate solution, such as signage or a gate.

7. Priority Works List

The locking mechanism on one of the recently installed windows was noted to be faulty, APS would raise this with Alan Abingar.

8. Playground update

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

9. IT/Website Update

SW requested more fobs.

10. Accounts

Update on current finances

JL had previously circulated the latest accounts containing the figures to 31st May 2024. The bank balance as of that date stood at £44,499.19. She confirmed that £30,000 had since been transferred to a new Lloyds Instant Savings account.

11. Date of Next Meeting

Monday 1st July 2024 after the Parish Council meeting.

12. Any Other Business

There being no further business, the meeting closed at 9.50pm.