

**Minutes of an Ordinary Meeting of Burghclere Parish Council held on
1st July 2024 at 7pm in the Portal Hall Clubroom**

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

Borough Cllr Izett

J Letsome (Clerk)

40. Apologies

Received from Cllr Harvey.

41. Declaration of members' interests for this meeting

None declared.

42. Confirm minutes of the Ordinary Council Meeting held on 10th June 2024

The draft minutes of the Ordinary Council Meeting held on 10th June 2024 were proposed for acceptance for signing by Cllr Crowley and seconded by Cllr Morton and agreed by all.

43. Review Progress of actions from the meeting held on 10th June 2024

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

Item No:	Action	Due by	Progress	Owner
17 & 18	Upload 13 th May 2024 meeting minutes to website		Actioned	Clerk
19 c/f	Investigate flooded footpath <i>Cllr Whiting reported the flooding had mostly dried up and had most likely been caused by very wet weather and the path being in a hollow. To be monitored during wetter weather.</i>		Actioned	Cllr Whiting
19 c/f	Progress bank signatory changes <i>Clerk awaiting confirmation that Cllr Patrick-Smith has been added to the PC's Lloyds account. Newbury Building Society signatories still require amendment.</i>		In progress	Clerk
20	Upload assembly notes to website		Actioned	Clerk

Chairman Signature:Date: 2nd September 2024

24	Report Earlstone Common concerns to Community Safety team		Actioned	Clerk
26	Submit responses to planning applications		Actioned	Clerk
26	Inform Borough Cllr Izett of view re Froyle House decision		Actioned	Clerk
29	Amend and share Burghclere Bulletin		Actioned	Clerk
31	Write to residents re overgrown hedges		Actioned	Clerk
33	Write to Highclere Estate re footpath		Actioned	Clerk
35	Sign and return Lengthsman agreement		Actioned	Clerk
35	Complete and return Lengthsman schedule		Actioned	Clerk
37	Progress obtaining gov.uk domain and add update to next agenda		Agenda item	Clerk
39	Progress payments		Actioned	Clerk
39	Submit AGAR for external audit		Actioned	Clerk
39	Cancel LCPD membership		Actioned	
39	Publish public right to inspect		Actioned	Clerk
39	Amend Staffing Committee TOR		Actioned	Clerk

44. To receive minutes of Pinder Recreation Trust meeting held 13th May 2024

Cllr Morton proposed that the minutes of the Pinder Recreation Trust meeting held on 13th May 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.

45. County Councillor Report

No report available.

46. Borough Councillor Report

Borough Cllr Izett gave an update on:

- The proposed “community skip” project – he had requested further information and awaited a response.

- 22/01162/LDED Annexe at Froyle House – he noted Cllrs disappointment at the decision to grant permitted development despite earlier objections having been raised. He agreed to raise this again at a higher level.
- Community Infrastructure Fund – initial applications due by 19th July.
- 22/03203/FUL Land Between the Junction Of Winchester Road And Harts Lane – he understood Orchard Home had encountered delays in selling the site whilst the s106 agreement was finalised and difficulties in finding a housing association willing to take on the small number of social housing units.
- His appointment as Chair of Basingstoke & Deane’s resources committee.

Cllr Patrick-Smith noted Cllr Izett’s willingness to support two parishioners seeking succession of a tenancy, he had obtained their agreement to share contact details with Cllr Izett.

47. Parishioners’ open time

Several parishioners had raised concerns regarding excessive noise disturbance caused during motorcycle meetings held at the Sports Club. On discussion it was agreed that Cllr Patrick-Smith would establish contact with the club to request they enter and leave the car park quietly and with respect for neighbouring properties.

48. Police report

The Clerk:

- advised that PCSO Venn had received 2 reported incidents of vehicle theft in the area. She would make parishioners aware of the risk in the bulletin and monthly news.
- had reported the Earlstone Common concerns to B&DBC’s community safety team but they required more specific location details. Cllr Patrick-Smith would share this with the Clerk.

49. Chairman’s Comments

Cllr Patrick-Smith noted that:

- progress had been slow towards the formation of a group of volunteers to take forward the sports club development project. On discussion it was agreed that Cllr Crowley would contact the club’s representatives for an update and to include this as an agenda item for the September meeting.
- he was due to meet informally with a parishioner who may have an interest in seeking co-option to the vacancy. Cllr Collins was aware of another potential applicant and would encourage them to contact the Clerk for further information.

50. Planning applications and appeal notifications received since 10th June 2024

The following applications were discussed:

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

Variation of Condition 4 of 23/02254/FUL - (Change of use of barn in use as residential store to residential annex and holiday accommodation, and for associated conversion works including site works) - Reference the mitigation recommendations in the Ecology Report dated May 2024

Response: No comments raised

Cllrs noted:

- **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

This had mostly been discussed under item 46 however on further consideration it was agreed that Cllr Patrick-Smith would contact the planning officer to indicate BPC would be open to any future amendment to the plans for a hub.

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

24/00545/LBC Portal Cottage Church Lane Burghclere Hampshire RG20 9HX
Granted

- 24/00989/FUL Dodds Farm Well Street Burghclere
Granted

51. Planning Update

Nothing further to report.

52. 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 June edition.

53. Renewable Energy and Climate Change

Nothing further to report.

54. Electric Vehicle Charger

Nothing further to report.

55. Road and Flooding matters

Cllrs noted a parishioner had raised concerns on Hampshire County Council’s failure to progress the repair of potholes on the road near Harts Hollow. On discussion it was agreed to the Clerk would email HCC and County Cllr Thacker to request an update.

56. Footpaths Report

Richard Carrow had completed strimming on several footpaths.

57. Website & IT

The Clerk provided an update on progress towards obtaining a gov.uk domain. She had shared three quotes received for the provision of the domain, emails and website hosting, including design.

On discussion it was agreed:

- to accept the joint quote provided by Eyelid Productions £930, including £650 for the cost of setting up a new website.
- that the new domain name should be burghclereparish.gov.uk, noting that burghclere.gov.uk was not an option.
- that Cllrs Patrick-Smith and Crowley would liaise with the clerk during the process of developing and implementing the new website and emails.

58. Documents for review

The following documents had been circulated for review and were all agreed with no amendments required:

- Staffing Working Group (amended from committee)
- Planning Working Group
- Finance Working Group
- Footpaths Officer
- Tree Officer

59. 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	30/06/2024	Clerk's expenses	BACS	£49.34
Salary/PAYE	30/06/2024	Clerk's Salary	BACS	£842.55
Salary/PAYE	30/06/2024	Litter Picker Salary	SO	£514.20
Salary/PAYE	30/06/2024	Nest Pension	SO	£63.35
Salary/PAYE	30/06/2024	HMRC PAYE & NI	BACS	£151.00
				£1,620.44

The following payments were approved:

Budget Section	Date	Details	Cheque	Amount
Expenditure		To approve		
Lengthsman	01/07/2024	Premier Grounds		£119.40

- The Clerk reported that:
 - The bank balance at 26th June was £17,860.34
 - The balance in the Business Bank Instant Account stood at £10, 936.23
 - The balance in the Newbury Building Society account stood at £20,309.60
- Cllrs noted the actual/budget for year ending 31st March 2025 as at 26th June 2024

60. 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:

- Dumping of garden waste on verges.
- Suspected main drain blockage in Harts Lane.

61. Future meetings

- Ordinary meeting Monday 2nd September 2024 7pm

There being no further business the Chairman closed the meeting at 8.30pm

Actions from June meeting

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			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			Cllr Crowley

Chairman Signature:Date: 2nd September 2024

49	Add sports club to September agenda			Clerk
50	Submit planning application response		Actioned	Clerk
55	Contact HCC and County Cllr Thacker re pothole repair			Clerk
57	Progress gov.uk domain and website development - add update to next agenda			Clerk
58	Upload approved documents to website			Clerk
59	Progress invoice payment			Clerk

Appendix A

Minutes for the meeting of the Pinder Recreational Trust Management Committee
held on 13th May 2024 in the Portal Hall Clubroom

Present: Andrew Crowley (AC) (Chairman), Richard Carrow (RC), 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 8th April 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		c/f	AC/SW
4	Arrange meeting with pre school		Agenda item	AC/SW
5	Arrange for DC roofing view hall and cottage		Agenda item	AC
5	Request drone footage from Scottish Power		Actioned	AC
5	Work with others to progress scheduling of work required to cottage.		In progress	AC/APS

Chairman Signature:Date: 2nd September 2024

5	Work with others to finalise details of caretaker role.		In progress	AC
5	Liaise with Jones Robinson to advertise cottage		Actioned	GM
6	Review reported trees near sports club		c/f	GM
7	Review, sign and return licence agreement		Actioned	AC
10	Attend Metro bank to open account		Agenda item	AC/GM
10	Contact Ross Brooke re Annual Accounts		Actioned	JL

4. Pre-School Update

SW noted that there was still some uncertainty of current numbers or the impact of the changes in government funding, however understood they were experiencing staffing problems.

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 gave an update on the arrangements for the forthcoming Downton Abbey filming that would take place between 30th May and 1st June. A contract and schedule of work has been received. Some final details needed to be resolved, such as the temporary isolation of smoke detectors. The fee had been agreed at £6k for three days with extra payments to be made for any additional work required and as compensation for the relocation of regular hirers. The production company would be writing to neighbouring residents with details of the filming activity.

Maintenance and Management

- SW reported on a recent compliance visit from B&DBC with regards to the premises licence. On discussion it was agreed it would be more appropriate to change it to a Community Licence. The policies and procedures would need updating, she would review these with JL.
- AC would continue to chase DC Roofing with regards to commencing the roof work.
- Scottish Power had shared the drone footage filmed during the production of the smart meter case study.
- On discussion it was agreed to approach 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 additional quotes.
- SW would chase Ian Mobey re work to bench.

- It had been reported in the earlier PC meeting that several parishioners had raised concerns about the condition of the path to the clubroom. This would be added to the list of Lengthsman tasks for their June visit and GM would arrange for it to be sprayed with weedkiller.

Portal Cottage

AC reported that the tenants had vacated but there were limits on work that could be completed until their tenancy had ended and Jones Robinson had completed the end of tenancy inventory.

The property had been advertised with 13 applications and viewing appointments underway. Jones Robinson would be establishing financial viability, and the Trust would interview those on the final shortlist with a view to a new tenancy commencing in the 1st week of July.

It was agreed that:

- Reg Stockwell should be asked to proceed with the decorating with no further quotes required.
- Paul Lynch to be asked to quote for carpet cleaning.
- The grass should be cut prior to a new tenant moving in and this could be an opportunity to trial an alternative contractor for grass cutting.

There was noted to be a tree with ash dieback that would need removing, along with hedge trimming.

6. Sports Club Update

AC & RC gave an overview of the recent consultation that took place alongside a train running day. On discussion there was acknowledged to be shared concerns on the scale of the project and uncertainty over ownership of the building. It was agreed there needed to be more clarification on the sports club's ownership, procedures and governance. AC would invite representatives of the club to the 10th June meeting for an update.

7. Priority Works List

AC noted there had been good progress towards completing many of the items on the list, with the roof and gutters being the next big tasks.

RC had put tarmac in one of the holes near the gate, it was agreed he would do another.

8. Playground update

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

9. IT/Website Update

AC was collecting in fobs for reprogramming. He advised all that the doors would auto lock after a few seconds.

10. Accounts

Update on current finances

JL had previously circulated the latest accounts containing the figures to 30th April 2024. The bank balance as of that date stood at £40,909.49. She confirmed that £30,000 had been transferred into the new Charity Bank account.

AC confirmed he had reviewed and signed the Prosperity Fund grant agreement.

It was agreed that:

- JL would progress opening an Instant Savings account with Lloyds instead of the previously agreed Metro savings account which had proved problematic to open.
- To remove a review of investments as an action following agreement that all were content with the current investments.
- RC would be removed from the Lloyds and NBS accounts, with APS to be added as a signatory to both.

11. Date of Next Meeting

Monday 10th June 2024 after the Parish Council meeting.

12. Any Other Business

There being no further business, the meeting closed at 10pm.