

**Minutes of an Ordinary Meeting of Burghclere Parish Council held on  
8<sup>th</sup> April 2024 at 7pm in the Portal Hall Clubroom**

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

J Letsome (Clerk)

Two Community Safety Patrol Officers  
Two representatives of Burghclere Sports Club

**275. Apologies**

Accepted from Cllr Parkes and Borough Cllr Izett

**276. Declaration of members' interests for this meeting**

Cllr Whiting declared an interest under item 286 with regards to planning application 24/00799/AGPD.

**277. Confirm minutes of the Ordinary Council Meeting held on 4<sup>th</sup> March 2024**

The draft minutes of the Ordinary Council Meeting held on 4<sup>th</sup> March 2024 were proposed for acceptance for signing by Cllr Harvey seconded by Cllr Morton and agreed by all.

**278. Review Progress of actions from meeting held on 4<sup>th</sup> March 2024**

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

<b>Item No:</b>	<b>Action</b>	<b>Due by</b>	<b>Progress</b>	<b>Owner</b>
251	Upload 5 <sup>th</sup> February 2024 meeting minutes to website		Actioned	Clerk
252	Research gov.uk emails		Agenda item	Clerk
256	Write to residents re overgrown hedges <i>Correct address established..</i>		Carry forward	Clerk
258	Respond to planning application and report missing documents re T/00093/24/TPO		Actioned	Clerk
260	Update and circulate Burghclere Bulletin		Actioned	Clerk
261	Add Sports Club to April Agenda		Actioned	Clerk

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261	Share Hampstead Norreys contact with Cllr Carrow.		Carry forward	Cllr Harvey
268	Progress footpath project		Actioned	Cllr Carrow
268	Share examples of parish surveys with Cllr Carrow.		Carry forward	Cllr Harvey
269	Update and publish policies on website.		Actioned	Clerk
270	Progress payments.		Actioned	Clerk/Chair

**279. To receive minutes of Pinder Recreation Trust meeting held 5<sup>th</sup> February 2024**

Cllr Morton proposed that the minutes of the Pinder Recreation Trust meeting held on 5<sup>th</sup> February 2024 be accepted as a report to the Parish Council, this was seconded by Cllr Carrow and agreed by all. These are attached at Appendix A.

**280. Community Safety Patrol Officer**

Drew Mechen and a colleague attended to give Cllrs an overview of their role as Community Safety Patrol Officers for Basingstoke & Deane Borough Council. They aim to work closely with communities, police and other partners to deter and combat antisocial behaviour affecting people and places. It was agreed further information would be shared with parishioners via the noticeboards and newsletters.

**281. County Councillor Report**

No report available.

**282. Borough Councillor Report**

Borough Cllr Izett was not in attendance but submitted a report updating on contact with Kit Malthouse MP regarding the outstanding traffic speed survey for the B4640. He hoped Hants County Council would soon confirm a date.

**283. Parishioners' open time**

Cllr Whiting reported that some Parishioners had been enquiring about Basingstoke & Deane's plan for community skips.

**284. Chairman's Comments**

Cllr Carrow thanked all involved in the Portal Hall's window replacement project.

## 285. Sports Club

Two representatives of the Sports Club attended to update Cllrs on the plans for a public drop-in day on Sunday 12<sup>th</sup> May. It was hoped this would lead to the recruitment of the volunteers needed to enable them to move to the public consultation stage.

They also reported that:

- the increase in their outgoings had resulted in increased costs for their customers.
- big events, such as the recent Easter Egg hunt, remained their biggest income source.
- they had been able to clear the container and would arrange for its removal.

## 286. Planning applications and appeal notifications received since 4<sup>th</sup> March 2024

### The following applications and appeals were discussed:

**24/00709/FUL** Heatherwold Stud Farm Ox Drove Burghclere RG20 9DU  
Erection of enclosure over existing sand school.

**Response:** No objections in principle, however the PC would request reassurance that matters relating to lighting and noise from the water pump would be taken into consideration.

**24/00799/AGPD** Dodds Farm Well Street Burghclere  
Construction of roofing over existing silage clamp.

**Response:** Noted with no comments raised.

### Cllrs noted:

- **Progress of ongoing applications and appeals**

**22/03327/FUL** 6 Weir Vale Cottages Sydmonton Road Old Burghclere Hampshire RG20 9NR  
Erection of 3 bedroom dwelling and associated rear parking area utilising existing rear access.  
Appeal lodged – reference 24/00006/REF  
On discussion it was agreed that Cllr Carrow would draft a response in support of the LPA's refusal.

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

**23/02769/OUT** Land On The South And East Side Of Harts Lane Burghclere  
Refused  
**23/02999/HSE** Ridgeview Barn Well Street Burghclere RG20 9HS  
Granted

**287. Planning Update**

Cllr Carrow reported on:

- **Bloor Homes presentation report** – previously circulated and noted.
- **ONeill Homer Healthcheck and Virtual Planning Manager proposal**, which had been circulated to all Cllrs. He felt their expanded services could prove useful in the future, specifically with regards to education and training, assistance with responding to larger planning applications and future neighbourhood planning activity.
- **Neighbourhood Plan – next review.**  
He spoke of the likely impact a change in government could have on planning, including planning policy and, notwithstanding the provisions in the Local Plan Update, recommended consideration of revising the NP in a couple of years ‘from scratch’.

**288. Community Engagement**

The clerk had circulated a draft of April’s “Burghclere Bulletin”, this would proceed subject to agreed amendments. She gave an update on the number of subscribers and statistics for engagement with the March edition.

An updated version of the Community Area Profile had been shared for information. It was agreed this should be added to the website when B&DBC had published the final version.

The slides from the recent HALC conference had been shared prior to the meeting, Cllr Carrow noted that Hamble PC’s community engagement activities were of particular interest.

The clerk was asked to enquire if B&DBC had any plans or funding available relating to the 80<sup>th</sup> anniversary of D-day.

**289. Renewable Energy and Climate Change**

Nothing to report.

**290. Electric Vehicle Chargers**

Nothing to report – further information was outstanding from B&DBC.

**291. Road matters**

**Cllr Carrow reported on:**

- The previously circulated update from Newtown PC on the B4640 speeding issue.

- Newtown Road spring leak and lack of response from Hants CC.
- His plans to repair some of the holes around the Portal Hall.

Cllrs noted that the new noticeboard had been installed on the corner of Breachfield.

## 292. Footpaths Report

Cllr Carrow reported on:

- Installation of a new metal spring gate on Broad Lane.
- Horseriders improperly using the footpath between Burghclere Road and Well Street, noting this was not a bridleway. Reminders would be published in the parish magazine and on Facebook.

## 293. Website & IT

On discussion, it was agreed that the Clerk should proceed with expressing an interest in obtaining a gov.uk domain for use on both emails and the website. A final decision to proceed would be taken when more information on costs was available.

## 294. Policies

Cllrs reviewed and approved the following documents:

- Asset Register – with minor addition to include new noticeboard
- Standing Orders – no changes
- Financial Regulations – no changes

## 295. Accounts

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

Budget Section	Date	Details	Cheque	Amount
<b>Expenditure</b>		<b>Approved &amp; Paid</b>		
Admin/Courses	27/03/2024	Clerk's expenses	BACS	£59.49
Salary/PAYE	27/03/2024	Clerk's Salary	BACS	£842.55
Salary/PAYE	27/03/2024	Litter Picker Salary	SO	£468.40
Salary/PAYE	27/03/2024	NesMarch ension	DD	£63.35
Salary/PAYE	27/03/2024	HMRC PAYE & NI	BACS	£139.60
				<b>£1,573.39</b>

The following payments were approved:

Budget Section	Date	Details	Cheque	Amount
<b>Expenditure</b>		<b>To approve</b>		
SLCC	09/04/2024	CANVA Training		£36.00
Norton	21/04/2024	Subscription renewal		£29.99
				<b>£65.99</b>

Chairman Signature: .....Date: 13<sup>th</sup> May 2024

The Clerk reported that:

- The bank balance at 31<sup>st</sup> March 2024 was £11703.04
- The balance in the Business Bank Instant Account stood at £8403.62
- The balance in the Newbury Building Society account stood at £19,710.36
- The actual/budget 23/24 to year end report was noted as circulated. End of year general reserves in the Treasurers Account were noted to be approximately £9825 and earmarked reserves were £1320 relating to Neighbourhood Planning funding and £555 unspent CIL funding. It was agreed to transfer £2500 to increase the general reserves held in the Instant Savings Account.
- The latest VAT refund due of £796.65 had been received.
- McDonalds had paid the latest grant due of £566.80 towards the Litterwarden.
- Cllrs approved the following salary payments for the year commencing 1<sup>st</sup> April 2024:

	<b>Per hour £</b>	<b>Hours per week</b>	<b>Annual Salary £</b>	<b>Monthly Salary £</b>
Litterwarden	12.00	12.00	7488.00	624.00
Clerk*	16.06	13.00	10859.40	904.95

\* The Clerk's salary would be amended in accordance with the National Pay Award to be decided later in the year and backdated to 1<sup>st</sup> April 2024.

## **296. Clerk's Report**

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

## **297. Future meetings**

Cllrs noted that two meetings would take place on Monday 13<sup>th</sup> May, the Ordinary PC meeting and the Annual PC meeting. On discussion it was agreed to hold the Ordinary meeting before the Annual meeting. Cllrs were invited to submit nominations for Chairman prior to 13<sup>th</sup> May.

The Annual Parish Assembly would be taking place on Tuesday 14<sup>th</sup> May, to be chaired by new Chairman, however it was noted that all the arrangements would be in place and Cllr Carrow could be invited to deliver his reports.

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

## Actions from April meeting

Item No:	Action	Due by	Progress	Owner
277	Upload 4 <sup>th</sup> March 2024 meeting minutes to website			Clerk
278 (b/f)	Write to residents re overgrown hedges			Clerk
278 (b/f)	Share Hampstead Norreys contact with Cllr Carrow.			Cllr Harvey
278 (b/f)	Share examples of parish surveys with Cllr Carrow.			Cllr Harvey
280	Share Community Safety Patrol Officer information in newsletter and noticeboards.			Clerk
283	Enquire on progress re community skips			Clerk
286	Respond to planning applications and appeal		In progress	Chair/Clerk
288	Make enquiries re d-day 80 <sup>th</sup> anniversary			Clerk
293	Progress .gov.uk domain			Clerk
294	Amend and upload approved policies to website			Clerk
295	Progress payments			Clerk/Chair
295	Progress transfer of £2500 from Treasurers to Instant Savings account			Clerk

## Appendix A

Minutes for the meeting of the Pinder Recreational Trust Management Committee held on 5<sup>th</sup> February 2024 at 8.35pm in the Portal Hall Clubroom

**Present:** Richard Carrow (RC) (Vice-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

Andrew Crowley (AC). Richard Carrow chaired the meeting.

Chairman Signature: .....Date: 13<sup>th</sup> May 2024

**2. Approval of the minutes of the meeting held on 8<sup>th</sup> January 2024.**

RC proposed the minutes be accepted as an accurate record; this was seconded by AH and agreed by all.

**3. Review of Actions and Matters arising from previous minutes**

<b>Item No:</b>	<b>Action</b>	<b>Due by</b>	<b>Progress</b>	<b>Owner</b>
5	Progress quotes re work to roof.		Agenda item	APS
5	Investigate outside lights.		c/f	IC
5	Contact Jones Robinson re tenancy decision.		Actioned	GM/AC
5	Contact potential new letting agents.  <i>Consideration was given to the information shared by AH. On discussion it was agreed to defer any decision until clarification on the tenants intentions was received.</i>		Actioned	AH
5	Prepare list of caretaking tasks.		Actioned	SW
5	Arrange visit to cottage re damp wall.  <i>On discussion it was agreed that Jones Robinson should be asked to inspect the damp after 9<sup>th</sup> February.</i>		c/f	AC
7	Contact Ian Norman to establish progress of planning application re window variation.		Actioned	RC
10	Arrange for email address on calendar to be corrected.		Agenda item	AC
11 b/f	Progress Investment Review.		Agenda item	AC
11	Add Savings Accounts to next agenda to:  <ul style="list-style-type: none"> <li>○ Ensure minutes approving opening of Metro account were signed by two potential signatories.</li> </ul> <i>AC signature to be added.</i>  <ul style="list-style-type: none"> <li>○ Consider and agree opening of Charity Bank Account.</li> </ul>		c/f  Agenda item	JL



#### **4. Pre-School Update**

Nothing further to report.

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

##### **Bookings**

SW noted a slight drop-off in enquiries and bookings. She noted some other halls were not allowing bouncy castles indoors, on discussion it was agreed that JL would make enquiries with the insurance company.

##### **Maintenance and Management issues raised**

- APS confirmed that Heritage roofing had returned to correct the faulty work. It was agreed the roof should be addressed as a whole project. He continued to chase quotes.
- I Mobey was due to return to complete work to the shower and toilets.

##### **Smart Meter Installation**

It was agreed to proceed with the proposal for a smart meter installation as previously outlined by AC.

##### **Portal Cottage**

It was agreed that:

- GM would contact Jones Robinson to ask that they clarify the existing tenants intentions.
- the tenants should be advised that the repair and renovation plans would still proceed if they were intending to remain.

#### **6. Sports Club Update**

Discussed in the earlier Parish Council meeting.

#### **7. Priority Works List**

##### **Windows**

- The application to the Rural Prosperity Fund was successful with £26,884 being granted. RC thanked all involved for this achievement.
- Ian Norman would shortly be submitting the planning application for the variation.

- APS noted there would be a slight increase in the cost of the project due to the change in specification of the glass, estimated to be approximately £1300 more.
- APS would clarify the Easter installation dates with Abinger – likely to be between 4<sup>th</sup> -12<sup>th</sup> April.

## 8. **Playground update**

RC had reviewed an updated list of outstanding repair tasks, noting there was nothing urgent and some were already underway, including the scheduled rope bridge replacement. He would obtain a quote for a repair to a hole in one of the ramps on the multi-play.

## 9. **SSE substation**

Nothing further to report.

## 10. **IT/Website Update**

- AC would commence programming fobs when the software was installed.
- On discussion it was agreed the bookings email address should be shorter to become bookings@burghclerepc.co.uk. When set up this would need changing on all areas of the website, as well as the calendar.

## 11. **Accounts**

### **Update on current finances**

JL had previously circulated the latest accounts containing the figures to 31<sup>st</sup> January 2024. The bank balance as of that date stood at £75,859.91.

### **Insurance Renewal**

On discussion it was agreed that JL would ask for a revised renewal quote removing cover for the playground equipment as this was noted to also be covered by the PC insurance.

### **Savings Accounts**

It was agreed to open a one-year fixed rate savings account with the Charity Bank and with an opening balance of £30,000.

### **Investment Review**

AC's suggestion of conducting an initial high level internal review was agreed, after which consideration could be given to an external review.

## 12. **Date of Next Meeting**

Monday 4<sup>th</sup> March 2024 after the Parish Council meeting.

**13. Any Other Business**

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