

**Minutes of an Ordinary Meeting of Burghclere Parish Council held on
1st November 2021 at 7pm in the Portal Hall Clubroom**

Present: Cllrs R Carrow (Chairman), A Crowley (Vice-Chairman), A Wason, S Whiting, G Morton, I Collins, H Brierley and J Parkes (from item 139)

J Letsome (Clerk)

125. Apologies

Cllr Izett was delayed, his report was therefore submitted to the later Pinder Recreational Trust meeting.

Cllr Thacker.

126. Declaration of members' interests for this meeting

127. Confirm minutes of the meeting held on 4th October 2021

The minutes of the meeting held on 4th October 2021 had been circulated prior to the meeting, Cllr Carrow proposed they be accepted as a true record, this was agreed by all.

128. Review Progress of actions from meeting held on 4th October 2021

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

Item No:	Action	Due by	Progress	Owner
99	Send Cllr Brierley's declaration forms to B&DBC. Send Cllr Brierley other relevant information, including Code of Conduct & Standing Order.		Actioned	Clerk
101	Upload approved September minutes to website		Actioned	Clerk
102	Complete and submit change of signatory form re NBS		Actioned	Cllr Carrow
102	Contact Fibre Options company re alternative route		Later agenda item	Cllr Crowley

Chairman Signature:Date:

105	<p>Remembrance Arrangements:</p> <p>Enquire if St Michael's School intended to parade later. Update Risk Assessment.</p> <p><i>Cllr Carrow reported that enquiries had led to a decision being made not to formally close the road.</i></p> <p>Make enquiries with a view to ordering a new flag and contact PCSO Revett.</p>		<p>Actioned</p> <p>Actioned (RC to measure flag)</p>	<p>Cllr Carrow</p> <p>Clerk</p>
108	<p>Include overgrown hedges and cars blocking footways in Parish Magazine article.</p>		Actioned	Clerk
110	<p>Submit responses to planning consultations 21/02779/ROC, 21/02925/HSE and 21/02929/HSE</p>	As given on docs.	Actioned	Clerk
113	<p>Progress actions regarding Burghclere Common Management.</p> <p>Add to next agenda.</p>		<p>Actioned</p> <p>Actioned</p>	<p>Cllr Carrow</p> <p>Clerk</p>
114	<p>Progress Playground & Fencing project – submit proposal to B&DBC</p>		Later agenda item	Cllr Carrow
116	<p>Subscribe to Parish Online training</p> <p><i>Clerk to provide Cllr Wason with more information of asset location.</i></p>		Outstanding	Cllr Wason/Clerk
117	<p>Check website links to information on commons</p> <p><i>Clerk established links not working – Cllr Carrow to advise what information they should be pointing to.</i></p>		In progress	Cllr Crowley
118	<p>Progress plaque.</p> <p>Add resolution to spend under next agenda.</p>		<p>Later agenda item</p> <p>Actioned</p>	<p>Cllr Carrow</p> <p>Clerk</p>

Chairman Signature:Date:

118	Draft policy re Parish Freeman scheme for consideration.		To be added to a future meeting agenda.	Clerk & Cllr Carrow
119	Submit Lengthsman Schedule re leaf clearance and obtain confirmation of date.		Actioned	Clerk
120	Upload Data Protection Policy to website.		Actioned	Clerk
121	Advise Victim Support of grant approval.		Actioned	Clerk
122	Process BACS payments		Actioned	Cllr Carrow
123	Commence budget draft in conjunction with Finance Working Group		Later agenda item	Clerk

Queries were raised on the progress of previous actions:

- Removal of the bin on the corner of Breachfield/Harts Lane – Clerk to contact B&DBC on progress.
- Van in Harts Lane – it was agreed that a letter would be sent to the owner.

129. To note minutes of Pinder Recreation Trust meeting held 6th September 2021

Cllr Wason proposed that the minutes of the Pinder Recreation Trust meeting held on 6th September 2021 be accepted as a report to the Parish Council, this was seconded by Cllr Morton and approved by all. These are attached at Appendix A.

130. County Councillor Report

To note: Received and circulated after the meeting.

131. Borough Councillor Report

To note: Presented to later Pinder Recreation Trust meeting.

132. Parishioner's Open time

Nothing raised.

Chairman Signature:Date:

133. Chairman's Comments

Cllr Carrow reported that:

- He had been invited to speak to the WI on Wednesday 3rd November.
- Medals would be worn at the Community Café on 11th November.

134. Planning applications received since 4th October 2021

The following applications were discussed:

- 21/03122/RET Griord House Broken Way Adbury Holt Newtown RG20 9BN
Retrospective application for the erection of a garden outbuilding, shed, oil tank and enclosure

Response: On discussion it was agreed that the PC would not wish the outbuilding to be seen as a habitable dwelling, however further advice from the Planning Officer was being sought.

- 21/03154/FUL The Bothy at Manor Farm House, Old Burghclere RG20 9NS
Alterations to existing Bothy building to provide 2-bedroom seasonal farm workers accommodation.

Response: No comments.

To note applications requiring consideration before 1st November 2021:

- 21/02652/FUL Field at Foxs Lane Penwood
Creation of a timber loading bay to facilitate the management of Milford Estate Woodlands

Response: Consulted as a neighbouring parish. Considered by Working Group. No comments, other than to be kept informed re length of activity, protocols re maintaining road conditions and route vehicles will take.

Decisions reached by B&DBC since previous meeting:

- 21/02625/HSE The Old Coach Yard Ayres Lane
Rear extensions to bedroom and form dining room

Decision: Granted

- 21/02224/PIP Land at Oak View Yeomans Lane Newtown
Application for Permission in Principle for the erection of a single dwelling

Decision: Granted

Chairman Signature:Date:

135. Planning Update

Cllr Carrow reported that:

- Orchard Homes had purchased the Highclere Estate site identified in the Neighbourhood Plan.

A meeting had been arranged with a representative of Orchard Homes who had been appointed to conduct community liaison. This would take place on Tuesday 9th November, with a provisional date for a follow up meeting with the architect being Wednesday 24th November.

- B&DBC's Economic Planning and Housing Committee would be meeting on 18th November, with the agenda expected on 11th November. This would be looking at housing numbers in relation to rural communities and the Planning Group would consider and submit a response. The outcome would help to inform any decision to be made regarding when or how to review the Neighbourhood Plan.
- He had been approached by residents regarding aspirations to install solar panels in their field which was in the AONB. He had given them the contacts they needed to assist with scoping their ideas
- He had been invited by O'Neill Homer to talk to NALC on neighbourhood planning on 2nd December.

136. Road matters

Cllr Carrow reported that:

- The depth meter at Adbury Road/Featherbed Lane ford had been damaged in the recent storms and he had informed Hampshire Highways.
- He had not seen any evidence of flooding at Harts Hollow following the recent storm or received any reports. He would contact Thames Water to establish if this was an indication that work had been carried out.

137. Footpaths Report

Cllr Carrow reported that funding had been approved for the purchase of a hedge trimmer and associated training.

138. Burghclere Common management

A meeting would be taking place on Friday 5th November between Cllrs Carrow & Morton, Denis Matthews, and Simon Melville.

139. Playground Project/S106 funding

Cllr Carrow provided an update on the project, confirming that a preferred bidder had been identified with regards to the play equipment, but no preference yet with regards to the fencing.

B&DBC were content with the proposal and had asked for a breakdown of the S106 funds that would be drawn down to cover the costs (as circulated), together with a site map.

Cllr Wason proposed that the project should continue to be progressed as described, this was seconded by Cllr Whiting and agreed by all. Cllr Brierley agreed to assist with the project.

He confirmed that Sovereign Play had been asked to quote for a repair to the swings that an inspection had identified as being necessary.

140. Hampshire 2050 Climate Change

There was nothing further to report, however it was noted with interest that Overton had access to equipment that enabled them to assess the heat loss areas from individual homes.

141. Website & IT – to include fibre network scheme

Cllr Crowley provided an update on the fibre network scheme, noting that work had currently halted, which he understood was due to difficulties with BT/Openreach. He noted that wider concerns had been raised in media regarding third party providers and suggested it would be wise to monitor the situation, whilst noting that this is not a PC project.

Cllr Whiting reported that the website was proving to be effective with regards to Portal Hall bookings.

Cllr Crowley noted that he and the Clerk needed to further progress the use of dropbox for online storage.

142. Long Service Plaque

On discussion, it was agreed to proceed with ordering the plaque (subject to a minor amendment to the wording) and noting that the expenditure could be incurred in accordance with its powers under sections 137 and 139 of the Local Government ACT 1972.

143. Lengthsman visit

The Clerk confirmed the November visit would take place on 3rd November, the schedule had been submitted including leaf clearance and bus shelter cleaning as tasks.

144. Documents for review and agreement

There were none.

145. Receive and consider Grant Applications

- Cllrs approved payment of Churchyard grant for 2021/22 of £800.
- Cllrs agreed the application for 2022/23 Churchyard grant of £800, subject to receipt of an invoice and report. This amount will be included in the budget.

146. Accounts

To note monthly payments previously approved

The payments detailed below were approved for payment.

Budget Section	Date	Details	Cheque	Amount
Expenditure		Approved & Paid		
Salary/PAYE	02/11/2021	Litterwarden	SO	£463.32
Salary/PAYE	02/11/2021	Clerk - Salary	BACS	£866.30
Admin/Courses	02/11/2021	Clerk - Expenses	BACS	£47.60
Salary/PAYE	02/11/2021	HMRC re F Knott PAYE	BACS	£93.40
Maintenance	02/11/2021	Basingstoke & Deane - Playground	BACS	£500.40
Discretionary Grants - S137	02/11/2021	Victim Support	BACS	£50.00
Discretionary Grants - S137	02/11/2021	Burghclere with Newtown PCC	BACS	£800.00
				£2,821.02

The Clerk had previously circulated a year end bank reconciliation for period ending 27th October 2021.

- A balance in the Treasurers account of £18,711.68.
- The balance in the Business Bank Instant Account stood at £6804.31.
- The balance in the Newbury Building Society account stood at £19458.96

Chairman Signature:Date:

Cllrs received and reviewed an up to date actual/budget report, which included a year end forecast, noting that there would need to be further adjustments to account for the playground project and hedge trimmer and training funding. It was also noted that the payments for the playground project would need to be timed to ensure there was no impact to cashflow.

On further discussion it was agreed to accept this draft as the basis for budget setting for 2022/23. The Clerk would prepare a draft to circulate to the finance working group for initial consideration in advance of the December meeting.

147. Clerk's Report

The Clerk reported on:

Budget 2022/23

As outlined in item 145.

Meeting Dates – 2022

The following dates were agreed for 2022, whilst noting that there was flexibility to change them as the year progressed:

Monday 10th January (3rd is a bank holiday)

Monday 7th February

Monday 7th March

Monday 4th April

Monday 9th May (2nd is a bank holiday)

Monday 6th June

Monday 4th July

Monday 5th September

Monday 3rd October

Monday 7th November.

Monday 5th December

In addition, it was agreed that a provisional date for the Annual Parish Meeting should be set, the Clerk would establish when half term week was and suggest a date/s to the next meeting.

148. Next Meeting.

Monday 6th December 2021 at 7pm, to be held in the Portal Hall Clubroom.

There being no further business the Chairman closed the meeting at 8.20pm

Chairman Signature:Date:

Actions from November Meeting:

Item No:	Action	Due by	Progress	Owner
127	Upload approved October minutes to website			Clerk
128	Measure and order new flag.			Cllr Carrow/ Clerk
128	Provide information on location of assets and subscribe to Parish Online Training.			Clerk/Cllr Wason
128	Provide information for website links on commons.			Cllr Carrow
128	Draft policy re Parish Freeman scheme for consideration.			Clerk
128	Contact B&DBC re progress on bin removal			Clerk
128	Draft & send letter to resident re van			Cllr Carrow/ Clerk
134	Submit responses to planning consultations.	As given on docs.		Clerk
139	Progress Playground & Fencing project			Cllr Carrow
142	Progress plaque.			Cllr Carrow
145	Advise Church of grant approval			Clerk
147	Process BACS payments			Cllr Carrow

Chairman Signature:Date:

147	Complete budget draft in conjunction with Finance Working Group			Clerk
148	Establish suggested date/s for Parish Assembly			Clerk

Appendix A

Minutes for the meeting of the Pinder Recreational Trust Management Committee
held on 6th September 2021 at 9.45pm in the Portal Hall Clubroom

Present: A Crowley – Chairman (AC), R Carrow – Vice- Chairman (RC), I Collins (IC),
G Morton (GM), S Whiting (SW) and A Wason (AW)

J Letsome (JL) - minutes.

1. Apologies

Julian Parkes.

2. Approval of the minutes of the meeting held on 5th July 2021

RC 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	Obtain clarification on licensing requirements and submit draft policy re events for approval at next meeting.		Ongoing	AC/SW
3	Progress roof quotes		Ongoing	CS
3	Complete fob and key inventory		Ongoing	AC
3	Progress quote for capping chimney		Ongoing	CS
3	Amend booking form re liability for stored items		Ongoing	AC
3	Progress discussions with Tim Robson		Ongoing	AC
3	Update Portal Hall Booking Form on website		Actioned	AC

Chairman Signature:Date:

3	Visit Portal Hall Cottage Tenants		Ongoing	AC
3	Continue to research funding options re windows		Ongoing	All
3	Progress queries re SSE purchase Heads of Term document		Ongoing	AC
3	Arrange site meeting		Actioned	AC
8	Progress quotes and enquiries re S106 money (play area project)		Moved to PC Agenda	RC
12	Obtain and circulate NBS form re change of signatories		Ongoing	JL

4. Pre-School Update

SW reported that the Pre-School had re-opened following the summer break, but only had 2 of the expected 4 children in on the first day. She understood that they had applied for another grant. They were unable to reduce the number of days they opened because they would not be able to offer the required hours for the children to be eligible for the 30-hour funding. They were proposing to use the summer house on Mondays and were content to continue with paying the £30 per day fee for the remaining 4 days. It had been agreed they could leave some of their equipment out overnight for the time being, this would help reduce the staff time required to set up and clear way each day

5. Portal Hall – Future Bookings, Management & Maintenance

The regular hirers had all returned. Other bookings included “Teak Man,” Horticultural Society and the new musical group. New enquiries had been made from the Embroiders Guild, Trefoil and a church group. There continued to be some difficulties regarding the future return of the short mat bowls group, however SW had still not received a direct request.

SW had asked for the contact details to be updated in the Parish Monthly News. She was aiming to introduce procedures to help the day-to-day management of bookings run smoothly.

AC would arrange for more fobs. The toilet leak and shower had been repaired. The woodworm had been treated. IC noted that the annual PAT testing was required. It was agreed that SW could purchase a “stick cleaner” up to a maximum cost of approximately £100.

6. Sports Club Update and Rent Review

GM said there had been no meeting so was little to report. However there had been regular runs of the train on Wednesdays and Saturdays during August, these had proved very popular with an average attendance of 150 each day, however some days had seen closer to 500 attendees.

7. Priority Works List

Chairman Signature:Date:

This was not discussed in detail, but AC felt there was nothing further to add beyond the priorities already identified. He would progress funding sources for the windows and report back to the next meeting.

8. Playground update

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

RC had reported on progress of the playground project within the earlier Parish Council meeting.

9. IT/Website Update

Nothing further in addition to the matters covered in the earlier Parish Council meeting.

10. SSE Purchase

AC said he had received additional documents and would be going back to them with some queries.

11. Accounts

JL had previously circulated the latest accounts. The surplus for the year to date was showing as £14,229.10. The bank balance as of 6th September 2021 stood at £60,765.59, with £8,226.25 in the Newbury Building Society account.

AC reported that the end of year accounts were being finalised by the auditor, when completed he would visit the auditor along with JL and Chris Saint. This would mean the final part of the handover of the accounts could be completed.

It was agreed that:

1. JL would continue to arrange for SW to authorise the BACS payments for invoices.
 - all future correspondence for CCLA should be sent to Mrs J Letsome at the Portal Hall address and that:
 - Chris Saint be removed as a signatory and authorising trustee director.

Authority was given for Richard Carrow and Andrew Crowley to sign the change of correspondence form for CCLA in their capacity as Chairman and Vice-Chairman of Burghclere Parish Council – Trustee of Pinder Recreation Trust.

12. Any Other Business

On discussion it was agreed that JL would obtain the prices of projectors with a view to purchasing one for use in the clubroom.

There being no further business, the meeting closed at 10.15pm. The next meeting will take place in the Portal Hall on Monday 4th October 2021 after the Parish Council meeting.

Chairman Signature:Date: