

**Minutes of an Ordinary Meeting of Burghclere Parish Council held on
13th May 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, J Parkes and G Morton.

J Letsome (Clerk)

298. Apologies

Received from Borough Cllr Izett and County Cllr Thacker.

299. Declaration of members' interests for this meeting

None declared.

300. Confirm minutes of the Ordinary Council Meeting held on 8th April 2024

The draft minutes of the Ordinary Council Meeting held on 8th April 2024 were proposed for acceptance for signing by Cllr Whiting and seconded by Cllr Crowley and agreed by all.

301. Review Progress of actions from meeting held on 8th April 2024

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

Item No:	Action	Due by	Progress	Owner
277	Upload 4 th March 2024 meeting minutes to website		Actioned	Clerk
278 (b/f)	Write to residents re overgrown hedges		Actioned	Clerk
278 (b/f)	Share Hampstead Norreys contact with Cllr Carrow.		Remove action.	Cllr Harvey
278 (b/f)	Share examples of parish surveys with Cllr Carrow.		Actioned	Cllr Harvey
280	Share Community Safety Patrol Officer information in newsletter and noticeboards. <i>Requested – will be sent when available</i>		In progress	Clerk
283	Enquire on progress re community skips		Actioned	Clerk

Chairman Signature:Date: 10th June 2024

286	Respond to planning applications and appeal		In progress	Chair/Clerk
288	Make enquiries re D-day 80 th anniversary		Actioned	Clerk
293	Progress .gov.uk domain		Later agenda item	Clerk
294	Amend and upload approved policies to website		Actioned	Clerk
295	Progress payments		Actioned	Clerk/Chair
295	Progress transfer of £2500 from Treasurers to Instant Savings account		Actioned	Clerk

302. To receive minutes of Pinder Recreation Trust meeting held 4th March 2024

Cllr Patrick-Smith proposed that the minutes of the Pinder Recreation Trust meeting held on 4th March 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.

303. County Councillor Report

No report available.

304. Borough Councillor Report

No report available.

305. Parishioners' open time

Cllr Morton reported that some parishioners had raised concerns on the condition of the path leading to the clubroom. It was agreed to add this as a task for the next Lengthsman visit.

306. Chairman's Comments

Cllr Carrow thanked all for their support during his time as Chairman.

307. Planning applications and appeal notifications received since 8th April 2024

The following applications and appeals were discussed:

T/00199/24/TPO 4 Stembridge Close Burghclere Hampshire RG20 9AL
 Birch Tree is on left hand side of drive: fell

Response: Cllr Morton confirmed the tree was dead and there were no objections to it being felled.

23/02415/RES Carlton Harts Lane Burghclere Hampshire RG20 9JN
Amended design and biodiversity information has been submitted

Response: It was agreed to submit a comment reiterating the PC's continued objection to the proposed plans.

Cllrs noted:

- **Planning Applications requiring response prior to 8th April 2024**

24/00733/HSE The Hythe Heatherwold Newtown Hampshire RG20 9BG
Two storey side extension to form garage and master bedroom; single-story rear extension to create garden room. Changes to fenestration.

Considered under delegated arrangements – no comments raised.

24/00709/FUL Heatherwold Stud Farm Ox Drove Burghclere RG20 9DU
Amended description of development to include water collection tank and pump

Considered under delegated arrangements – no further comments raised.

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

24/00353/HSE Greenmantle Ox Drove Burghclere Hampshire RG20 9JS
Granted

24/00799/AGPD Dodds Farm Well Street Burghclere
Permission required

- **Decisions recorded by WBC since previous meeting**

24/00347/OOBC Sandleford Park West Warren Road Newbury RG14 6NH
Granted

308. Planning Update

Cllr Carrow reported that:

He had received an indication that there might be changes to the Local Plan Update and had raised a query with Borough Cllr Izett, who had confirmed that no changes were envisaged. However, they hoped to complete the LPU by mid-2025 in order to avoid any possible changes to the standard methodology.

He had received advice on the existing neighbourhood planning protection and understood that:

- The current NP provides protection from speculative development for five years from the date that it was made (until May 2028).

- When the council adopts its new local plan, it will provide five years’ protection from speculative development in line with para 76 of the NPPF (as introduced in December 2023).
- The LPA suggested there was not an urgent need to consider updating the neighbourhood plan, unless there were other reasons to do so. Cllr Carrow encouraged the PC continues to be engaged with future consultations on the Local Plan Update to ensure those policies support local aspirations.

22/01162/LDED - Annexe At Froyle House Harts Lane Burghclere RG20 9JN

Cllrs noted an update had been received from the planning officer indicating that the application for lawful development should be granted. Cllr Crowley reported that background information was being collated to enable Borough Cllr Izett to raise the concerns at the appropriate level.

309. Community Engagement

It was agreed that the next “Burghclere Bulletin” would focus on summarising the outcomes of the Annual Parish meeting and Assembly. She gave an update on the number of subscribers and statistics for engagement with the April edition. It was agreed to place a flyer in the Sports Club to encourage more subscribers.

310. Renewable Energy and Climate Change

Nothing further to report.

311. Electric Vehicle Chargers

Cllr Crowley reported that no further progress could be made until the final agreement was received, along with the updated quote. He continued to chase B&DBC.

312. Road and Flooding matters

Copies of correspondence between Kit Malthouse MP and both Thames Water and the Environment Agency had been circulated prior to the meeting, Cllr Carrow hoped this would help raise the profile but felt it important that the PC continued to maintain records and pressure Thames Water.

Hants CC were making progress on the repairs required at Newtown Hill.

313. Footpaths Report

Cllr Carrow reported that a parishioner had raised concerns regarding flooding on the path between Ox Drove and Harts Lane. On discussion it was agreed that Cllr Whiting would investigate.

314. Website & IT

The Clerk reported that she had registered to attend an online presentation covering the process for obtaining a gov.uk domain. She would report further to the next meeting.

315. Policies and documents

Cllrs reviewed and approved an amended Action Plan for the year commencing 1st April 2024.

316. Lengthsman Scheme 24/25

Cllrs noted the schedule of visits for the coming year. On discussion the following tasks were agreed for the June visit:

- Clear leaves and tidy footpath to the clubroom.
- Clean muddy layby near Sandham.
- Complete installation of repaired sign in Harts Lane.

317. Neighbourhood Community Infrastructure Levy

- The report for 23/24 was agreed and signed by the Chairman.
- Cllrs noted a CIL payment of £1886.13 had been received. On discussion it was agreed to consider this further in the June meeting.

318. 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	30/04/2024	Clerk's expenses	BACS	£44.59
Salary/PAYE	30/04/2024	Clerk's Salary	BACS	£849.15
Salary/PAYE	30/04/2024	Litter Picker Salary	SO	£514.20
Salary/PAYE	30/04/2024	Nest Pension	SO	£63.35
Salary/PAYE	30/04/2024	HMRC PAYE & NI	BACS	£144.40
Playground maintenance	30/04/2024	AD Landscape	BACS	£4,176.00
				£5,791.69

The following payments were approved:

Budget Section	Date	Details	Cheque	Amount
Expenditure		To approve		
Playground	13/05/2024	B&DBC Play area inspections		£530.45
Subscriptions	13/05/2024	HALC Annual subscription		£472.00
Insurance	13/05/2024	Insurance renewal		£744.63

Chairman Signature:Date: 10th June 2024

Training	13/05/2024	SLCC Annual subscription		£183.00
Computer	20/05/2024	Microsoft 365 renewal		£59.99
Operating Expenses	14/05/2024	GE Noticeboard - keys		£12.00
				£2,002.07

- The Clerk reported that:
 - The bank balance at 30th April 2024 was £22,971.42
 - The balance in the Business Bank Instant Account stood at £10,912.30
 - The balance in the Newbury Building Society account stood at £20,309.60
- The insurance renewal quote of £744.63 per annum was noted and agreed for payment.
- Cllrs accepted the bank reconciliation for the year ending 31st March 2024 for signing.
- There were no conflicts of interest with BDO LLP.
- The Clerk had previously circulated the completed AGAR form and explained that once this had been approved the relevant sections would be signed by Cllr Carrow. The internal audit was due to take place on Tuesday 4th June, following which the report would be circulated to Cllrs and the AGAR submitted for External Audit.

318.a Section 1 – Annual Governance Statement 2023/24

Section 1 was approved and signed by Cllr Carrow.

318.b Section 2 – Accounting Statement 2023/24

Section 2 was approved and signed by Cllr Carrow.

319. Clerk’s Report

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

320. Future meetings

- *The Annual Council follows this meeting at 8.30pm*
- *Annual Parish Assembly to be held on Tuesday 14th May at 7pm.*
- *Ordinary meeting Monday 10th June 2024 7pm*

There being no further business the Chairman closed the meeting at 8.03pm

Actions from May meeting

Item No:	Action	Due by	Progress	Owner
300	Upload 8 th April 2024 meeting minutes to website		Actioned	Clerk
307	Submit planning responses.			Clerk
309	Burghclere Bulletin flyer for sports club		Actioned	Clerk
313	Investigate flooded footpath			Cllr Whiting
314	Add update on obtaining gov.uk domain to next agenda.			Clerk
315	Upload amended Action Plan to website			Clerk
316	Submit Lengthsman tasks when date known			Clerk
317	Submit CIL report to B&DBC			Clerk
317	Add available CIL funds to next agenda			Clerk
318	Progress payments		Actioned	Clerk/Chair

Appendix A

Minutes for the meeting of the Pinder Recreational Trust Management Committee held on 4th March 2024 at 8.15pm in the Portal Hall Clubroom

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

J Letsome (JL) - minutes.

1. Apologies

Alex Patrick-Smith (APS)

2. Approval of the minutes of the meeting held on 5th February 2024.

Chairman Signature:Date: 10th June 2024

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
2	Obtain 2 nd signature on minutes		Actioned	JL
3 b/f	Investigate outside lights.		Actioned	IC
5	Contact insurers re indoor bouncy castles		Actioned	JL
5	Progress quotes re roof		Agenda item	APS
5	Prepare list of caretaking tasks.		Actioned	SW
5	Contact Jones Robinson		Actioned	GM
7	Finalise window installation dates		Actioned	APS
8	Obtain quote re outstanding playground repair		Actioned	RC
10	Arrange for email address to be updated and amended on calendar & website		In progress	AC/JL
11	Progress Investment Review		Later agenda item	AC
11	Arrange for revised insurance renewal quote.		Actioned	JL
11	Commence opening of charity bank account		Agenda item	JL

4. Pre-School Update

- There was evidence of mice gaining access to the shed via the hole that required repair.
- AC felt it wise to wait for a discussion on future fees until there was more clarity on how the changes to government funded spaces might impact numbers.

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

Bookings

SW reported that:

- there was a new monthly Sunday booking for a Pilates and Gongbath class.
- the production company behind Downton Abbey were interested in using the hall again as a filming location. A site visit had taken place and further news was awaited.

RC reported that the newly formed Repair Café were interested in using village halls as locations for pop-up events focusing on specific types of repairs. They would be attending the community café on 14th March.

On discussion it was agreed to develop a new booking form which would include waivers regarding:

- Use of ladders – noting that the larger one would be removed and a note to be left on the one remaining.
- Use of bouncy castles inside – noting that they would no longer be permitted outside.

It was agreed that repeat hall users would be required to complete and sign the new form when it was available.

Maintenance and Management

- AC was hopeful that DC Roofing would be willing to undertake the roof work.
- The Smart Meter had been installed. AC & JL were setting up the account and log in details.
- IC was thanked for fixing the outside lights.
- The next phase of window installation was due to commence on 4th April. The draft licence agreement for the Rural Prosperity Fund had been approved and a final version would follow for signature.
- On discussion it was agreed to proceed with advertising for a self-employed Caretaker/Handyman.

Portal Cottage

The tenants had decided to remain in the cottage and were content that the improvement work would need to proceed. AC would arrange for DC Roofing to investigate the damp problem. It was noted that Ian Norman was due to submit the planning application.

6. Sports Club Update

Discussed in the earlier Parish Council meeting.

7. Priority Works List

Nothing further to report.

8. Playground update

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

RC reported that a few minor repairs remained which he would be able to undertake. Kingfisher's quote of £280 to repair a hole in one of the wooden boards was accepted.

9. SSE substation

Nothing further to report. To be removed as an agenda item.

10. IT/Website Update

AC reported that he had returned the laptop purchased for programming the fobs as it was the incorrect specification to run the software.

11. Accounts

Update on current finances

JL had previously circulated the latest accounts containing the figures to 28th February 2024. The bank balance as of that date stood at £77,385.21.

Insurance Renewal

It was agreed to proceed with the insurance renewal with the reduction of £108.84 to reflect the removal of cover for the playground equipment.

Contribution towards playground maintenance costs

It was agreed that Pinder would contribute £1200 towards the playground maintenance costs incurred by the Parish Council.

Savings Accounts

JL had not yet progressed the opening of the one-year fixed rate savings account, noting that an additional signatory was required. It was agreed that it should be opened with the following as signatories:

Julian Parkes
Andrew Crowley
Geoff Morton
Sandra Whiting

Investment Review

On discussion it was agreed not to proceed without first reviewing the Trust's governing documents noting that they may contain restrictions.

12. Date of Next Meeting

Monday 8th April 2024 after the Parish Council meeting.

13. Any Other Business

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