

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

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

J Letsome (Clerk)

Harry Dove – Burghclere Sports Club

**16. Apologies**

Received from Borough Cllr Izett.

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

Cllr Whiting declared an interest in the planning application 24/00989/FUL to be considered under item 26.

**17. Confirm minutes of the Ordinary Council Meeting held on 13<sup>th</sup> May 2024**

The draft minutes of the Ordinary Council Meeting held on 13<sup>th</sup> May 2024 were proposed for acceptance for signing by Cllr Crowley and seconded by Cllr Morton and agreed by all.

**18. Confirm minutes of the Annual Council Meeting held on 13<sup>th</sup> May 2024**

The draft minutes of the Annual Council Meeting held on 13<sup>th</sup> May 2024 were proposed for acceptance for signing by Cllr Whiting and seconded by Cllr Morton and agreed by all.

**19. Review Progress of actions from both meetings held on 13<sup>th</sup> May 2024**

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

Ordinary Meeting:

<b>Item No:</b>	<b>Action</b>	<b>Due by</b>	<b>Progress</b>	<b>Owner</b>
300	Upload 8 <sup>th</sup> April 2024 meeting minutes to website		Actioned	Clerk
307	Submit planning responses.		Actioned	Clerk
309	Burghclere Bulletin flyer for sports club		Actioned	Clerk

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313	Investigate flooded footpath		Carry forward	Cllr Whiting
314	Add update on obtaining gov.uk domain to next agenda.		Actioned	Clerk
315	Upload amended Action Plan to website		Actioned	Clerk
316	Submit Lengthsman tasks when date known		Later agenda item	Clerk
317	Submit CIL report to B&DBC		Actioned	Clerk
317	Add available CIL funds to next agenda		Actioned	Clerk
318	Progress payments		Actioned	Clerk/Chair

Annual Meeting:

Item No:	Action	Due by	Progress	Owner
All	Clerk to update website to note new details.		Actioned	Clerk
All	Clerk to inform B&DBC of new details and vacancy		Actioned	Clerk
13	Update bank signatories  <i>Clerk confirmed Richard Carrow has been removed from both the Parish Council and Pinder Lloyds accounts. Cllr Patrick-Smith still to be added to these. Newbury Building Society accounts still to be amended.</i>		In progress	Clerk

**20. Notes of Parish Annual Assembly 14<sup>th</sup> May 2024**

The notes of the Annual Parish Assembly held on 14<sup>th</sup> May 2024 were received and accepted as a true record.

**21. To receive minutes of Pinder Recreation Trust meeting held 8<sup>th</sup> April 2024**

Cllr Harvey proposed that the minutes of the Pinder Recreation Trust meeting held on 8<sup>th</sup> April 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.

**22. County Councillor Report**

No report available.

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**23. Borough Councillor Report**

Borough Cllr Izett was not in attendance but had submitted a brief report covering:

- The Annual Borough Cllr grants scheme that was open for applications.
- B&DBC’s call for gypsy and traveller sites as part of the Local Plan update process.

**24. Parishioners’ open time**

Cllr Whiting reported that some parishioners had raised concerns regarding incidents of antisocial behaviour on Earlstone Common, including the lighting of fires and littering. It was agreed this would be passed on to B&DBC’s community safety team for investigation.

**25. Chairman’s Comments**

Cllr Patrick-Smith reported on:

- Orchard Home’s sale of the Harts Lane development site – he understood that B&DBC were waiting for the legal agreement to be finalised but had requested more clarity on progress.
- Speeding on the B4640 – Data had been shared following the recent traffic speed survey and it was hoped that the results would lead to Hampshire Highways taking action to reduce speeding.

**26. Planning applications and appeal notifications received since 13<sup>th</sup> May 2024**

**The following applications were discussed:**

**24/00989/FUL** Dodds Farm Well Street Burghclere  
Construction of roof building over existing silage clamp

**Response:** No comments raised

**T/00234/24/TPO** 4 Stembridge Close Burghclere RG20 9AL  
Tree 1 Oak: prune. Tree 2 Oak: reduce to 20ft stem (monolith)

**Response:** Tree 1 remove dead wood prune, as requested. Tree 2 remove dead wood and reduce crown by 25% to preserve tree

**24/01100/LBC** Wergs Manor Well Street Old Burghclere RG20 9NH  
Various external renovations and replacement of 1 no. door and 1 no. window

**Response:** No comments raised.

**Cllrs noted:**

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

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

Granted

Cllrs were disappointed to learn this had been granted despite earlier objections having been raised. On discussion it was agreed to request that Borough Cllr Izett continue to raise this on behalf of the PC, noting that it was unlikely this would lead to any recourse.

**T/00093/24/TPO** Fernlea Heatherwold Newtown Newbury

Granted: T1 Beech - Crown lift removing the 3 lowest limbs,

Refused: T1 Beech - Crown thin by 10%

**24/00709/FUL** Heatherwold Stud Farm Ox Drove Burghclere RG20

9DU

Granted

**T/00199/24/TPO** 4 Stembridge Close Burghclere RG20 9AL

Granted

- Extinguish Highway Rights over Land Adjacent to Sydmonton Road, Burghclere RG20 9LG  
Application successful.

**27. Sports Club**

Harry Dove from Burghclere Sports Club was in attendance to give an update on progress following the recent public event. On discussion it was agreed the next steps to be taken by the Sports Club were:

- Formalise a team of volunteers and allocate roles.
- Formulate ideas and consider what is viable, taking into account planning and legal aspects.
- Explore the possibility of involving a commercial partner.

**28. Planning Update**

- Cllrs noted that B&DBC had recently published a new Neighbourhood Planning Protocol. It was agreed to regularly review any need to update the Neighbourhood Plan.
- It was agreed to dissolve the Neighbourhood Planning Steering Group formed in February 2018 on the basis that its tasks had been completed and it was therefore no longer required.

**29. Community Engagement**

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

On discussion it was agreed to work towards enhancing the content and increasing subscribers.

**30. Renewable Energy and Climate Change**

Cllr Crowley noted that progress of the application for a solar farm development at Strattons Farm in Kingsclere should be monitored.

**31. Electric Vehicle Chargers**

Cllr Crowley reported that there was no further progress. The clerk had previously shared an updated s106 report which indicated there was £9345 available specifically for EV chargers.

**32. Road and Flooding matters**

Concerns were raised regarding:

- Overgrown hedges obstructing pavements. Clerk to write to residents.
- Hampshire Highways failure to remove temporary road signs.

**33. Footpaths Report**

Cllr Harvey confirmed she had met with Richard Carrow for a handover of footpath responsibilities.

Cllr Whiting reported that the footpath next to Whitway House heading towards West Street had become inaccessible and required strimming. Clerk to email Highclere Estate.

**34. Burghclere Common**

Total expenditure of £675 (ex VAT) was approved for the cost of Mulch & Cut & Collect flail and Bracken Spraying. Cllrs noted this cost would be covered by the annual payment due from the Higher Level Countryside Stewardship agreement.

**35. Lengthsman**

Cllrs considered:

- Tasks for the next visits due on 22<sup>nd</sup> June and 8<sup>th</sup> July, on discussion it was agreed that tasks should be:
  - Spray weedkiller on footpath to the clubroom.

- Clean muddy layby near Sandham.
  - Complete installation of repaired sign in Harts Lane.
  - Strimming as required, including build-outs and around signage
- The Parish Lengthsman Scheme agreement 1<sup>st</sup> April 24 – 31<sup>st</sup> March 2026. This was approved for signing.
  - The 6 additional hours available for the current year. On discussion it was agreed to request these are allocated to an additional visit in November.

### 36. Tree Report

Cllr Morton reported that he had investigated the Sports Club's concerns regarding trees and could not identify any that required attention.

### 37. Website & IT

The Clerk provided an update on progress towards obtaining a gov.uk domain including an overview of the online presentation she had recently attended. On discussion it was agreed:

- to change to a gov.uk domain name,
- that the new domain name should be burghclere.gov.uk
- to continue to own the current domain.

### 38. Neighbourhood Community Infrastructure Levy

It was agreed that £2661 of CIL money received should be allocated to the £3480 paid for the footpath creation, with the remaining balance of £819 to be covered by reserves carried forward.

### 39. 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	31/05/2024	Clerk's expenses	BACS	£49.94
Salary/PAYE	31/05/2024	Clerk's Salary	BACS	£835.95
Salary/PAYE	31/05/2024	Litter Picker Salary	SO	£514.20
Salary/PAYE	31/05/2024	Nest Pension	SO	£63.35
Salary/PAYE	31/05/2024	HMRC PAYE & NI	BACS	£157.60
Operating expenses	14/05/2024	R Carrow Assembly refreshments	BACS	£54.93
				<b>£1,675.97</b>

The following payments were approved:

Budget Section	Date	Details	Cheque	Amount
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Expenditure		To approve		
IT/Website	04/07/2024	123 domain name renewal		£11.99
Admin	04/07/2024	Parish Online renewal		£76.80
Audit	04/07/2024	Internal Audit Fee - Do the Numbers		£250.00
				<b>£338.79</b>

- The Clerk reported that:
  - The bank balance at 31<sup>st</sup> May was £19,293.38.
  - The balance in the Business Bank Instant Account stood at £10, 923.78
  - The balance in the Newbury Building Society account stood at £20,309.60
- On discussion it was agreed not to continue with the LCPD membership.
- Cllrs noted and agreed 17<sup>th</sup> June – 26<sup>th</sup> July as dates for the Notice of Public Right and Publication of unaudited AGAR for year ending 31<sup>st</sup> March 2024.
- Cllrs noted the Internal Audit had been completed on 4<sup>th</sup> June and considered the following points raised in the report provided:

- *Staffing committee: This group does not issue agendas or minutes nor meet regularly. It would be better designated as a working party with decisions taken by full council*

Cllrs response: It was agreed the committee should be changed to a working group with the same members. The Clerk would present an amended terms of reference for agreement in the July meeting.

- *Bank statements It is good practice for the members of the council in rotation to initial the bank reconciliation back to the statement. This should be done from now on.*

Cllrs response: Noted and Clerk to ensure this would be actioned.

- *EV charging points The council appears to be committing a significant sum to this project with little clarity early on about the total cost. Even though the funding will come from S106, standard procurement rules apply.*

Cllrs response: Noted and Clerk to ensure costs are noted within the minutes.

#### 40. Clerk’s Report

The Clerk had circulated a report which had mostly been covered under earlier agenda items, in addition she shared a report on crime statistics that PCSO Venn had provided.

#### 39. Future meetings

- Ordinary meeting Monday 1<sup>st</sup> July 2024 7pm

Chairman Signature: .....Date: 1<sup>st</sup> July 2024

There being no further business the Chairman closed the meeting at 8.55pm

### **Actions from June meeting**

<b>Item No:</b>	<b>Action</b>	<b>Due by</b>	<b>Progress</b>	<b>Owner</b>
17 & 18	Upload 13 <sup>th</sup> May 2024 meeting minutes to website		Actioned	Clerk
19 c/f	Investigate flooded footpath			Cllr Whiting
19 c/f	Progress bank signatory changes			Clerk
20	Upload assembly notes to website		Actioned	Clerk
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			Clerk
33	Write to Highclere Estate re footpath		Actioned	Clerk
35	Sign and return Lengthsman agreement			Clerk
35	Complete and return Lengthsman schedule		Actioned	Clerk
37	Progress obtaining gov.uk domain and add update to next agenda			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			Clerk

Chairman Signature: .....Date: 1<sup>st</sup> July 2024



## Appendix A

Minutes for the meeting of the Pinder Recreational Trust Management Committee held on 8<sup>th</sup> April 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), Alex Patrick-Smith (APS) and Geoff Morton (GM)

J Letsome (JL) - minutes.

### 1. Apologies

Julian Parkes (JP)

### 2. Approval of the minutes of the meeting held on 4<sup>th</sup> March 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
5	Develop new booking form		c/f	AC/SW
5	Progress roof work and cottage damp inspection		Agenda item	AC/APS
5	Progress advert for caretaker/handyman		Agenda item	AC/SW
8	Accept Kingfisher quote for playground repair		Actioned	RC
9	Remove SSE from next agenda		Actioned	JL
11	Circulate charity commission governing document		Actioned	JL
11	Accept amended insurance renewal quote.		Actioned	JL
11	Progress opening of charity bank account		Actioned	JL

### 4. Pre-School Update

SW noted that:

- The Ofsted inspection had taken place.
- There was uncertainty of current numbers or the impact of the changes in government funding.

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On discussion it was agreed that SW and AC would arrange a meeting with them towards the start of the following term.

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

### **Bookings**

SW reported that there had been confirmation that the hall would be used again as a Downton Abbey filming location during the week of 27<sup>th</sup> May. The fee was yet to be agreed.

### **Maintenance and Management**

- AC would arrange for DC Roofing to look at the roof (including gutters) and cottage during the next couple of weeks.
- Scottish Power had completed filming a short case study following the installation of the Smart Meter. It was agreed AC would enquire if it would be possible to obtain a copy of the drone footage.
- AC confirmed a new laptop had been purchased and would be arranging for the installation of Secure System's software.

### **Portal Cottage**

The tenants had given notice that they would be ending their tenancy and intended to move out over the weekend of 11<sup>th</sup>/12<sup>th</sup> May. On discussion it was agreed:

- To review Ian Norman's report and commence scheduling the work required, prioritising tasks that needed to happen whilst the property was empty.
- APS would arrange for the contractors working on the hall windows to quote for the cottage windows and door.
- DC Roofing would be asked to look at repairs required to the porch.
- The condition of internal decoration and the carpets would be reviewed when the property was next accessed.
- To continue with Jones Robinson as the letting agent.
- To further consider the caretaker role including duties and rate of pay, noting Jones Robinson would require clarification prior to advertising the role alongside the cottage vacancy.

## **6. Sports Club Update**

Mostly discussed in the earlier Parish Council meeting, however IC reported concerns regarding trees that required branches removing. GM to investigate.

## **7. Priority Works List**

JL had received two copies of the Rural Prosperity Fund's licence agreement. These were passed to AC for review and signature.

**8. Playground update**

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

RC reported that he had been in touch with B&DBC's Play & Support Manager for advice on one of the repairs required. Kingfisher would be undertaking repair to the gate and would be asked to complete the other outstanding minor repairs.

**9. IT/Website Update**

Nothing reported.

**10. Accounts**

**Update on current finances**

JL had previously circulated the latest accounts containing the figures to 31<sup>st</sup> March 2024. The bank balance as of that date stood at £83,311.49.

It was agreed that:

- GM and AC would visit the Metro Bank to open the new account.
- JL would approach Ross Brooke to commence arrangements for the preparation of the annual accounts.

**11. Date of Next Meeting**

Monday 13<sup>th</sup> May 2024 after the Parish Council meeting.

**12. Any Other Business**

There being no further business, the meeting closed at 9.40pm.