

**Minutes of an Ordinary Meeting of Burghclere Parish Council held on  
6<sup>th</sup> September 2021 at 7pm in the Portal Hall Clubroom**

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

Borough Cllr J Izett (to end of item 81)

PCSO Joshua Revett and PCSO Hannah Clapham (to end of item 79)

J Letsome (Clerk)

**74 Apologies**

Apologies were received and accepted from Cllr Parkes.

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

None declared

**76. Confirm minutes of the meeting held on 5<sup>th</sup> July 2021**

The minutes of the meeting held on 5<sup>th</sup> July 2021 had been circulated prior to the meeting, Cllr Carrow proposed they be accepted as a true record, this was agreed by all.

**77. Review Progress of actions from meeting held on 7<sup>th</sup> June 2021**

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

<b>Item No:</b>	<b>Action</b>	<b>Due by</b>	<b>Progress</b>	<b>Owner</b>
53	Upload approved June meeting minutes to website		Actioned	Clerk
54	Invite Community Safety Patrol Officer to speak at a future meeting		Actioned	Clerk
61	Submit response to planning application 21/01673/HSE and 21/01774/ROC	9 <sup>th</sup> July	Actioned	Clerk
54	Amend booking form on website		Actioned	Cllr Crowley

54	Send suitable dates to Cllrs Carrow or Crowley re meeting to set up email address  <i>Cllr Crowley to send Cllr Collins suggested dates.</i>		Outstanding	Cllr Collins
54	Set up Parish Facebook noticeboard page.		Actioned	Clerk
57	Share Cllr Carr's contact details		Actioned	Clerk
59	Undertake necessary actions re appointment of Cllr Collins to Earlstone Common Management Committee		Actioned	Clerk
61	Submit response to planning application 21/01673/HSE and 21/01774/ROC	9th July	Actioned	Clerk
64	Investigate and take action if required: <ul style="list-style-type: none"><li>• Fly-tipping in Ox Drove</li><li>• Overgrown hedges</li></ul>		Actioned	Cllrs Carrow/ Morton & Clerk
67	Add Parish Online to September Agenda  <i>Add to October Agenda</i>		Outstanding	Clerk
68	Complete Lengthsman schedule and obtain date		Actioned	Clerk
71	Process BACS payments		Actioned	Cllr Carrow
71	Update NBS signatories  <i>Clerk has completed form and passed on to Cllr Crowley to complete.</i>		In progress	Cllr Carrow

## 78. To note minutes of Pinder Recreation Trust meeting held 7<sup>th</sup> June 2021

The approved minutes that had been previously circulated were accepted as a report to the Parish Council and added at Appendix A.

## 79. Police Matters

PCSOs Joshua Revett and Hannah Clapham were in attendance from the Neighbourhood Policing Team to provide an overview of their role and the specific

crime issues that impact rural communities, including theft from farms and vehicles parked in local visitor spots.

They confirmed that there had been no recently reported incidents of dog theft in the Borough. The team were moving towards enhancing community engagement by becoming more visible and accessible. Following questions raised by Cllrs, they advised that:

- Hare-coursing should be reported to the countrywatch team by contacting 101.
- They would pass on reports of speeding along the B4640 and that the Parish may wish to find out more about the Community Speedwatch scheme.
- They would investigate a reported abandoned vehicle problem.

Cllr Carrow reported on the proposed consultation on the formation of a Police and Crime plan for Hampshire and Isle of Wight, saying that the issues he had raised included:

- ATVs, garden equipment & furniture
- For farmers: barn break-ins, theft and damage
- Speeding
- County lines drugs (The PCSO's in attendance confirmed this was not considered to be a problem in the local area and was focused more in and around towns)
- Reassurance
- Cooperation with Thames Valley Police.

## **80. County Councillor Report**

Cllr Thacker was not in attendance to provide a report.

## **81. Borough Councillor Report**

Cllr Izett was in attendance and reported on:

### **Local Plan Update:**

B&DBC had held a meeting the previous week to consider a report on the next stage of formulating the Local Plan Update. This was an early consultation about the future spatial strategy, the level of housing required and the suitability of potential sites for development. The report's focus was on Basingstoke rather than rural areas such as Burghclere - these would be addressed in November. Basingstoke had been the focus because the recommendation was that future growth should remain concentrated on the town as the most sustainable settlement.

He acknowledged that there would be challenges to the housing numbers required as set by government. Based on current methodology officers assessed the borough as needing to provide around 900 homes annually to the end of the update plan to 2039. This compares to 845 currently, meaning that 7,703 more homes to 2039 on top of the current allocated but not yet built supply of 10,017.

Current thinking by Council officers was that 6,300 of the new homes to be allocated should be around Basingstoke, with the remainder allocated to rural settlements,

however he hoped that it would be possible to avoid big developments and to limit housing allocation in accordance with Neighbourhood Plans, where they exist.

### **Afghan Refugee Support**

The borough was looking to source four social housing properties for families, but it was unlikely they would be located within the Burghclere area. Basingstoke Voluntary Action were co-ordinating donations and practical support.

### **Covid-19**

Statistics reported in the Borough during the previous week were: 235 cases per 100,000 and 4 deaths within 28 days of a positive test.

### **Transport Strategy**

B&DBC were working with Hampshire CC (as the Highways Authority) to ensure the strategy is in step with the Local Plan Update. The A339 forms part of this strategy review.

### **Recycling Consultation**

Confirmation was expected that the bins from 8 of the Borough's community recycling sites were likely to be removed as part of a cost reduction exercise, including those located in Burghclere. He would obtain further clarification on which ones were being lost so that Parishioners could be advised and signposted to other sites as required. Cllrs agreed this was disappointing news in the light of the restricted access to the Newtown Road Waste Recycling facility.

### **Devolution**

Hampshire County Council had put themselves forward for a pilot study on possible devolution (changing from 2 tiers of government to a unitary authority). A government white paper would be expected later in September.

## **82. Parishioners' open time**

Cllr Collins shared concerns raised by a Parishioner regarding drains and rising water. Cllr Wason confirmed she was also aware of the problem and would provide the necessary information to enable Cllr Carrow to assist them to raise the matter with Thames Water.

## **83. Councillor Vacancy**

Cllr Carrow proposed that Helen Brierley be co-opted to fill the Councillor vacancy and this was agreed by all. She had been unable to attend the meeting, however the Clerk confirmed it was acceptable to co-opt in her absence, but she would be required to complete the formal acceptance documentation in the October meeting.

## **84. Chairman's comments**

Cllr Carrow reported that he:

- had received a suggestion to consider ways long service given by outgoing councillors could be recognised. On discussion, it was agreed this would be given further consideration for a decision at the next meeting.
- would be checking the bins during the litter warden's leave.
- would engage with West Berkshire Council to see if they would consider reviewing and reducing the level of charge being made for accessing the Newtown Road Recycling Facility.
- was planning to make a courtesy call visit with Jon Beck, Headmaster at The Clere School.
- would invite the vicar to the October meeting or to a separate meeting to discuss arrangements for Remembrance Day.

## **85. Planning applications received since 5<sup>th</sup> July 2021**

**The following applications were discussed:**

- 21/02457/FUL 26 Breachfield Burghclere RG20 9HY  
Change of use of open, access and driveway to provide off-road parking spaces to front of 26 Breachfield.

**Response:** After discussion it was agreed that this application was unacceptable, and an objection should be submitted in line with the comments already raised by the landscape team.

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

**Response:** No comment.

**To note applications requiring consideration before 6<sup>th</sup> September:**

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

**Response:** Considered by Working Group in consultation with Cllrs, no substantive objections.

- 21/01952/HSE Periwinkle Cottage 9 West Street Burghclere RG20 9LD  
Erection of part two storey, part single storey side and rear extensions and detached garage/store, following demolition of existing

**Response:** Considered by Working Group in consultation with Cllrs, response submitted to express concern about the way it is being undertaken, together with the style and the size proposed.

- T/00317/21/TPO 3 Sandham Gardens Burghclere Newbury Hampshire RG20 9AW  
T6 Oak: prune. T7 Oak; prune. T8 Oak: fell.

**Response:** Considered by Working Group in consultation with Cllr Morton (Tree Officer), no substantive objections.

- 21/02351/RET The Maltings Broken Way Adbury Holt Newtown RG20 9BN  
Replacing the existing old septic four tank system for a new treatment plant and raised mound soakaway

**Response:** Considered by Working Group – no response required.

- 21/02074/HSE 1 Stembridge Close Burghclere RG20 9AL  
Double garage conversion into a 1.5 storey, 1 bedroom annexe with link access from existing habitable dwelling.

**Response:** Considered by Working Group in consultation with Cllrs, response submitted to express concerns as outlined below:

- the site is not allocated for housing and as the quota is met the proposal is not justified.
- it runs counter to policies contained in B&DBC Parking SPD.
- We do not consider the site has sufficient amenity space.
- We remain concerned that parking facilities are cramped, inadequate and would lead to parking on the main thoroughfare.

#### **Decisions reached by B&DBC since previous meeting:**

- 21/01771/HSE 3 Stembridge Close Burghclere RG20 9AL  
Erection of single a storey rear extension  
**Decision:** Granted
- 21/01673/HSE Earlstone Cottage Burghclere Road Earlstone Common Burghclere RG20 9HN  
Erection of part two-storey, part single-storey extension, replacement windows and associated landscaping  
**Decision:** Granted

#### **86. Planning update**

Cllr Carrow reported:

- He had recently attended the Mayor's presentation in recognition of the successful completion of Neighbourhood Plan, along with 3 other members of the steering group.

- The B&DBC Local Plan Update meeting had identified the importance of having a Neighbourhood Plan in place to contain development, however he intended to raise points for clarification at a forthcoming meeting on 14<sup>th</sup> September. There was uncertainty regarding the likely impact to the NP if the loss of 5 year land supply continued - and Local Plan Update had still not been adopted - when the two-year ‘protection’ period had expired. It was noted that developments of less than 5 homes did not count towards the total for the Parish, which would also be queried.
- He had shared a recently received Self-build notice from the Planning Policy Team on nextdoor.com.

## **87. Road matters**

Cllr Carrow reported:

- He was disappointed that reported issues had not been addressed and had resubmitted reports on Well St by Dunmore Farm and Coopers Lane.
- There was some uncertainty on the nature of repairs that to the railway bridge that had recently been mentioned by parishioners.
- Information on imminent overnight closures of the A34 had been shared on nextdoor.com.

Cllrs raised concerns regarding:

- HGV parked outside the Portal Hall as evidence of overspill parking from Tothill (this however was not confirmed).
- “Wild” Tothill roundabout which led to reduced visibility when left uncut.
- Overgrown area near the entrance to Sandham Car Park. It was agreed this should be cut back and could be a future Lengthsman task.
- A broken railing near the 30 mph sign when entering the village – Cllr Carrow agreed to investigate. On further discussion it was agreed to explore the possibility of having village “gates” installed, similar to Kingsclere – the Clerk was asked to gather more information.

## **88. Footpaths Report**

Cllr Carrow reported that the brush cutter had been used around the SINCs and Railway Line, and he had spent a morning assisting Ashford Hill and Headley. He had submitted a bid for a hedge cutter and training. On discussion it was agreed the hedges around the Portal Hall needed attention and this could be a future Lengthsman task.

## **89. Playground Project/S106 funding**

Cllr Carrow reported that had quotes from 3 providers: Sovereign Play, Vita Play, and Sutcliffe. He gave an overview of the current concept for consideration, to include new play equipment, repairing the mat under the swings, replacing the fence and installing adult exercise equipment. He invited further thoughts and on discussion it was agreed that he would continue to refine the plans and obtain quotes for consideration at a later

meeting. He had also asked for residents' suggestions in the Sep edition of the parish magazine.

**90. Hampshire 2050 Climate Change**

Cllr Carrow gave an overview of a recently held presentation by Basingstoke & Deane Association of Parish & Town Councils which had included information on a project to introduce signage to prevent engine idling. It was agreed this should be explored further.

**91. Website & IT – to include fibre network scheme**

Cllr Crowley reported that the website seemed to be functioning adequately, with no major changes required. The Clerk had recently added a privacy policy and updated the accessibility statement.

The Clerk confirmed that a Parish Noticeboard page on Facebook had been created.

Cllr Crowley gave an update on the fibre network scheme, explaining that it had emerged that Fibre Options would be retaining ownership as not enough people had signed up to enable them to pass it on to a CIC. He outlined their proposal to route some of the cabling across some of the Pinder/Parish land. Concerns were raised on discussion, and it was agreed that Cllr Crowley would go back to the company to ask them if it would be possible to consider a different route that would still enable the infrastructure to be available to those who had signed up.

**92. Lengthsman visit**

The Clerk reported that the next Lengthsman visit was due to take place on 23<sup>rd</sup> September, it was agreed they would be asked to cut the hedges around the Portal Hall. Cllr Whiting would be available for direction/supervision.

**93. Documents for review and agreement**

Existing to be reviewed

- Grant Application Policy

This was approved subject to minor changes being made to the email address.

The following drafts were approved for adoption:

- Health & Safety
- Equality & Diversity
- Publication Scheme

**94. Receive and consider Grant Applications**

Chairman Signature: ..... Date: .....

There were none to consider.

## 95. Accounts

### To note monthly payments previously approved

The payments detailed below were approved for payment.

Budget Section	Date	Details	Cheque	Amount
<b>Expenditure</b>		<b>Approved &amp; Paid</b>		
Salary/PAYE	02/09/2021	Litterwarden	SO	£463.32
Salary/PAYE	02/09/2021	Clerk - Salary	BACS	£683.00
Courses/Admin	02/09/2021	Clerk - Expenses	BACS	£41.30
Salary/PAYE	02/09/2021	HMRC re F Knott PAYE	BACS	£92.60
Other	02/09/2021	UK2 Net re email address 12 month renewal	DD	£36.99

The Clerk had previously circulated a year end bank reconciliation for period ending 27<sup>th</sup> August 2021 and showing the following balances:

- A balance in the Treasurers account of £14,384.26
- The balance in the Business Bank Instant Account stood at £6804.07.
- The balance in the Newbury Building Society account stood at £19458.96

Cllrs received and reviewed an up to date actual/budget report, nothing that there were no significant variances of concern.

## 96. Clerk's Report

The Clerk reported on:

### Litterbins

B&DBC had confirmed that they are responsible for the litterbins located on public highways and would attend to the one located on the corner of Breachfield & Harts Lane, however there was likely to be a delay between removing and replacing it.

### Annual Governance & Accountability Review (AGAR)

This is due to be completed by the external auditor, however they had raised a query relating to Fixed Assets which had resulted in the figure reported for year ending 2020 being incorrect. After explanation Cllrs agreed to accept the report would include an “Except for” qualification in their final report.

### Abandoned Vehicles

Chairman Signature: ..... Date: .....

Concerns had been reported regarding an unsightly vehicle parked in the village. The Clerk had been advised by B&DBC that they are unable to take any action as it can't be classified as abandoned. Further courses of action will be explored.

### **Parish Presence**

She hoped to soon progress plans to work regularly from the club room as well as making an occasional appearance at the community café.

### **Greenham Trust**

An email from Greenham Trust had been circulated containing an offer to attend a future meeting to speak with Cllrs and present further information on their work. On discussion it was agreed they should be invited to speak at the next Annual Parish Assembly.

## **97. Future Meetings**

Monday 4<sup>th</sup> October 2021 at 7pm, to be held in the Portal Hall Clubroom.

There being no further business the Chairman closed the meeting at 9.45pm

### **Actions from September Meeting:**

<b>Item No:</b>	<b>Action</b>	<b>Due by</b>	<b>Progress</b>	<b>Owner</b>
76	Upload approved July meeting minutes to website			Clerk
77	Send suitable dates to Cllr Collins re meeting to set up email address			Cllr Crowley
77	Add Parish Online to October agenda			Clerk
77	Complete and submit change of signatory form re NBS			Cllrs Crowley & Carrow
83	Add Declaration of Acceptance re new Cllr to next Agenda.			Clerk
84	Add long service gift to next agenda			Clerk

84	Invite vicar to next meeting			Cllr Carrow
85	Submit responses to planning consultations 21/02457/FUL and 21/02625/HSE	10 <sup>th</sup> Sept		Clerk
87	Investigate broken railing			Cllr Carrow
87	Contact Kingsclere PC re village gates			Clerk
89	Continue to progress Playground Project  Add to next agenda			Cllr Carrow  Clerk
91	Contact Fibre Options company re alternative route			Cllr Crowley
92	Submit Lengthsman Schedule re hedge cutting			Clerk
93	Make necessary amendment to grant application policy and upload to website, along with other approved policies.			Clerk
95	Process BACS payments			Cllr Carrow
95	Process DD payment re UK2net			Clerk
96	Respond to Greenham Trust email			Clerk
96	Explore other options re abandoned vehicle			Clerk

Chairman Signature: ..... Date: .....

## Appendix A

Minutes for the meeting of the Pinder Recreational Trust Management Committee  
held on 7<sup>th</sup> June 2021 at 8.35pm in the Portal Hall Clubroom

**Present:** A Crowley – Chair (AC), I Collins (IC), G Morton (GM), S Whiting (SW),  
A Wason (AW) and C Saint (CS)

J Letsome (JL) - minutes.

**1. Apologies**

None received.

**2. Approval of the minutes of the meeting held 10<sup>th</sup> May 2021**

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**

<b>Item No:</b>	<b>Action</b>	<b>Due by</b>	<b>Progress</b>	<b>Owner</b>
3	Obtain clarification on licensing requirements and submit draft policy re events for approval at next meeting.		Ongoing – to carry forward	AC
3	Progress roof quotes  <i>CS reported he had received one quote of £900 plus VAT to remove one section, will obtain another.</i>		Ongoing – to carry forward	CS
3	Complete fob and key inventory – and provide fobs for AW, JP and JL  <i>Key fobs provided for AW and JL. Fob and key inventory ongoing – AC to liaise with SW.</i>		Partially actioned – remainder to carry forward	AC

Chairman Signature: ..... Date: .....

3	Progress quote for capping chimney  <i>CS to obtain at same time as progressing roof quotes.</i>		Ongoing – to carry forward	CS
3	Meet with IC to set up PC email address  <i>Covered under Parish Council minutes</i>		Ongoing	AC
4	Amend booking form re liability for stored items		Ongoing – carry forward	AC
5	Progress discussions with Tim Robson  <i>AC confirmed meeting arranged.</i>		Ongoing – carry forward	AC
6	Add review of Sports Club rent to next agenda		Actioned	JL
7	Obtain further clarification re window quotes		Ongoing – later agenda item	CS
8	Share Ian Norman fee quote when available		Actioned	RC

#### 4. Pre-School Update

SW reported that the Pre-School had returned following the half term break. Currently only 8 children were registered for the term starting in September 2021, therefore they were unsure if they would be using the hall or summer house. Their grant application for rent support had been successful and they may be looking to source a further grant.

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

SW noted that there were still problems with the website booking form but felt that the low number of bookings was largely due to uncertainty regarding the further easing of restrictions. The WI had been meeting and there was a further booking from the “Teak Man”. There was a definite booking for one wedding, and a viewing being arranged for one other. It had been agreed to hire out the tables and chairs for an external event at 50p per item, however it was agreed to consider implementing a deposit re any likely damage or loss. There had been some difficulties regarding the future return of the short mat bowls group, it was hoped a solution could soon be reached.

CS confirmed he would obtain quotes for capping the Portal Cottage chimneys. On discussion, it was agreed that AC would make an informal visit to the tenants to establish how they were progressing with their plans to decorate.

#### 6. Sports Club Update and Rent Review

GM reported they had received a restart grant of £8k and had been able to pay their rent, so it was not necessary to undertake a review. The club was now able to fully open

inside and outside. They were planning on installing a large screen outside to show some of the upcoming European football matches. They were due to restart runs of the train. It was anticipated they would be requiring some potentially costly repair work re the end wall.

## **7. Priority Works List**

On discussion it was agreed that there needed to be more investigation regarding funding sources, particularly with regards to the Good Exchange and Greenham Trust. In addition, further consideration needed to be given to the benefits and implications of the project being led by the Parish Council as opposed to Pinder.

## **8. Playground update**

JL confirmed the weekly inspections had taken place and had previously circulated details of a hazard that had been identified during one of them. IC agreed to undertake the necessary repair.

## **9. IT/Website Update**

Covered under earlier Parish Council meeting.

## **10. SSE Purchase**

AC reported that a Heads of Terms document had been received in respect of the acquisition of the freehold electricity substation site at Harts Lane. This had previously been circulated to all. On discussion, it was agreed that AC would obtain further clarification on some of the queries that were raised, including ownership. It was noted that this might need to be included as a future Parish Council agenda item.

## **11. Pinder Estate Strategy**

On discussion it was noted that the plan prepared by Ian Norman showed that there would only be provision for parking 3 cars, and it was agreed that this would not make the cost worthwhile. It was agreed to arrange for another site meeting to reconsider the plans.

## **12. Accounts**

CS confirmed the end of year accounts had been reconciled and were due to be passed to the accountants. The year end surplus was showing as £25,619.37 but he anticipated that would increase when the accountants had included a provision for investments.

CS shared a summary of the current finances, with an operating surplus of £4,283.44 and a balance in Lloyds of approximately £50,000. The finances were noted to be in a healthy position and AC proposed that it was an opportunity to revisit the priority works list with a view to considering how the excess funds could be used for some essential improvements, such as the kitchen.

## **13. Any Other Business**

SW noted evidence of woodworm in some of the clubroom seating. It was agreed she would arrange for it to be treated by a professional company.

There being no further business, the meeting closed at 9.45pm. The next meeting will take place in the Portal Hall on Monday 5<sup>th</sup> July 2021 after the Parish Council meeting.

## Actions

<b>Item No:</b>	<b>Action</b>	<b>Due by</b>	<b>Progress</b>	<b>Owner</b>
3	Obtain clarification on licensing requirements and submit draft policy re events for approval at next meeting.			AC
3	Progress roof quotes			CS
3	Complete fob and key inventory			AC
3	Progress quote for capping chimney			CS
3	Amend booking form re liability for stored items			AC
3	Progress discussions with Tim Robson			AC
5	Update Portal Hall Booking Form on website			AC
5	Visit Portal Hall Cottage Tenants			AC
7	Continue to research funding options re windows			All
8	Repair playground fence as identified in inspection report			IC
10	Progress queries re SSE purchase Heads of Term document			AC
11	Arrange site meeting			AC

Chairman Signature: ..... Date: .....