

BURGHCLERE PARISH COUNCIL

Clerk: Mrs J Letsome, Portal Hall, Church Lane, Burghclere, RG20 9HX
07851 956078 **E-mail:** clerk@burghclereparish.gov.uk

**Parish Councillors are summoned to a meeting of Burghclere Parish Council on
Monday 12th October 2026 at 7pm**

to be held in the Portal Hall Club Room

A G E N D A

1. Apologies

Received from Cllr Morton.

2. Declaration of members' interests for this meeting

3. Confirm minutes of the Ordinary Council Meeting held on 14th September 2026

4. Review progress of actions from meeting held on 14th September 2026

- As given at end of agenda

5. County councillor report

6. Borough councillor report

7. Sports Club

To receive update.

8. Police report

9. Parishioners' open time

10. Chairman's comments

11. Planning applications and appeals received since previous meeting

- To consider applications and appeals received since 14th September 2026

26/01926/RET Land Adjacent To Clerestone House Earlstone Common Burghclere
Change of use of the land to residential as an extension to the garden of Clerestone House
(retrospective)

Response due by: 20th October 2026

Further information:

[26/01926/RET | Change of use of the land to residential as an extension to the garden of Clerestone House \(retrospective\) | Land Adjacent To Clerestone House Earlstone Common Burghclere Hampshire](#)

- **To note:**

- Planning Applications received for consultation after the meeting agenda has been published may also be considered.
- Planning Applications currently being considered/in appeal/enforcement to be reviewed as required.
- Decisions recorded since previous meeting:
 - 26/01522/HSE Tothill House Tothill Burghclere Hampshire RG20 9ED
Granted

12. Planning update

13. Road and Flooding matters.

14. Footpaths report

15. Grass cutting

- To consider quotes received.

16. Lengthsman

- To finalise tasks for next visit on Monday 19th October (PM).

17. Emergency Plan

- To receive update.

18. Documents for review

- Litterwarden Risk Assessment
- Burghclere Common Risk Assessment
- Health & Safety Policy
- Action plan for year commencing 1st April 2026

19. Grant Applications

- To agree release of Burghclere Church grant for 26/27.
- To consider Burghclere Church grant application for 27/28.

20. Remembrance Sunday – 8th November

- To note and consider arrangements.

21. Accounts

- All documents to be circulated prior to the meeting:
 - To note monthly payments previously approved & approve any additional payments.
 - To receive and agree bank reconciliation to 30th September 2026.
 - To note actual budget 26/27 to 30th September 2026.

22. Clerk's report

23. Future meetings

- The next Ordinary meeting will be held on Monday 2nd November 2026.

Public or Press are welcome to attend. Alternatively, Parishioners are invited to submit comments to the Clerk via telephone - 07851 956078 or email – clerk@burghclereparish.gov.uk

The meeting minutes will be published on the parish website – www.burghclereparish.gov.uk

Jacqui Letsome, Clerk – 7th October 2026

Actions from September meeting

Item No:	Action	Notes	Progress	Owner
82	Upload July PC minutes to the website		Actioned	Clerk
84	Draft Risk Assessment		Actioned	Clerk
87	Respond to Clere School consultation	Consultation response & reply shared with meeting papers.	Actioned	Clerk/APS
87	Obtain land registry information regarding the Clere School site		Actioned	Clerk
88	Share grant application information with Sandham.		Actioned	Clerk
90	Arrange Emergency Plan working group meeting		Actioned	Clerk
92	Report pavement dip to HCC		Actioned	Clerk/SW
96	Report Spring Lane pothole			CB
98	Obtain quotes for work to trees	Adding to November agenda when all quotes available.	In progress	GM
99	Obtain play equipment repair quote	Establishing if covered by warranty.	In progress	Clerk
100	Obtain grass cutting quotes			GM/SW
101	Finalise tasks for Lengthsman and submit schedule		In progress	Clerk
102	Progress payments		Actioned	Clerk

102	Progress data contract for Litterwarden phone		In progress	Clerk
102	Order new postbox		Actioned	Clerk