

HIGHCLERE PARISH COUNCIL

Minutes of the Highclere Parish Council Meeting held at

Highclere Village Hall

Tuesday 10 December 2019 at 7.30pm

Members Present: Cllr. Brad Norton (Chairman), Cllr Julia Easton, Cllr Mike Jenkins, Cllr John Stoker, Cllr Camilla Nicholls

In attendance: Clerk: Amy White, one Parishioner

The Chairman, Brad Norton welcomed everyone to the meeting.

1. Apologies for Absence

126/19: Cllr York; Cllr Easton arrived late.

2. Declarations of Interest

127/19 None.

3. To confirm accuracy and sign the Minutes of the Council Meeting held on 12 November 2019.

128/19: It was unanimously resolved that the Minutes be accepted as an accurate record. They were duly signed by the Chairman, Cllr Norton.

4. To Progress Resolutions from 12 November 2019

129/19

222/18 Social Media. The Clerk to draft a FAQ section for the HPC website. **Pending.**

50/19 Speed Reduction:

The Clerk to investigate if the speed must always be displayed on the SID. Currently the SID is not working properly- **Pending.**

59/19 Parish Council Casual Vacancy. Cllr. York to discuss at the NPSG meeting. **Pending.**

112/19 Cllr Stoker to contact Steve Goodall about the drainage issue on Highclere St. Clerk to report pavement to HCC (with pictures from Cllr Easton). **Actioned**

The Clerk will query the schedule of hedge/grass cutting to see if Penwood Crossroads can be cleared at the same time as the hedges are cut on the corner of Woolton Hill Road/A34- **Pending.**

114/19 Clerk to contact Colin Wall to offer help for locations for consultation. **Actioned.**

Clerk to make a separate link for the Neighbourhood Plan on the homepage of the website. **Actioned.**

115/19 Cllr Izett to investigate the embedded link in planning emails from BDBC and report back. **Pending.**

118/19 Cllr Easton to check on the status of a replacement SID for Speedwatch team and update the Parish on speed initiative via a newsletter. **Actioned.** See Speed Reduction Item 11.

119/19 Clerk to ask Lengthsman to check gateway post. **Actioned**- it is broken and needs replacing.

122/19 Clerk to provide information to councillors on precept proposal for December meeting. **Actioned**.

5. Public Participation

130/19

A Parishioner came to comment on the poor state of the Royal Mail letter box on Mount Road. There is little the PC can do about this as it is privately owned. The Parishioner also requested that the PC have a more visible Remembrance Day presence in the village. A silhouette was suggested. However due to the speed and placement along the A343 it was thought this would not be a viable option, although there is one in Highclere Churchyard. Lastly, the Parishioner commented on the poor state of repair of Mount Road, which keeps flooding. The PC advised that it does report this, and that anyone can report issues directly to HCC using: <https://www.hants.gov.uk/transport/roadmaintenance/roadproblems>

6. Report on Environment

131/19 Footpaths, Stiles, swing gates: Cllr Stoker recommended the cutting of the following paths for HCC priority next year: 735, 736, 737, 7, 3.

Action: Clerk to send priority footpaths for Highclere Parish to HCC.

132/19 Lengthsman: The Lengthsman has again looked at the footbridge and gate on the Hollington footpath off Pantings Lane and concluded that there is nothing they can do with regards to the extreme muddiness at this time of year.

The Lengthsman has checked the village gateway - it is broken and a new one needed. This might form part of the new Community Funded Initiative with HCC. See Item 11.

The Council are aware that the Lengthsman scheme may be cancelled by HCC for the forthcoming financial year. The council is awaiting an update from Cllr Tom Thacker before a decision can be made regarding funding the Lengthsman tasks going forward.

The Lengthsman will be back in Highclere in February. Cllr Jenkins will forward the worksheet to the Clerk.

132/19 Litter: The Litter Warden has reported fly tipping along the A343 and full bin in the recreation ground, Woolton Hill.

Action: Clerk to report both the fly-tipping to BDBC and the full bin to Hart Council.

7. Report on Planning

Please see planning applications.

8. Neighbourhood Plan

133/19: Colin Wall of the Neighbourhood Planning Team has supplied the monthly Status Report which is attached to these Minutes. The cost of the NP was discussed, including whether the invoices are presented for work completed.

Action: Cllr Stoker to clarify PlanET's invoicing.

NP Budget Update. Colin has provided the Clerk with a budget projection to the end of 2021. The Clerk has updated the PC budget to reflect the increase in costs estimated for the NP in 2020/21.

9. Planning Applications

134/19:

19/02178/FUL	27/11/19	Hillside Farm, land raising and landscaping, part retrospective	18/12/19
Comment: The material looks unsuitable and no information has been provided as to what it contains.			
19/02897/LBC		Zell Farm House, Bartletts Down Lane, Hollington Cross	18/12/19
No comment.			
19/03210/FUL	04/12/19	Vine Farm, Penwood Drove	25/12/19
No comment.			

10. Reports from Borough and County Councillors

135.19: Councillors were unable to attend.

11. Report on Roads and Transport

135/19 Speed Reduction: Cllr Easton has created a first draft of a speed reduction newsletter. The council thought the visual effects of the graphs Cllr Easton has produced are really effective and should be useful in clearly representing the information to the Parish. Cllr Easton will make some changes to the current draft and present it again to the Council at the next meeting.

Action: Cllr Easton to present next draft of speed reduction newsletter to PC.

Cllr Easton reported how the Community Speedwatch Team continues to have issues regarding the viability of the portable SID. Cllr Easton has copied the Clerk into communications between the Speedwatch Team and the SID manufacturer in case the SID needs to be sent back as unfit for purpose.

136/19 Community Funded Initiative: Cllrs Norton, Easton and the Clerk met with Mandy Ware from HCC Highways on 14/11/19 to discuss community funded speed reduction initiatives in Highclere. Ms Ware will provide detailed costings of ideas to the PC early in the New Year. Current estimations are around the £15-20k mark for village gateways, sign improvement and road markings. If the PC decides to go ahead with the recommendations this will affect the precept request from BDBC. See Financial Matters Item 13.

12. Social Media

137/19: The PC discussed ways in which it might better communicate what the Parish Council does, its powers, and what the community can do to get involved. The noticeboard in Tubbs Lane is looking unkempt and upgrading the noticeboard was discussed.

Actions:

- Cllr Nicholls to update Facebook posters for Tubbs Lane and PC-owned notice boards.
- Clerk to contact the Parishioner who made the current noticeboard in Tubbs Lane and investigate a new noticeboard.
- Clerk to add PC updates to the Church newsletter.

13. Financial Matters.

138/19: Accounts for payment

Date incurred	Expenditure	Purpose	Ex VAT	VAT	Total	
			£	£	£	Online/ Cheque/DD
03/12/19	Litter Warden	November Fuel Allowance	13.95	0.00	13.95	online
27/12/19	Clerk's Salary	December Salary	742.05	0.00	742.05	online
27/12/19	Litter Warden Salary	December Salary	509.02	0.00	509.02	online
27/12/19	HMRC	Tax & NI December	145.51	0.00	145.51	Direct debit
27/12/19	HMRC	Tax October (unpaid)	170.20	0.00	170.20	Direct debit

Account Balance as at 29 November 2019:

Community: £6379.35

Business: £38029.64

139/19 Precept: The Clerk presented a budget proposal for 2020/2021 including an initial precept proposal. Still to be confirmed is the Lengthsman scheme for next year, and the Community Speed Initiative costings; these will be added to the budget if necessary and the precept might be altered to reflect the increased cost to Highclere for 2020/2021. Installation costs of the defibrillator (to be placed at Westridge) needs confirming.

Action: Clerk to clarify who is funding the installation cost of the defibrillator.

14. Correspondence Received

140/19: The Clerk has received a call from Carol Huntley regarding speeding along the A343 near her home and asking what the PC are doing about it. Ms Huntly was invited to the meeting but was unable to attend.

During the meeting a Parishioner came in with a letter which the Clerk read to the Councillors. The letter asked for urgent action to reduce speeding along the A343 in Highclere Village. Correspondence received this month highlights the strength of feeling about speeding in Highclere and the Council have taken steps to cost speed reduction initiatives in the Parish. The Clerk will liaise with HCC to push forward the costings and

necessary steps to address speed issues within the Parish for the Parish Council to discuss at the next meeting. Please also see Community Funded Initiative Item 11.

Action: Clerk to contact HCC for a date and cost specifics for speed reduction initiatives.

15. Councillors' matters to be included in the Agenda for the January Meeting.

141/19: Community Funded Initiative, Speed Reduction, Precept/budget agreement.

142/19 Date of the next Council Meeting: Tuesday 14th January 2020 at 7.30pm.

Adjournment: there being no further business the meeting closed at 9:20pm.

Signed _____ Position _____ Date _____

Actions following the meeting:

Item No.	Action	Owner
222/18	The Clerk to draft a FAQ section for the HPC website. Pending.	Clerk
50/19	The Clerk to investigate if the speed must always be displayed on the SID. Currently the SID is not working properly- Pending.	Clerk
59/19	Parish Council Casual Vacancy. Cllr. York to discuss at the NPSG meeting.	Cllr York
115/19	Cllr Izett to investigate the embedded link in planning emails from BDBC and report back. Pending.	Cllr Izett/Clerk
131/19	Clerk to send priority footpaths for Highclere Parish to HCC.	Clerk
132/19	Clerk to report both the fly-tipping to BDBC and the full bin to Hart Council.	Clerk
133/19	Cllr Stoker to clarify whether PlanET's invoicing.	Cllr Stoker
135/19	Cllr Easton to present next draft of speed reduction newsletter to PC.	Cllr Easton
137/19	Cllr Nicholls to update Facebook posters for Tubbs Lane and PC-owned notice boards. Clerk to contact the Parishioner who made the current noticeboard in Tubbs Lane and investigate a new noticeboard. Clerk to add PC updates to the Church newsletter.	Cllr Nicholls Clerk Clerk
139/19	Clerk to clarify who is funding the installation cost of the defibrillator.	Clerk
140/19	Clerk to contact HCC for a date and cost specifics for speed reduction initiatives.	Clerk

Appendix-

Highclere Neighbourhood Plan – Progress update – December 5th 2019

As projected in the update for October, we are now in planning for the first event, scheduled for February 15th 2020, which forms part of the stage signposted in our report to the PC of October 2019, as below :

- Community Engagement to elicit local views
 - Events
 - Publicity – NWN, HS, Parish Mag, Nextdoor, PC website
 - Questionnaires & Surveys
 - Consultation with businesses and landowners

Also signposted in our October report was the continuing development of a Draft Vision and Objectives for Highclere 2035. The Steering Group and members of the wider volunteer group have now agreed that document, which is attached. It is, however, important to note two points :

- firstly, it is **NOT** for publication at this point; the version that appears in the final NP document will be guided by the community's response in our engagements with them, and may therefore bear little resemblance to those in the draft
- secondly, this is an internal working document; we will display some version of it at the February event, but its contents will inevitably change as the planning for the February event develops and we use it to prompt our debate.

Little or no activity in the past two months has been undertaken by our consultants, so there is nothing new to report on the finance front. We may or may not be using the consultants to some extent in the run-up to the February event, and that will be presented at the appropriate time.