



Minutes of the Highclere Parish Council Meeting

Highclere Village Hall

Tuesday 03 December 2024 at 7.30pm

Members Present: Cllr York (chair), Cllr Bartholomew, Cllr MacIver, Cllr Easton

In attendance: Cllr Izett

Clerk: Amy White

1. 77/24 Apologies for Absence

No apologies received. Cllr Taylor was absent.

2. 78/24 Declarations of Interest

None.

3. 79/24 To agree Minutes of Meeting held on 12 November 2024

The Minutes of 12 November 2024 were agreed as a true record and signed by the Chairman, Cllr York.

4. 80/24 Matters arising from Meeting held on 12 November 2024

Number	Action	Person
70/24	Cllr Izett to find out more on CIL/ S106 monies change and whether this will affect the CIL due from Watermill Bridge. Actioned	Cllr Izett
72/24	<ul style="list-style-type: none">Clerk and Cllr Bartholomew to work with current tenant to express interest to the diocese of Winchester in renting the Glebe. Actioned- see item 8.Clerk to cancel the agreement for the HPC website and request a refund of the deposit. Actioned. Big Bambi has offered a 50% refund on the deposit already paid due to the outline work already completed. It was agreed that as the yourhighclereparish.com website had gone over budget, this was acceptable.Clerk to purchase the domain name and email addresses for community website. Actioned. The website is now live.Cllrs to bring communication ideas and other priorities to the next meeting- In action- see item 8.	Clerk/ Cllr Bartholomew Clerk Clerk All Cllrs
75/24	Clerk to send formal HCC letter to owner of footpath 736 to request hedges are cut back. Not required, hedge has been cut.	Clerk

5. 81/24 Public participation

6. None. Cllr York reminded the council of the rules of public participation.
7. **82/24 Reports from County and Borough Councillors**
Cllr Izett updated the council on local planning applications.
The SHELAA (Strategic Housing and Economic Land Availability Assessment) has been updated for 2024; nothing has been added to Highclere.
The Clerk has offered to host a meeting organised by Cllr Thacker, with Nick Adams-King, leader of HCC; the date offered (17 December 6pm) is yet to be confirmed.
8. **83/24 financial Matters**
a. Budget first draft
The Clerk presented the second draft of the budget and continued to recommend a precept increase of 3%.
b. Accounts for payment
The Clerk presented accounts for payment (see end of Minutes).
c. Confirmation of auditor for 2024/25
The council confirmed it has appointed Eleanor Greene as internal auditor for 24/25.
9. **84/24 HPC projects for further consideration**
 - **The Glebe**
The Clerk and Cllr Bartholomew have written to Savills and the Diocese of Winchester to request taking on the rental of the Glebe. Despite chasing, no reply has yet been received.
Action: Cllr Bartholomew to call Savills and/or Diocese of Winchester to confirm HPC's interest in The Glebe.
 - **HPC Website**
It was agreed at the previous meeting not to continue with the new HPC site.
 - **Improved communication**
Cllr York led a discussion on deciding on a set of priorities and where HPC wants to be in 12+ months. The Clerk had sent out in advance ideas received from councillors which were discussed. A leading idea was to pursue the importance of Highclere being within a National Landscape (previously known as the AONB).
Action: Cllr York asked councillors to rank the current ideas in preparation for the January meeting.
 - **Confirmation of payment to be made to Westridge as part of ongoing earmarked reserve**
HPC reserved a budget of £5000 for 24/25. So far, £2235 has been spent of tree work and landscaping.
To date, the Westridge Trust has completed landscaping work on the grounds of the property. The carpark has been extended, disabled parking bays created, the entrance on Star Lane upgraded, gates added to the Andover Road entrance and a paved area added to the front lawn. The total cost of the work has been £18660, funded by a grant from Basingstoke and Deane of £13,146, and the remaining allocation of £2765 from the Parish Council. Additional funds of £3114 have come from the Westridge Trust. The work

has now been completed and the Trust would be grateful for the transfer of £2765 into their bank account.

Council agreed to pay the remaining £2765 of earmarked reserve for 24/25 to Westridge.

Action: Clerk to add payment of £2765 to Westridge to list of payments for approval.

10. 85/24 Planning

For full responses, please visit the Basingstoke and Deane planning page.

- T/00586/24/TPO 60 Penwood Heights- response sent: No objection
- 24/02532/FUL The Pheasant Andover Road- response sent: No comment
- 24/02506/RET Glencross Mount Road- Response sent: No objection

11. 86/24 Neighbourhood Plan

Colin Wall provided the following update:

Progress to date

1. *Our SEA application got MCHLG approval and we were notified on Nov 16th and the consultant has been appointed. Since then it has all gone a bit quiet.*
2. *Jim (Stokes) and I are chasing both Locality and AECOM to see if we can ascertain what is happening/going to happen and when.*

Moving forward

3. *PlanET will recommence work whenever we authorise it after the SEA comes back, assuming that it raises no roadblocks.*

In light of point 3 above my position is that any assumption that the NP will be made before Spring 2025 is in my view still wildly optimistic

12. 87/24 Footpaths

Nothing extra to add. Cllr Bartholomew will investigate the footpath by the Natural Garden as it appears to be overgrown.

13. 88/24 Trustees of Highclere Charities

Cllr Easton will be the trustee representing HPC, and HPC is happy to reappoint Colin Corral.

14. 89/24 Items to take forward to subsequent meeting

(Lengthsman task list incl. Church Lane flooding, A343 milestones cleaning).
HPC priorities. Precept decision. Finance Q3 overview.

Date of next Meeting Tuesday 14 January 2024, Westridge Studio 7:30pm

Signed _____ Position _____ Date _____

Actions from 03 December 2024 Meeting

Number	Action	Person
84/24	<p>Cllr Bartholomew to call Savills and/or Diocese of Winchester to confirm HPC's interest in The Glebe.</p> <p>Cllr York asked councillors to rank the current ideas in preparation for the January meeting.</p> <p>Clerk to add payment of £2765 to Westridge to list of payments for approval.</p>	<p>Cllr Bartholomew</p> <p>All Cllrs</p> <p>Clerk</p>

Highclere Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
98	Clerk Salary	02/12/2024		Unity		Clerk Salary	Amy White	E	828.17		828.17
98	Clerk Expenses	02/12/2024		Unity		Clerk Salary	Amy White	E	26.00		26.00
96	Clerk Salary	02/12/2024		Unity		Pension- nest	Nest Pensions	E	83.73		83.73
95	Payroll	02/12/2024		Unity		Monthly payroll invoice	Red76 Tax Ltd	S	16.00	3.20	19.20
101	PAYE	02/12/2024		Unity		PAYE	HMRC	E	340.39		340.39
97	Litter Warden Salary	02/12/2024		Unity		Litter Warden Salary and Exper	David McClelland	E	567.48		567.48
97	Litter Warden Expenses	02/12/2024		Unity		Litter Warden Salary and Exper	David McClelland	E	20.00		20.00
102	Westridge Studio	04/12/2024		Unity		Westridge Studio- earmarked r	Westridge Studio	E	2,765.00		2,765.00
Total									4,646.77	3.20	4,649.97

Prepared by: _____

Date: _____

Name and Role

Approved by: _____

Date: _____

Name and Role

Approved by: _____

Date: _____

Name and Role

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97	Litter Warden Expenses	02/12/2024		Unity		Litter Warden Salary and Exper	David McClelland	E	20.00		20.00
92	Admin incl Ionos, website	02/12/2024		Unity		Yourhighclereparish.com	Ionos	S	7.00	1.40	8.40
93	Admin incl Ionos, website	02/12/2024		Unity		Yourhighclereparish.com	Ionos	S	5.00	1.00	6.00
94	Admin incl Ionos, website	02/12/2024		Unity		Ionos Monthly subscription	Ionos	S	6.00	1.20	7.20
95	Payroll	02/12/2024		Unity		Monthly payroll invoice	Red76 Tax Ltd	S	16.00	3.20	19.20
98	Clerk Expenses	02/12/2024		Unity		Clerk Salary	Amy White	E	26.00		26.00
99	Scribe Accounting	02/12/2024		Unity		Accounting Software	Scribe	S	31.00	6.20	37.20
101	PAYE	02/12/2024		Unity		PAYE	HMRC	E	340.39		340.39
100	Admin incl Ionos, website	02/12/2024		Unity		Bank charge	Unity Trust Bank	E	6.00		6.00
102	Westridge Studio	04/12/2024		Unity		Westridge Studio- earmarked r	Westridge Studio	E	2,765.00		2,765.00
Total									4,701.77	13.00	4,714.77