



Minutes of the Highclere Parish Council Meeting

Westridge Studio

Tuesday 12 November 2024 at 7.30pm

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

In attendance: Cllr Izett, four parishioners

Clerk: Amy White

1. 65/24 Apologies for Absence

Cllr Norton has resigned from the parish council. The council is very grateful for his hard work and commitment and wish him well.

2. 66/24 Declarations of Interest

None

3. 67/24 To agree Minutes of Meeting held on 08 October 2024

The Minutes of 08 October 2024 were agreed as a true record and signed by the Chairman, Cllr York.

4. 68/24 Matters arising from Meeting held on 08 October 2024

Number	Action	Person
58/24	All councillors to write to Clerk in advance of next meeting for specific agenda item on HPC projects. Actioned - see item 8.	All Cllrs
61/24	Clerk and Cllr Easton to organise the repair of the SID and/or battery. Actioned - SID is now ready to send back to Westcotec for assessment.	Clerk/cllr Easton
62/24	Clerk to speak to tree contractor to get Ash tree cut down at the top of footpath 734. Actioned - tree has been cut and the wood has been left for locals to take.	Clerk
62/24	Clerk to ask Neighbourhood Watch lead to send email to Tubbs Lane residents requesting owners to cut back any overgrowth. Actioned	Clerk

5. 69/24 Public participation

Those present were given the opportunity to speak.

6. 70/24 Reports from County and Borough Councillors

Cllr Izett notified the council of the dismissed appeal of the land to the side of Hillside application 24/00379/PIP.

The BDBC budget is in progress and currently includes an uplift of 30% in the litter warden grant.

There are current government proposals to change back from CIL to S106 monies.

Church Lane enforcement: Apparently the applicant has measured up the site for a planning application to be submitted next week.

Action: Cllr Izett to find out more on CIL/ S106 monies change and whether this will affect the CIL due from Watermill Bridge.

7. 71/24 financial Matters

a. Budget first draft

The Clerk presented the first draft of the budget with a current recommendation of a precept increase of 3%.

b. Accounts for payment

The Clerk presented accounts for payment (see end of Minutes).

c. Confirmation of increase in Clerk's salary in line with NALC paycales

The Clerk confirmed the increase to the current salary which will be backdated to April 2024. Full council approved the increase.

8. 72/24 HPC projects for further consideration

• The Glebe

The current tenant joined the meeting to explain the tenancy, which is currently rented from the diocese via Savills for a 2 year fixed term. The current expiry is 24/12/24 and passing rent is £815 per year for 8 acres for pasture/agricultural use. The current agreement with diocese is for a permissive walk. One resident also keeps their bees there. Council would need to consider insurance and ongoing maintenance. The electricity board has right of access.

Consideration of use: wildflower meadow.

Council agreed to pursue the tenancy.

Action: Clerk and Cllr Bartholomew to work with current tenant to express interest to the diocese of Winchester in renting the Glebe.

• HPC Website

The Clerk cautioned that there has been no update on the progress of the HPC website with Big Bambi since the payment of the deposit in August. It was agreed not to progress this website and to ask for a refund of the deposit.

The Highclere parish community website (led by members of Highclere Society) is progressing and the Clerk has agreed with HS to purchase the domain name (yourhighclereparish.com) and 3/4 email addresses. Ongoing costs will be administrative (website updating) and monthly hosting/domain invoices.

Action: Clerk to cancel the agreement for the HPC website and request a refund of the deposit.

Clerk to purchase the domain name and email addresses for community website.

• Improved communication

Due to the long discussion on the above items, this will be moved to the next meeting.

Action: Cllrs to bring communication ideas and other priorities to the next meeting.

9. 73/24 Planning

- 24/02329/HSE Oak Tree Cottage, Highclere Street- Response sent: No objection
- 24/02159/HSE The Coach House Andover Road - Response sent: Objection
- 24/02159/HSE (AMENDMENT) The Coach House Andover Road: Response to be sent: No objection with a request to reduce the height of the gate as specified by Hampshire Highways).
- 24/02395/HSE Westridge Oaks Star Lane- Response to be sent: No objection

10. 74/24 Neighbourhood Plan

Colin Wall provided the following update:

Progress to date

1. *The Screening report finally arrived mid-October and was reviewed by PlanET and myself – no surprises compared to the draft.*
2. *Jim Stokes, who manages the Locality/Groundworks relationship for us, has applied successfully for SEA support and an AECOM consultant has been assigned. She has already asked for and received from us both contextual information (from Jim) and the reports she requested.*
3. *She recently notified us that her “diagnostic” has already gone up the chain for approval. Jim has now clarified what this means: Our application has to go to Ministry of Housing and Local Government for approval before the consultant can start work. This approval cycle could take a few weeks.*
4. *Our NP liaison officer at Basingstoke, Jessica Wells, was asked how changes in the latest Government NPPF consultation affected what B&D might say if we asked them for a formal Housing Requirement figure. The response was clear – they would use the latest available evidence which would be the latest Settlement Study which gave us 10.*
5. *Lots of questions still outstanding but, as ever, none that could be answered quickly or that should hold us up.*

Moving forward

6. *PlanET will recommence work whenever we authorise it after the SEA comes back, assuming that it raises no roadblocks.*
7. *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.*

11. 75/24 Footpaths

Footpath 736 is now so overgrown that it was agreed that the Clerk will send a letter via email to the landowner to request that it is cut back as soon as possible.

Action: Clerk to send formal HCC letter to owner of footpath 736 to request hedges are cut back.

12. 76/24 Items to take forward to subsequent meeting

(Lengthsman task list incl. Church Lane flooding, A343 milestones cleaning).

Communication, priorities, Glebe update, budget 2nd draft.

Date of next Meeting Tuesday 03 December, Westridge Studio 7:30pm

Signed _____ Position _____ Date _____

Actions from 12 November 2024 Meeting

Number	Action	Person
72/24	Clerk and Cllr Bartholomew to work with current tenant to express interest to the diocese of Winchester in renting the Glebe.	Clerk/ Cllr Bartholomew
	Clerk to cancel the agreement for the HPC website and request a refund of the deposit.	Clerk
	Clerk to purchase the domain name and email addresses for community website.	Clerk
	Cllrs to bring communication ideas and other priorities to the next meeting.	All Cllrs
75/24	Clerk to send formal HCC letter to owner of footpath 736 to request hedges are cut back.	Clerk

Highclere Parish Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
80 Clerk Salary	05/11/2024		Unity		Clerk Salary	Amy White	E	1,035.61		1,035.61
79 Litter Warden Salary	05/11/2024		Unity		Litter Warden salary	David McClelland	E	567.28		567.28
79 Litter Warden Expenses	05/11/2024		Unity		Litter Warden salary	David McClelland	E	20.00		20.00
80 Clerk Expenses	05/11/2024		Unity		Clerk Salary	Amy White	E	26.00		26.00
82 Scribe Accounting	05/11/2024		Unity		Monthly invoice	Scribe	S	31.00	6.20	37.20
81 Hall Hire	05/11/2024		Unity		Hall Hire	Westridge Studio	Z	20.00		20.00
85 Clerk Salary	05/11/2024		Unity		Pension- nest	Nest Pensions	E	83.73		83.73
86 Clerk Expenses	05/11/2024		Unity		Defib pads	Amy White	Z	42.00		42.00
83 Admin ind Ionos, website	05/11/2024		Unity		Monthly invoice	Ionos	S	6.00	1.20	7.20
84 Payroll	05/11/2024		Unity		Monthly payroll invoice	Red76 Tax Ltd	S	16.00	3.20	19.20
87 PAYE	06/11/2024		Unity		PAYE	HMRC	E	454.18		454.18
88 Admin ind Ionos, website	07/11/2024		Unity		Bank charge	Unity Trust Bank	E	5.40		5.40
89 Speed Indicator Placement	11/11/2024		Unity		SID	Premier Grounds	S	210.00	42.00	252.00
90 Other- repairs, lengthsmen, me	11/11/2024		Unity		Tree works	Highclere Tree Works	S	1,250.00	250.00	1,500.00
91 Training Courses	12/11/2024		Unity		Training	HALC	S	48.00	9.60	57.60
Total								3,815.20	312.20	4,127.40