

HIGHCLERE PARISH COUNCIL

Annual Meeting of the Parish Council

Minutes of the Highclere Parish Council Meeting held at

Highclere Village Hall

Tuesday 14 May 2019 at 6.30pm

Members:

Cllr. Brad Norton (Chairman 2018-19)

Councillor Mike York (Vice Chairman), Councillor Julia Easton, Councillor Mike Jenkins, Councillor Millie Nicholls, Councillor John Stoker, Councillor Jane Smith

In attendance:

Clerk to the Council Sue Edwards.

The Chairman, Cllr. Brad Norton welcomed everyone to the meeting.

1/19 Apologies for Absence.

County Councillor Tom Thacker, Borough Councillors Graham Falconer and John Izett.

2/19 Declarations of Interest.

Cllr. Nicholls declared an interest in the Planning Application 19/00871/ROC for the Old Beer House.

3/19 To elect the Chairman of Highclere Parish Council.

Cllr. John Stoker proposed Cllr. Brad Norton as Chairman of Highclere Parish Council 2019-2020. Cllr. Jane Smith seconded the proposal. The councillors unanimously supported this proposition.

Resolution – Cllr. Brad Norton is elected Chairman of Highclere Parish Council 2019-2020. Cllr. Norton continued to act as Chair of the parish council meeting.

To elect the Vice Chairman of Highclere Parish Council.

Cllr. Smith proposed that Cllr. Mike York be appointed as Vice Chairman. Cllr. Julia Easton seconded the proposal. The councillors unanimously supported this proposition.

Resolution – Cllr. Mike York is elected Vice Chairman of Highclere Parish Council 2019-2020.

4/19 Signing of Registers. Cllr. Norton signed the Register accepting the office of Chair of the Parish Council (*all other councillors only sign when accepting office of parish council*).

5/19 Register of Interests. Councillors were reminded that they are required to complete the Register of Interests form for Basingstoke & Deane Borough Council and hand it to the Parish Clerk.

Action: The Clerk to keep copies.

Action: The Clerk to post the Register of Interest forms to BDBC.

Councillor Contact Privacy Notice. All councillors have been supplied with a copy of the privacy notice.

Code of Conduct. All councillors agreed to adopt the Code of Conduct.

6/19 To Review and Adopt:

Documents were produced in line with the Governance and Accountability Guide for Smaller Authorities in England March 2018 version and GDPR (*GDPR came into effect 25 May 2018*).

Standing Orders, Financial Risk Assessment, Financial Regulations, Retention and Disposal Policy, Email contact privacy notice, Councillor Privacy Notice, Privacy Impact Assessment,

Data Security Breach Reporting Form, Press Protocol for reporting at meetings, Information and Data Protection Policy, Management of Transferable Data Policy, Social Media and Electronic Communication Policy, Subject Access Request Form, Asset Register were agreed by the Council.

GDPR - New letters have been prepared for the Clerk and the Litter Warden and Premier Grounds Maintenance (contractor) has previously returned signed Consent Forms.

The Clerk confirmed that historic, printed emails from past communication (matters completed) have been deleted.

Data Controller – Highclere Parish Council.

Data Processor – Highclere Parish Clerk (Training undertaken: HALC course, SLCC webinar).

Data Protection Officer – the Clerk has been advised that Parish Councils do not require a DPO.

Cllr. Smith proposed and Cllr. Jenkins seconded the proposal to adopt all documents.

Resolution - The Council voted unanimously to formally adopt all documents.

A discussion took place regarding email addresses for parish councillors. In line with the parish procedures all councillors agreed to funnel all emails via the Clerk so that this will avoid personal emails being used and a data trail being preserved. In future councillors wanting to communicate externally, should draft a message for the Clerk to send via parish.clerk@highclerepc.uk.

Action: All councillors to delete emails older than 12 months old. All councillors to communicate externally via the Parish Clerk email.

Parish Council Insurance.

Confirmation of arrangements for Insurance cover in respect of all insured risks and assets:

The Clerk received 3 schedules from:

- Zurich 3-year premium £316.03/ 1 year £327.82.
- Came & Co. AXA 3-year premium £294.00/1 year £309.47.
- Norris & Fisher Ageas 3-year premium £333.69/1 year £345.16.

The Clerk recommended to insure with AXA but was asked to check that this schedule was the total payment to be made each year. The next preferred option was Zurich. All companies need to be contacted to revise quotes to cover the new SID for Speedwatch which will be delivered in late May 2019. All findings to be communicated to the Chairman who is able to authorise, in line with Council policies, for the payment which is due on 1 June 2019 and will be approved at the June meeting.

Proposed by Cllr. B. Norton and **Seconded** by Cllr. M. York. Unanimously agreed.

Action: The Clerk to contact all 3 insurers and liaise with the Chairman.

The Clerk to update the website with all new policies and appointments.

7/19 To confirm accuracy and sign the Minutes of the Council Meeting held on 9 April 2019.

The Minutes were circulated. It was unanimously resolved that the Minutes be accepted as an accurate record. They were duly signed by the Chairman, Brad Norton.

Action: The Clerk to upload to the website.

8/19 To Progress Resolutions from 9 April 2019.

(Matters arising from the Minutes).

6/18 GDPR. All councillors deleting emails older than 12 months old if the matter is closed. Ongoing.

154/18 Accident Reporting. Cllr. Easton to contact PSCO Dullingham. Pending.

174/18 Defibrillator. The Clerk is still investigating other grants.

177/18 Dog Litter Bins Great Penwood. The Forestry Commission has confirmed that Viridor are now collecting from the bins. Matter closed.

195/18 Report on Speed Reduction. The Clerk has supplied all of the downloaded data to Cllr. Easton. Cllr. Easton to produce an amended newsletter.

200/18 Highclere Bus Shelter. The Clerk had requested a quote for Sandolin. Cllr. Easton advised that the supplier has said that this is not necessary at the current time but that the hedges around the bus shelter should be kept off the shelter. Cllr. Stoker advised that hedges could not be trimmed before August.

Action: The Clerk to communicate with the Trustees of Westridge Trust.

216/18 Speedwatch. Cllr. Easton (new Councillor responsible for Speed Reduction in the Parish) has conducted a full review and has recommended that SG are the supplier (technical specification sheet and two-year warranty details have been obtained and a telephone number has been logged). **Action:** Payment to be approved at this meeting.

217/18 Report on Speed Reduction. Cllr. Easton and the Clerk walked around the Parish and reviewed the SID locations.

218/18 Broken Road Signs. The Clerk reported the broken 40mph sign on Foxs Lane (Ref. 21423687); leaning give-way sign at the junction to Highclere Street (Ref. 21423690).

220/18. The Clerk to post the outcome of the Kit Malthouse MP meeting onto the HPC News website. Pending. **Action:** The Chairman to contact Cllr. Humby.

221/18 Lengthsman. Cllr. Jenkins forwarded the order to the Clerk for the 7.5 hours May time allocation.

222/18 Social Media. The Clerk to draft a FAQ section for the HPC website. Pending. Cllr. Smith and the Clerk met and updated the Facebook page.

223/18 Neighbourhood Plan. The Clerk drafted a financial procedure after reviewing the HPC standing orders and circulated to Cllrs. Smith, Norton, Stoker and the NP team. Pending.

224/18 Planning. The Clerk contacted BDBC Planning regarding Thorngrove School access. Pending.

9/18 Public Participation. No members of the public were present.

10/18 Appointments to Working Groups/Panels:

HIGHCLERE PARISH COUNCIL PANELS 2019-20

The following appointments were made to advisory groups and panels.

Environment Advisory Panel – Cllrs. Stoker and Jenkins.

Roads & Transport Panel (including Penwood crossroads grass cutting monitoring) – Cllrs. Smith and Easton.

Speed Reduction in the Parish – Cllr. Easton.

Employment Advisory Panel – Cllrs. Stoker & York.

Complaints – Cllr. Norton, the Chairman.

Financial Overseer – Cllr. Nicholls.

Planning Advisory Group – Cllrs Stoker, Jenkins, York, Norton.

Neighbourhood Plan Steering Group – Cllrs. Stoker, York & Smith.

Social Media Advisory Panel – Cllrs. Smith & Nicholls.

Review of the terms of reference for committees – none of the groups are committees and so do not have delegated powers.

Action: The Clerk to amend the website.

11/19 Review of arrangements of contributions made to expenditure and incurred.

BDBC – the Clerk confirmed that £9857.50 was received on 24 April 2019. This covers 50% of the Precept (£19715). The Clerk confirmed that the Litter Warden Grant of £6617.26 was received on 15 April 2019. There is no longer a BDBC Limited Grant or Council Support Grant.

VAT. Following the end of year £997.40 VAT has been claimed but not yet received.

Review of the council's and/or staff subscriptions to other bodies. The Clerk confirmed that the HALC HR subscription had remained at £150.00 ex VAT and the annual subscription for associate membership had risen to £380.00 ex VAT (from £346.00 ex VAT).

The Council also pays a subscription to SLCC which was £156 (no VAT) in 2019 (£128 in 2018) this has risen as it is linked to the Clerk's salary level.

Direct debits are in place for BT (parish telephone line), HMRC (Tax and National Insurance), Smart Pension (The Clerk's pension scheme), Information Commissioner's Office (Data Protection Fee £35.00). From 25 May 2018, the Data Protection (Charges and Information) Regulations 2018 require every organisation who processes personal information to pay a data protection fee to the ICO, unless they are exempt.

Bank signatories are Cllrs John Stoker, Mike Jenkins, Brad Norton.

12/19 Determining the time and place of ordinary meetings 2019-20 of the full council up to and including the next annual meeting of full council. The Clerk had previously issued a list of dates to councillors. Meetings will commence at 7.30pm. The date of the 2020 Parish Assembly should be communicated to neighbouring parish councils.

Action: The Clerk to add the new dates to the website. 12 May 2020 Parish Assembly date to be communicated to neighbouring parishes.

13/19 Report on Planning.

Planning applications on are on the Parish Council website www.highclerepc.uk under Planning Tracker

19/00871/ROC	The Old Beer House, Foxs lane	Variation of planning permission	No comment
19/01042/HSE	Hadley Cottage, Star Lane	Single storey rear extension	No comment

Neighbourhood Plan. Cllr. Stoker distributed a proposed budget for the Neighbourhood Plan Steering Group. Cllr. Stoker said that the Grant form has not been completed but they proposed to apply for £9000. The budget total (for the two years) is £12,120. Cllr. Norton, the Chairman said that a proposal for extra funds would need to be submitted to the Clerk by October 2019 to be discussed and included in the Precept discussions for 2020-2021.

Action: The Neighbourhood Plan Steering Group finance members to be invited to the June meeting to discuss the budget, grant and process for approving payments which cannot be delegated. **Action:** The Clerk to confirm the provision within the HPC 2019-20 budget.

14/19 Correspondence Received.

Victim Support (Charity number 298028) completed grant application form and supporting financial statements received.

Action: June Agenda item.

Cllr. York said that he had been contacted by parishioners who are concerned that hedges are being removed and replaced with feather-boarded fencing which is changing the character of the village. Cllr. York has spoken to Borough Cllr. Falconer.

Action: The Clerk to contact BDBC Tree Officer.

15/19 Financial Matters.

Audit Arrangements – an audit meeting has been arranged with the Internal Auditor, Eleanor Greene on 4 June 2019. The council unanimously approved this appointment at the 12 July 2016 meeting, Minute Number 29/16.

Action: Approval of Annual Governance Statement, Accounting Statement and Internal Auditor Report: June Agenda item

Audit Exemption. The Clerk confirmed that Cllr. M. Jenkins has verified (7/5/19) the end of year financial data. He has checked all end of year income and expenses and confirmed that the totals were above the £25000 limit. The Clerk advised that the Council could not apply for an External Audit Exemption Certificate and the AGAR would be sent to the External Auditor PKF Littlejohn LLP after approval at the June meeting.

Payments

All bank statements for the financial year have been checked by Cllr. Nicholls, Financial Overseer.

Bank Statements (30/4/19) were signed by Cllr. Jenkins.

Business Community Account - £2,952.55.

Business Savings Accounts - £40,099.24.

Accounts for Payment 14 May 2019

Date incurred	Expenditure	Purpose	Ex VAT	VAT	Total	Online/ cheque
			£	£	£	
30/04/19	Litter Warden	April Fuel Allowance	13.95	0.00	13.95	online
05/04/19	SLCC	AGAR training webinar	30.00	6.00	36.00	online
25/02/19	Smart Group	Speedwatch SID	1,775.00	355.00	2,130.00	online
14/05/19	Premier Grounds	SID placement April	60.00	12.00	72.00	online
31/05/19	Clerk's Salary	May Salary	837.79	0.00	837.79	online
31/05/19	Litter Warden Salary	May Salary	509.02	0.00	509.02	online
31/05/19	HMRC	Tax & NI May	46.59	0.00	46.59	Direct debit
31/05/19	Smart Pension	Clerk's pension - Employer contribution	11.63	0.00	11.63	Direct debit
		<i>Clerk's pension - Employee contribution</i>	<i>58.15</i>	<i>0.00</i>	<i>58.15</i>	<i>Direct debit</i>
07/05/19	HALC	HR consultancy fee	150.00	30.00	180.00	online
23/04/19	Viking	Stationery	85.44	17.09	102.53	online
26/04/19	Viking	Paper	13.99	2.80	16.79	online
02/05/19	BT	Parish telephone line	17.16	3.43	20.59	Direct debit

16/19 Date of the next Council Meeting:

11 June 2019 Highclere Village Hall at **7.30pm**.

Adjournment: there being no further business the meeting closed at 7.30pm.

Signed _____ Position _____ Date _____

Actions

5/19 Register of Interests. The Clerk to keep copies of the Register of Interest forms.
The Clerk to post the Register of Interest forms to BDBC.

6/19

Emails. All councillors to communicate externally via the Parish Clerk email.

Parish Council Insurance. The Clerk to contact all 3 insurers and liaise with the Chairman.

Website. The Clerk to update the website with all new policies and appointments.

7/19 The Clerk to upload Minutes to the website.

8/19 To Progress Resolutions from 9 April 2019.

6/18 GDPR. All councillors deleting emails older than 12 months old if the matter is closed.

154/18 Accident Reporting. Cllr. Easton to contact PSCO Dullingham.

174/18 Defibrillator. The Clerk is still investigating other grants.

195/18 Report on Speed Reduction. Cllr. Easton to produce an amended newsletter.

200/18 Highclere Bus Shelter. The Clerk to communicate with the Trustees of Westridge Trust regarding hedge cutting.

220/18. Roads and Transport. The Clerk to post the outcome of the Kit Malthouse MP meeting onto the HPC News website.

The Chairman to contact Cllr. Humby.

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

224/18 Planning. BDBC Planning regarding Thorngrove School access.

10/18 Appointments to Working Groups/Panels. The Clerk to amend the website.

12/19 Determining the time and place of ordinary meetings 2019-20. The Clerk to add the new dates to the website. 12 May 2020 Parish Assembly date to be communicated to neighbouring parishes.

13/19 Neighbourhood Plan. The Neighbourhood Plan Steering Group finance members to be invited to the June meeting to discuss the budget, grant and process for approving payments which cannot be delegated.

The Clerk to confirm the provision within the HPC 2019-20 budget.

14/19 Correspondence Received.

Victim Support (Charity number 298028) June Agenda item.

Feather-boarded fencing: The Clerk to contact BDBC Tree Officer.