

HIGHCLERE PARISH COUNCIL

Meeting of the Parish Council

Minutes of the Highclere Parish Council Meeting held at

Highclere Village Hall

Tuesday 11 June 2019 at 7.30pm

Members: Cllr. Brad Norton (Chairman), Councillor Mike York (Vice Chairman).
Councillor Julia Easton, Councillor Mike Jenkins, Councillor Millie Nicholls, Councillor Jane Smith.

In attendance: Clerk to the Council Sue Edwards. Two members of the Neighbourhood Planning Steering Group.

The Chairman, Brad Norton welcomed everyone to the meeting.

17/19 Apologies for Absence.

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

18/19 Declarations of Interest.

There were no declarations of interest.

19/19 To confirm accuracy and sign the Minutes of the Council Meeting held on 14 May 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, Cllr. Brad Norton.

20/19 To Progress Resolutions from 14 May 2019.

5/19 Register of Interests. The Clerk has kept copies of the Register of Interest forms and posted the Register of Interest forms to BDBC. Councillors updated their home address details following the Internal Auditor's review.

6/19

Parish Council Insurance. The Clerk contacted all 3 insurers and liaised with the Chairman. Zurich was the most competitive quote and the payment has been made (payment due for insurance renewal on 1 June 2019). Included in payments approval schedule for June.

Website. The Clerk updated the website with all new policies and appointments and amended the Grant link after the Internal Auditor review.

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

154/18 Accident Reporting. Cllr. Easton spoke with PSCO Dullingham at the Parish Assembly. Matter closed for now.

174/18 Defibrillator. The Clerk has not found any other grants. Matter closed.

200/18 Highclere Bus Shelter. The Clerk communicated with the Trustees of Westridge Trust regarding hedge cutting. They replied that the hedge will be cut after the nesting season. Matter closed.

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

224/18 Planning. BDBC Planning was contacted regarding Thorngrove School access. (Agenda item - covered in Borough Councillor Falconer report).

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

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

14/19 Correspondence Received.

Victim Support (Charity number 298028). The Council discussed the request and agreed that parish council funds should be used locally, within the Parish. **Action:** The Clerk to communicate the outcome of the unsuccessful application to the charity.

Feather-boarded fencing: The Clerk contacted the BDBC Tree Officer and Cllr. Falconer is investigating with BDBC planning. Pending.

21/19 Public Participation. There were two members of the public present representing Highclere Neighbourhood Plan Steering Group.

Report on Planning.

22/19 Neighbourhood Plan.

The NP team have supplied the Budget (£500 allocated from HPC budget in 2019-20 and £6470 from the BDBC grant). The grant has been received into the Parish Council bank account.

The Parish Clerk explained the PC approval process and the procedure for recording payments. This includes Budget, Actual Expense and Variance recording. This is necessary for explaining variances to the external auditor. As the budget and expense, year-on-year, is likely to vary by more than 15% full explanations will have to be supplied to the external auditor in 2020.

The Chairman, Brad Norton requested that the NP team supply a monthly budget summary and a status/progress update to be added to the PC minutes. Cllrs Stoker and York are members of the NP team and will be able to expand on the Status report in the monthly meeting if councillors have questions.

Next year's budget. The Chairman asked that any requests for 2020-21 funds be detailed to the Clerk in October 2019 so that implications for the Precept can be considered. He also asked if there were other sources of grant funding being investigated.

The Chairman thanked the NP team and explained that the PC did not wish to impede their progress but wanted a process in place to keep the PC fully informed.

Actions:

The Clerk to supply budget templates to the NP team.

All invoices to be addressed to Highclere Parish Council (to enable VAT to be reclaimed).

Invoices to be emailed to the Clerk and to Colin Wall.

The NP team to supply monthly Financial and Status reports to be appended to the monthly Minutes and added to the PC website.

The Clerk to send a link to the NP team regarding free, Hugo Fox Neighbourhood Plan website.

23/19 Planning Applications. No planning applications have been received since the last meeting.

Cllr. York said that the Local Plan review should be closely monitored.

*All planning applications can be viewed on the parish council website at www.highclerepc.uk click on **Planning Tracker**. Comments can be emailed to the Clerk in advance of the parish council meeting. The HPC Planning Protocol is available on the parish council website.*

Report on Roads and Transport.

24/19 Speedwatch. There is a team of Speedwatch volunteers for the foreseeable future as confirmed by the Speedwatch co-ordinator. The Clerk confirmed that the new Speedwatch SID has been delivered to the Speedwatch co-ordinator, but the SID remains a Parish Council asset and has been added to the Asset Register (29/5/19) and the SID is covered by PC insurance.

25/19 Report on Speed Reduction. Cllr. Easton has analysed the data and produced a draft report. All councillors thought that it was excellent.

Action: Cllr. Easton to finalise the Report and send to the Clerk for the PC website and Cllr. Smith for the Facebook page. The Chairman to use the data in his response to Cllr. Humby.

26/19 Reports from Borough and County Councillors.

Borough Councillor, Graham Falconer. Cllr. Falconer emailed his Report.

Thorngrove School Access. The Planning application from last year is still open but the agent and the BDBC Landscape officer never met.

Cllr. Falconer suggested that the Officer's objections were not significant and therefore they should find a solution.

Meanwhile the School has implemented a solution on their land using an existing gate so that there is an entry and exit next to each other.

The Highclere Society complained to Planning about the new exit that the school has implemented. Cllr Falconer only became aware of this when BDBC Enforcement informed him that they had completed their investigation. Their decision was to close the case and take no further action. From the BDBC point of view there is no legal requirement to re-open the case.

The Parish Council discussed the issue at length.

Action: The Chairman to write to the Headteacher of Thorngrove School. The PC aim to assist the School to communicate with the local community.

Cllr. Falconer has become involved with grass cutting at Ashmansworth and discovered grass cutting is done on an as needs basis and not on a timetable because it is entirely dependent upon weather e.g. last year there was a sudden massive growth in the Spring, none throughout the summer and then it grew until December. Grass is left in situ after cutting because BDBC cuts 6 million hectares per annum and the cost of removal is prohibitive.

The Clerk informed the Council that she has twice reported the long grass at Penwood crossroads. HCC has replied to confirm that an urgent cut has been requested.

Action: parishioners to report grass cutting request on <https://www.hants.gov.uk/>

County Councillor, Tom Thacker. No Report this month.

Report on Environment

27/19 Go Green Following a church conference, a small group of local people are setting up 'Go Green', a group promoting positive action for the environment. One of their first tasks is to identify what is already happening in the local community. **Action:** Cllr. Jenkins to speak to the organiser.

28/19 Community Infrastructure Fund. The Council has not received a reply to its request for an engineer to visit the Parish and suggest viable options which could then be reviewed based on budget.

Action: Cllr Norton, the Chairman, to include the request for an engineer visit in his letter to Cllr. Humby.

29/19 Lengthsman. Cllr. Jenkins asked councillors to email with suggested work for July.

Action: All councillors to email Cllr. Jenkins.

30/19. Litter. The Clerk will be renewing contact with Hart Council regarding the lockable bin at Woolton Hill Recreation Ground.

31/19 Social Media.

Cllr. Smith said that regular updates were necessary but there was increasing engagement.

Financial Matters.

32/19 Audit. The audit has successfully taken place, 4 June 2019. The Internal Auditor, Eleanor Greene, accepted the Council's accounts having followed the guidelines laid out in the NALC/SLCC Book 'Governance and Accountability in Local Councils in England and Wales.'

The Clerk circulated the findings of the internal audit to members of the Council. These were communicated by the Internal Auditor in a letter received on 4 June 2019 (posted on the

HPC website). The Internal Auditor found that the records of the Council are in good order and the visit went well. Issues to be reviewed:

Control Area	Issue	Recommended Action
Grant form on website	The link on the website describes "gifts" as well as grants. This is not permitted.	The link should be amended to match the regulations.
Members DPI forms	Four of the members of the council had not included their home address in the 'land' section of the DPI form. This is essential to prove lack of conflicts of interest in issues such as planning. The exemption from showing addresses applies only to nomination forms	Please could all members review and update their forms.
GDPR	The council is deleting emails based on age rather than relevance.	Members and officers should review emails regularly to see if there is a reason to retain them.

The Clerk confirmed that the Notice of Appointment of Date for the Exercise of Elector's Rights, Accounts for the Year Ended 31 March 2019 had been posted on the website and on the parish noticeboards. Electors' inspection rights of audited accounts will be from 17 June 26 July 2019. Documents are available between 9am and 5pm on Mondays to Fridays. Parishioners should arrange with the Clerk if they wish to view records (the Clerk and one parish councillor to be present).

Action – The Council to follow the recommendations of the Internal Auditor.

33/19 Annual governance

The Clerk read out the Annual Governance Statement which had been circulated to all members of the Council.

Cllr. Norton proposed acceptance of the Annual Governance Statement.

Cllr. York seconded the Proposal.

Resolution: The Annual Governance Statement was adopted by the Council, recorded as **Minute reference 33/19** and signed by the Chairman, Councillor Brad Norton and Susan Edwards, Responsible Financial Officer (the Parish Clerk).

34/19 Approval of accounting statement

The end of year Bank Reconciliation was presented to the Council. Bank statements have been checked by Cllr. M. Nicholls. The Clerk read out the Accounting Statement which had been circulated to all members of the Council. It was adopted by the Council, recorded as **Minute reference 34/19** and signed by the Chairman, Councillor Brad Norton and Susan Edwards, the Responsible Financial Officer (the Parish Clerk).

35/19 Transparency Code. The Clerk confirmed that the Internally Audited return would be posted onto the HPC website from 13 June 2019. The Statement of Variances and Bank Reconciliation are also posted on the website.

36/19 Accounts for Payment 11 June 2019.

Date incurred	Expenditure	Purpose	Ex VAT	VAT	Total	Payment
			£	£	£	
31/05/19	Litter Warden	May Fuel Allowance	13.95	0.00	13.95	online
21/05/19	Zurich	Parish Council insurance	322.14	0.00	322.14	PAID
14/05/19	Cllr. Jenkins	Parish assembly	25.31	0.00	25.31	online
29/05/19	Premier Grounds	SID placement May	90.00	18.00	108.00	online
30/06/19	Clerk's Salary	June Salary	837.79	0.00	837.79	online
30/06/19	Litter Warden Salary	June Salary	509.02	0.00	509.02	online
30/06/19	HMRC	Tax & NI June	46.59	0.00	46.59	Direct debit
30/06/19	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>
14/05/19	S. Edwards Clerk	Parish assembly	38.33	7.67	46.00	online
01/06/19	Highclere Village Hall	Room Rental	22.50	0.00	22.50	
		Parish assembly	35.00	0.00	35.00	
		TOTAL			57.50	online
04/06/19	E. Greene	Internal Audit	190.00	0.00	190.00	online
02/06/19	BT	Parish telephone line	16.66	3.33	19.99	Direct debit

Bank statements - 31/05/2019. Signed by Cllr. J. Smith.

Community Current Account - £5595.37. Business Savings Accounts - £34,096.64.

37/19 Parish Council Casual Vacancy. July Agenda item.**38/19 Correspondence Received.**

Email from resident about a potential planning application at Hill View Farm. Emma Chaplin from BDBC and David Smith from HCC have been investigating and have written to the landowner. Emma Chaplin has given the landowner until the 30th June to submit a planning application. The Parish Council discussed this at length and the possible environmental implications and the location in an AONB area. Cllr. Falconer is monitoring the situation.

Action: The Clerk to contact BDBC and HCC planning departments.

Email from Cllr. Thacker regarding the Balancing the Budget consultation via the online response form on the webpage: www.hants.gov.uk/balancingthebudget

39/19 Councillors' matters to be included in the Agenda for the July Meeting.

Neighbourhood Planning, Speed Reduction. Social Media, Newtown Road Recycling Centre, Community Infrastructure Fund.

40/19 Date of the next Council Meeting: Meeting of the Council Tuesday 9 July 2019 at 7.30. No meeting in August.

Adjournment: there being no further business the meeting closed at 9.40pm.

Signed _____ Position _____ Date _____

Actions

5/19 Register of Interests. The Clerk to send updated forms to BDBC.

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14/19 Feather-boarded fencing: Pending.

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