

HIGHCLERE PARISH COUNCIL

Minutes of the Highclere Parish Council Meeting held at

Highclere Village Hall

Tuesday 14 January 2020 at 7.30pm

Members Present: Cllr Norton (Chairman), Cllr Jenkins, Cllr Stoker, Cllr York, Cllr Easton, Cllr Nicholls.

In attendance: Clerk: Amy White

The Chairman, Brad Norton welcomed everyone to the meeting.

1. Apologies for Absence

143/19: Cllr Smith had a work commitment, Cllr Thacker phoned in his apologies to the Clerk.

2. Declarations of Interest

144/19: None.

3. To confirm accuracy and sign the Minutes of the Council Meeting held on 10 December 2019.

145/19 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 10 December 2019

146/19:

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.**

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.**

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

131/19 Clerk to send priority footpaths for Highclere Parish to HCC- **Actioned**

132/19 Clerk to report both the fly-tipping to BDBC and the full bin to Hart Council- **Actioned**

133/19 Cllr Stoker to clarify PlanET's invoicing (NP). Clerk check

135/19 Cllr Easton to present next draft of speed reduction newsletter to PC- **Actioned**- see Speed reduction

137/19 Cllr Nicholls to update Facebook posters for Tubbs Lane and PC-owned notice boards. **Pending**

Clerk to contact the Parishioner who made the current noticeboard in Tubbs Lane and investigate a new noticeboard- **Actioned.** (The current one might have a revamp in Spring when the weather is better).

Clerk to add PC updates to the Church newsletter- **Actioned**

139/19 Clerk to clarify who is funding the installation cost of the defibrillator- **Actioned** (the PC will fund).

140/19 Clerk to contact HCC for a date and cost specifics for speed reduction initiatives- **Actioned**, see Item 10.

5. Public Participation

147/19: No members of the public were present.

6. Report on Environment

148/19: Trees- The Clerk and Cllr Stoker have had communication with Cllr Cox of Ashmansworth PC about overhanging branches along the road from the Pheasant pub to Ashmansworth. Cllr Stoker checked along the road and HPC have decided to leave the matter with Ashmansworth PC, unless any branches and/or trees cause an issue in Highclere.

149/19: Lengthsman- Cllr Thacker is fairly confident that the Lengthsman scheme will continue for 2020/21. It was agreed to query why there is one job, of cleaning road signs, still not completed since May 2019.

Action: Clerk to update the Lengthsman worksheet and send to Jo Excelby.

7. Planning including planning applications

150/19:

19/02612/FUL	24/12/19	Land on North side of Pantings Lane	07/01/20
Amendment to application first submitted 02/10/19. Comments already made.			
19/02178/FUL	08/01/20	Hillside Farm, Andover Road	22/01/20
Objection: Concern from previous applications on lack of knowledge of what is placed on the land. PC concerns on tipping activity leads to concern on future material and the amount of vehicles required to bring the material in. Material must be of appropriate purpose.			
20/00041/LDPO	08/01/20	4 Burghfield	29/01/20
No comment			

8. Neighbourhood Plan

151/19: Colin Wall of the Neighbourhood Planning Team has no update since December 2019.

Action: Cllr Stoker to confirm when the NP team are planning to hold a public consultation.

9. Reports from Borough and County Councillors

152/19: Cllr Falconer attended along with the Conservative candidate for the new Evingar Ward, Sam Carr.

Cllr Falconer reported on some of the current planning applications in the Parish. He reported that Cllr Izett has also had communication from a parishioner complaining about the Penwood Crossroads and the appearance of the Wash Water roundabout. *[since the meeting Cllr Izett has agreed to raise the issue of safety at the Penwood Crossroads to HCC again, which HPC fully supports]*

The Clerk asked whether there was any information on the Litter Warden grant for 20/21. Cllr Falconer will investigate this.

Action: Cllr Falconer to investigate Litter Warden grants for 20/21.

10. Report on Roads and Transport

153/19: Speed Reduction: Cllr Easton has spoken to Brian Harling about the broken Community Speed Watch SID; he is due an update from the SID company on what they are going to do about a repair. The Clerk is copied into communications and it was agreed that HPC will outline to the CSW team that it expects the SID to be working by the next meeting (11 Feb 2020), with a new warranty starting from the point of repair.

Action: Clerk to write to Brian Harling to confirm HPC's expectations on the repair of the SID.

Cllr Easton provided an updated Speed reduction newsletter to the council. All agreed it was visually impactful.

Action: The Clerk will send the speed reduction newsletter to the Highclere Society Newsletter and the Parish Magazine.

154/19: Community Funded Initiative:

It is very clear from communication received by HPC that Parishioners want action on speed reduction. Cllr Norton explained the proposal from Hampshire County Council on the Community Funded Initiative implementation; different ideas to help reduce speed along Highclere village include road markings, village gateways and revised signage. This initiative starts with a design proposed by HCC Highways and has an associated cost (est. £2000). The project can be completed in stages. Any road markings included in the plan would be maintained by HCC going forward.

It was unanimously agreed to commit to the design stage, limiting the total cost of the project to £20,000 . Following the design, the PC will decide which elements of the project to start with. This will be paid for with Parish funds, with a small grant available of £2,000 from HCC. Further grants will also be investigated.

Action: Clerk to contact Mandy Ware of HCC to agree to the design stage of the CFI.

11. Social Media

155/19: Cllr Nicholls had no update for social media. Cllr Nicholls will be on maternity leave for the next few meetings. All of the PC wish her well and look forward to her return.

12. Finance

156/19: Accounts for payment

The Clerk presented the following items for payment:

Date incurred	Expenditure	Purpose	Ex VAT	VAT	Total	Online/ Cheque/DD
			£	£	£	
09/01/20	Highclere VH	Rent Sept-Dec 19			22.50	online
09/01/20	Premier Grounds	SID placement	60	12	72.00	online
09/01/20	Litter Warden	December Fuel Allowance	13.95	0.00	13.95	online
10/01/19	SLCC Membership	Yearly renewal (to be split with EWPC))			336.00	online
27/01/20	Litter Warden Salary	January Salary	509.02	0.00	509.02	online
27/01/20	Clerk's Salary	January Salary	724.05	0.00	724.05	online
27/01/20	Clerk Expenses	McAfee and Moneysoft Renewal	126.16	25.23	151.39	online

Account Balance as at 31 December 2019:

Community: £4658.44

Business: £38048.71

Please see end of minutes for current finance summary to 31/12/19.

157/19: Precept: The clerk presented the revised budget for 20/21. The estimate budgeted expenditure during 2020/21 is £31357, which includes general costs, the Community Funded Initiative Road Safety Plan, inflationary salary increases for the Clerk and Litter Warden and the Neighbourhood Plan. In order to cover these important projects for the Highclere community, some of the costs would be met by the reserves available. The remainder would need to be covered by the Precept for the forthcoming year. Accordingly, **it was unanimously agreed to increase the precept from £19715 in FY19/20 to £23165 in FY20/21**. This will equate to an increase of £4.50 per year on a band D property.

Action: Clerk to send precept form to BDBC.

13. Correspondence Received

158/19: The Clerk received an email from a parishioner requesting that the Parish road signs are cleaned. The Clerk responded that they are scheduled to be cleaned by the Lengthsman in February.

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

159/19: This item will be removed for the next agenda as items are usually standard.

160/19: Date of the next Council Meeting: Tuesday 11th February 2020 at 7.30pm.

The meeting closed at 9:35pm.

Signed _____ Position _____ Date _____

Actions:

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
137/19	Cllr Nicholls to update Facebook posters for Tubbs Lane and PC-owned notice boards.	Cllr Nicholls
149/19	Clerk to update the Lengthsman worksheet and send to Jo Excelby.	Clerk
151/19	Cllr Stoker to confirm when the NP team are planning to hold a public consultation.	Cllr Stoker
152/19	Cllr Falconer to check on Litter Warden grants for 20/21.	Cllr Falconer
153/19	Clerk to write to Brian Harling to confirm HPC's expectations on the repair of the SID. The Clerk will send the speed reduction newsletter to the Highclere Society Newsletter and the Parish Magazine.	Clerk Clerk
154/19	Clerk to contact Mandy Ware of HCC to agree to the design stage of the CFI.	Clerk
157/19	Clerk to send precept form to BDBC.	Clerk

Appendix:

Finance Summary 31/12/19

2019-20 Receipts	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	
Precept	£ 9,857.50	£ -				£ 9,857.50							£ 19,715.00	Precept
Litter Warden Grant	£ 6,617.26	£ -											£ 6,617.26	
HCC grants	£ -	£ -											0.00	
S106 Monies	£ -	£ -											0.00	
VAT Recovered	£ -	£ 997.40											997.40	
Bank Interest	£ -	£ -	£ 16.06			£ 18.42			£ 19.07				53.55	BDBC grant
NP Grant	£ -	£ -	£ 6,470.00										6,470.00	Zurich Insurance
Other							£ 71.02						71.02	
BT									£ 5.33				0.00	
	£ 16,474.76	£ 997.40	£ 6,486.06	£ -	£ -	£ 9,875.92	£ -	£ -	£ 24.40	£ -	£ -	£ -	£ 33,858.54	income
2019-20 PAYMENTS	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	less precept
Clerk - Costs														£ 19,715.00
Salary	837.79	837.79	837.79	779.65	779.65	779.65	1476.10	742.05	742.05		0.00	0.00	7812.52	£ 14,143.54
Pension	57.74	69.78	69.78	69.78	127.92	127.92	127.92	127.92	0.00	0.00	0.00	0.00	778.76	
Tax	0.00	0.00	0.00	0.00	0.00	0.00	67.50		461.22	0.00	0.00	0.00	528.72	Total outgoings
NI	46.59	46.59	46.59	46.59	46.59	46.59				0.00	0.00	0.00	279.54	less employment
Total Clerk	942.12	954.16	954.16	896.02	954.16	954.16	1671.52	869.97	1203.27	0.00	0.00	0.00	9399.54	5901.70
Warden - Costs														Annual Return
Litter Warden	509.02	509.02	509.02	509.02	509.02	509.03	509.01	509.02	509.02		0.00	0.00	4581.18	
Tax	0	0.00	0.00	0.00	0.00	0.00	0	0.00	0	0	0	0	0	
NI	0	0	0.00	0.00	0.00	0.00	0	0	0	0	0	0	0.00	
Wardens Fuel Allowance	13.95	13.95	13.95	13.95	13.95	13.95	13.95	13.95	13.95		0.00	0.00	125.55	
Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0	0	0.00	
VAT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00		0	0	0.00	
Total Litter Warden	522.97	522.97	522.97	522.97	522.97	522.98	522.96	522.97	522.97	0.00	0.00	0.00	4706.73	
Local Powers														
Cemetery	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0.00	
Traffic calming	60.00	60.00	90.00	60.00	0.00	0.00	60.00	60.00			0.00	0.00	390.00	
Speedwatch SID	0.00	1775.00		0.00	0.00	0.00	0.00	0.00	0	0	0	0.00	1775.00	
SID repair				38.76	284.95								323.71	
N Plan	0.00	0.00	0.00	450.00	175.00	0.00							625.00	
VAT	12.00	367.00	18.00	109.75	35.00		12.00	12.00			0.00		565.75	
Total Local Powers	72.00	2202.00	108.00	658.51	494.95	0.00	72.00	72.00	0.00	0.00	0.00	0.00	3679.46	
Admin & Office														
Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0.00	
Phone	18.63	17.16	16.66	16.98	16.66	16.66	21.25	16.66					140.66	
Website & IT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0.00	
Books & publications	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0	0.00	
Stationery & postage	0.00	99.43	0.00	38.76	0.00	91.16	0.00	0.00	0.00	0.00	0.00	0.00	229.35	
Payroll	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0.00	
Other				11.83									11.83	Dog litter stickers
VAT	3.73	23.32	3.33	13.52	3.33	21.56	4.26	3.33		0.00	0	0	76.38	
Total Admin & Office	22.36	139.91	19.99	81.09	19.99	129.38	25.51	19.99	0.00		0	0	458.22	
General														
Chairman's Allowance	0.00	0.00	35.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	35.00	
Cllrs Travel/Expenses	0.00	0.00	25.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.31	
Clerk's Travel/Expenses	21.02	0.00	38.33	0.00	20.00		0.00	0.00	0.00		0.00	0.00	79.35	
Hire of halls	0.00	0.00	22.50	0.00	0.00	15.00	0.00	0.00	0.00		0.00	0.00	37.50	
Insurance	0.00	322.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	322.14	3 year policy
Subscriptions	380.00	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	530.00	
Training	0.00	30.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30.00	
Audit	0.00	0.00	190.00	0.00	0.00	200.00	0.00	0.00	0.00	0.00	0.00	0.00	390.00	
Other														
Repairs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0.00	0.00	0.00	0.00	HBus shelter
Legal	0.00	0.00	0.00	0.00	0.00	3.00	0.00	0	0	0.00	0.00	0.00	3.00	
Lengthsman	0.00	0.00	0.00	0.00	0.00	22.08	0.00	0	0.00	0.00	0.00	0.00	22.08	
Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	P. Bus Shelter
VAT	76.00	36.00	7.67	0.00	0.00	44.42	0.00	0.00		0.00	0.00	0.00	164.09	
TOTAL	477.02	538.14	318.81	0.00	20.00	284.50	0.00	0	0.00	0	0.00	0	1638.47	Ex VAT
Grand Total	2036.47	4357.18	1923.93	2158.59	2012.07	1891.02	2291.99	1484.93	1726.24	0.00	0.00	0.00	19882.42	19076.21
Bank Accounts													VAT	806.22
Current Account	2,952.55	5,595.37	3,718.03	5,559.36	5,547.29	6,156.27	7,864.28	6,379.35	4,658.44					
Business Account	40,099.24	34,096.64	40,582.70	36,582.70	34,582.70	41,958.62	38,029.64	38,029.64	38,048.71					
Total	43,051.79	39,692.01	44,300.73	42,142.06	40,129.99	48,114.89	45,893.92	44,408.99	42,707.15	0.00	0.00	0.00		
Original budget		26025.00	Start balance				Current account		2018	989.02				
New Budget	includes NP grant	£ 31,583.61	Receipts		£33,858.54		Business account		2018	27624.48				
			Total payments		£19,882.42		2018 carried over	Total		28613.50				
			End balance		£42,589.62									
							2019 start balance			£28,613.50				