

## HIGHCLERE PARISH COUNCIL

### Minutes of the Highclere Parish Council Meeting held at

#### Highclere Village Hall

Tuesday 8 October 2019 at 7.30pm

**Members Present:** Cllr. Brad Norton (Chairman), Councillor Mike York (Vice Chairman).  
Councillor Julia Easton, Councillor Mike Jenkins, Councillor Millie Nicholls, Councillor John Stoker.

**In attendance:** Clerk to the Council Sue Edwards/Amy White. Borough Councillor Graham Falconer (from 8:30pm).

The Chairman, Brad Norton welcomed everyone to the meeting.

#### **82/19 Apologies for Absence.**

Borough Councillor John Izett and County Councillor Tom Thacker.

#### **83/19 Declarations of Interest.**

Cllr York declared an interest in planning application 19/02405/RET.

#### **84/19 To confirm accuracy and sign the Minutes of the Council Meeting held on 10 September 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.

#### **85/19 To Progress Resolutions from 10 September 2019.**

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

**14/19 Feather-boarded fencing:** Cllr. Falconer that the house owners of all three sites have submitted retrospective planning applications for the fencing. As yet these have not been validated but if they are validated then residents and the Parish Council will be able to comment. See Planning, item 91/19.

**27/19 Go Green.** Pending.

**50/19 Speed Reduction.**

The Chair to include the charts in his email to Cllr. Humby. Actioned.

The Clerk to investigate if the speed must always be displayed on the SID. Pending.

**55/19 Footpath 737 Highclere Village Hall to Tubbs Lane.**

This appears to belong to Old Honeyway. **Action:** Clerk to draft letter to owners of Old Honeyway reminding them of their duty to keep hedges cut back. Pending.

**59/19 Parish Council Casual Vacancy.** Cllr. York to discuss at the NPSG meeting. Pending.

**62/19 Stiles, swing gates.** Cllr. Stoker contacted HCC footpaths officer.

**Path 732.** Cllr. Stoker contacted EWPC.

**63/19 Hedge cutting responsibilities.** The Clerk wrote to affected hedge owners. Matter closed.

**64/19 Village Gateway.** The Chairman to report to the meeting. This is included in the Community Funded Initiative. See 93/19.

**67/19 Highclere Street drainage.** The Lengthsman to be asked to rod the pipe. This should be in the November Lengthsman hours. Pending.

**86/19 Public Participation.** No members of the public were present.

#### **Report on Roads and Transport.**

**87/19 Speed Reduction.** Insurance company claim - paid. Matter closed.

**88/19 Grant application from the Westridge Trust.** The Clerk confirmed the request has been granted and the Trust has confirmed that the invoice will be directly addressed to the Parish Council so that VAT can be reclaimed. Pending/Westridge Trust.

#### **89/19 Correspondence Received.**

Invitation to the Chairman from the Basingstoke & Deane Association of Town and Parish Councils to the Conference on 7 November 2019 from 6.30-8.30pm. Cllr Norton is unable to attend.

North Wessex Downs Landscape Trust: The Clerk informed the Trust of the Council's decision not to contribute.

#### **Report on Environment**

##### **90/19 Footpaths, Stiles, swing gates.**

Cllr. Stoker reported that the stile at Alma Farm has been repaired very well and has discussed the situation with Andy Aitken from HCC. It might be difficult to fit a gate mainly due to the presence of tree roots and the space available, so the decision was to leave it as it is, unless Walking for Health, run by East Woodhay Society, choose to ask permission from Alma Farm for this stile to be converted to a gate. Conversion of stiles to gates in East Woodhay Parish is supported by the East Woodhay Parish Council. Cllr Stoker advised that the group would need to write to Alma Farm to ask them to consider replacing the stile with a gate.

**Action:** Clerk to contact Mark Rand of EWS to advise them to write to Alma Farm.

Regarding Horris Hill, Cllr. Stoker walked the footpaths and supplied photographs to the Clerk. They have been reported on Hantsweb and Andy Aitken has already passed the information to his cutting team and they should get to them and the stiles in October.

##### **91/19 Lengthsman.**

Cllr. Jenkins will fill in the spreadsheet for Lengthsman hours and send to the Clerk. HPC is owed some hours from an uncompleted job in April.

**Action:** Cllr. Jenkins to send Clerk the Lengthsman worksheet. Clerk to clarify unspent hours from April.

**92/19 Litter.** No update from the litter warden. Cllr York has spoken to the contractor who was dumping grass cuttings in Highclere and the matter is presumed closed.

#### **Report on Planning**

##### **93/19 Neighbourhood Plan**

Colin Wall of the Neighbourhood Planning Team has supplied the monthly Status Report which is attached to these Minutes.

**NP Budget Update.** The latest update is on the Parish Council website.

#### **94/19 Planning Applications.**

19/02324/HSE	Cherry Tree Farm, Oakley Lane	Erection of car port and log store
HPC has no comment.		
19/02599/HSE	38 Penwood Heights	Single storey extension to replace conservatory.
HPC has no objection. Comment: Similar to other development in this part of the Parish. There may be an objection from neighbours to first floor extension. Some concern over the size of the extension and effect on the neighbours.		
19/02612/FUL	Land to North side of Pantings Lane	Change from B1 to D1
No objection. Comment: This is a valued green space in Highclere village and would detrimentally affect the rural nature of the village if it was changed.		
19/02650/HSE	The Studio, Oakley Lane, Wash Water	Single storey extension to replace conservatory.
No comment.		
19/02405/RET	Highgarden, Pantings Lane, Highclere	Erection of 1.8m high close board timber fence (retrospective)
Objection. The fence is out of character with the village. Any planting could encroach onto Highways land and narrow the single track road.		

The Clerk will reply to the parishioner concerned about the lack of objection to 19/02178/FUL. HPC expressed concern at the potential environmental impact of the tipping on the site. Cllr Falconer will also pursue this at BDBC.

*All planning applications can be viewed on the parish council website at [www.highclerepc.uk](http://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.**

**95/19 Speed Reduction.** The Clerk advised that the SID has been moved to the bus stop on Fox's Lane.

Cllr. Easton provide an update on the Community Speedwatch. The team have had technical issues with their SID and will share data once this has been rectified.

**96/19 Community Funded Initiative.** Cllr. Norton, the Chairman has arranged to meet with Mandy Ware from HCC on 14/11/19 to discuss this. Cllrs York, Easton and the Clerk will also attend.

**Village Gateway.** This will likely be covered with the Community Funded Initiative meeting (93/19).

**Reports from Borough and County Councillors.**

**97/19 Borough Councillor, Graham Falconer.** Cllr. Falconer offered support for investigating planning application 19/02178/FUL.

**98/19 County Councillor, Tom Thacker.** In his absence Cllr Thacker provided an update on Highways England's closure of the A34 at Bullington Cross to Tothill on 12<sup>th</sup> November 2019. Diversions will not be sent down the A343. Barred routes monitoring is still not 'live' due to technical issues but should be resolved and working by 12<sup>th</sup> November.

**99/19 Social Media.**

Cllr. Smith had no update.

**Action:** Cllr Smith to make the Clerk an admin on Facebook.

**Financial Matters.**

The second instalment of the Precept has been received (23/9/19).

**100/19 New signatory.** The form to add a new bank signatory (the new Clerk) was signed by Cllr. Norton, the Chairman and Cllr. Jenkins. Susan Edwards should be removed as a signatory at the beginning on November. The bank address will be changed when notification of the new signatory has been received.

**101/19 Parish Council telephone number.** The current Clerk said that it was very rare for incoming calls to be received on the BT landline. The Council discussed the necessity for a landline. It was proposed that the line be cancelled.

**Action:** Clerk to confirm BT landline cancellation.

**102/19 Accounts for payment**

Date incurred	Expenditure	Purpose	Ex VAT	VAT	Total	Online/ Cheque/ direct debit
			£	£	£	
30/09/19	Litter Warden	September Fuel Allowance	13.95	0.00	13.95	online
	Premier Grounds Inv.					
31/10/19	Clerk's Salary	October Salary	779.65	0.00	779.65	online
31/10/19	New Clerk's Salary	October Salary				
31/10/19	Litter Warden Salary	October Salary	509.03	0.00	509.03	online
31/10/19	HMRC	Tax & NI October	67.50	0.00	67.50	Direct debit
31/10/19	Smart Pension	Clerk's pension - Employer contribution	11.63	0.00	11.63	Direct debit
		<i>Clerk's pension - Employee contribution</i>	<i>116.29</i>	<i>0.00</i>	<i>116.29</i>	<i>Direct debit</i>

02/09/19	BT	Parish telephone line	21.26	4.25	25.51	Direct debit
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Bank statements – 30/09/2019. Signed by Cllrs Jenkins, Stoker and Norton.  
Community Current Account - £6156.27. Business Savings Accounts - £41,958.62.

**103/19 New Parish Clerk/Responsible Financial Officer.** The Chairman, Cllr. Norton announced that following an interviewing process by the Chairman, and The Employment Panel (Cllrs Stoker and York) Amy White has been appointed as Parish Clerk. Susan Edwards will leave on 31 October 2019.

**New Clerk's salary. To review Salaries & Expenses** – Under the provisions of Public Bodies (Admission to Meetings) Act 1960 the Press and Public were excluded from the Meeting for the next Agenda item due to the Confidential nature of the business to be discussed – Arnold Baker Paragraph 7.6.

Following a review by the Employment Committee, Vice Chairman Cllr. Stoker and Cllr. York, it was proposed that with effect from 1st October 2019 the Clerk's Salary be paid according to a base of SC16.

(Supporting document attached to filed minutes).

**Proposal** – the Clerk to start work with terms set out in the briefing paper.

**Resolution** – Proposed by Cllr B. Norton, seconded by Cllr York. Supported unanimously by the Council.

#### **104/19 Correspondence Received.**

Telephone call from parishioner who lives near Seven Stones bridge regarding speeding vehicle and a request for a footpath. The Clerk has already informed the parishioner that the footpath request had been investigated and there is no funding available and there is no space for a footpath. The Clerk referred her to the ongoing lobbying for measures to reduce speeding (in the Parish Council monthly Minutes).

Invitation to BDBC Affordable Housing and Homeless Strategy 2020 to 2024 – Issues and Options Thursday 24 October from 10.00am to 1.00pm at the council offices.

HCC traffic regulations changes: Burghclere – Newbury Bypass – no waiting at any time.

BDBC information Brexit preparations and the EU Settlement Scheme (posted onto the HPC website)

PCSO newsletter forwarded to councillors.

Cllr Stoker reported an email from Cllr Alan Cox, Chair of Ashmansworth PC who has received complaints about overhanging trees in Highclere PC. HCC are coming to look and HPC will await their decision before contacting the landowners responsible for the trees.

#### **105/19 Councillors' matters to be included in the Agenda for the November Meeting.**

Community Funded Initiative, Speed Reduction, Precept

**106/19 Date of the next Council Meeting:** Tuesday 12 November 2019 at 7.30pm.

**Adjournment:** there being no further business the meeting closed at 9:30pm.

Signed \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_

## Actions

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**91/19 Lengthsman.** Cllr. Jenkins to send Clerk the Lengthsman worksheet. Clerk to clarify unspent hours from April.

**99/19 Social Media:** Cllr Easton to add Clerk to Facebook admin.

**101/19 Parish Council telephone number:** Clerk to confirm BT landline cancellation.

## Appendices

At the Parish Assembly in May, the next step in the development of the NP was identified as:

Community Engagement to elicit local views

- Events
- Publicity – NWN, HS, Parish Mag, Nextdoor, PC website
- Questionnaires & Surveys
- Consultation with businesses and landowners

Underlying these activities is the need to have a broad framework of ideas that can guide the community as a very early draft of potential aims and objectives including, not least, a Vision for Highclere in 2035.

Over the past three months the Steering Group and members of the wider volunteer group have held meetings to progress the creation of that framework. We are now at a stage where a draft Vision has been identified and a long list of themes has been created under an agreed set of categories. Those themes (or ideas) are at present being worked up into specific objectives, to be presented at a public community engagement event, currently envisaged for January/February. It has been suggested that the event might be able to take advantage of the new Westridge centre, adding an added draw for people who have been anticipating its opening.

We continue to have contact with BDBC, attended a briefing on the Local Development Scheme (update of the Local Plan), and more recently opened talks about data availability to support a Housing Needs Analysis.

No activity in the past three months has been undertaken by our consultants, so there is nothing new to report on the finance front. We expect to be using the consultants to some extent in the run-up to the event, and that will be presented at the appropriate time.

It is expected that the Draft Vision, the list of Objectives by category, and the preliminary arrangements for the Community Engagement event will be available for the November PC meeting.