



Minutes of the Highclere Parish Council Meeting

Westridge Studio

Tuesday 06 February 2024 at 7.30pm

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

Clerk: Amy White

Present: Cllr Falconer, Colin Wall (NP chair), three parishioners (to be co-opted)

The Chairman, Brad Norton welcomed everyone to the meeting.

1. 83/23 Apologies for Absence

Cllr Thacker was absent.

2. 84/23 Declarations of Interest

None.

3. 85/23 To agree Minutes of Meeting held on 09 January 2024

The Minutes of 09 January 2024 were agreed as a true record and signed by the Chairman.

4. 86/23 Matters arising from Meeting held on 09 January 2024

5. Number	Action	Person
82/23	Clerk to request precept from BDBC. Actioned.	Clerk

6. 87/23 Co-option of Councillors

Nick Doe, Mark Bartholomew and Gus MacIver were co-opted onto HPC. All signed a Declaration of Acceptance of Office in front of the Clerk.

Action: Clerk to send Register of Interests for new councillors to BDBC.

7. 88/23 Public participation

None.

8. 89/23 Reports from County and Borough Councillors

Cllr Falconer reported on a complaint about the Inspector's report from the Watermill Bridge which appears to have been written before the Appeal as some of the factual statements are incorrect. Further information will be obtained by Cllr Falconer from the DC meeting at BDBC on 07 February 2024.

Action: Cllr Norton to write to MP Kit Malthouse to express HPC's disappointment at the Watermill Bridge Appeal decision.

9. 90/23 Recent Planning Applications (comments in bold):

Please see [the Basingstoke and Deane portal](#) for full responses from HPC.

- T/00022/24/TPO 4 Mount Close- no objection
- T/00055/24/TPO 67 Penwood Heights Penwood RG20 9EZ- *Response sent: No objection*
- T/00054/24/TPO 65 Penwood Heights Penwood RG20 9EZ0- *Response sent: No objection*
- 24/00180/LBC Jackdaw's Castle Highclere Park Highclere Newbury- *no objection*
- 24/00209/FUL Tot Hill Services, Mcdonalds Drive Thru A34 Newbury Bypass- *no objection*

Tree owners in Penwood Heights with TPOs can ask the borough council to check the health of trees if they are concerned. This information will be added to Facebook.

It was agreed to investigate whether HPC could employ an arboriculturist to check the health of all TPO trees in Penwood Heights in one go.

Action: Clerk to obtain a quote from arboriculturist for tree inspections in Penwood Heights.

Local Plan Update Consultation: to agree a response: All councillors were encouraged to respond as individuals.

10. 91/23 Neighbourhood Plan update- effect of Wash Water 21/03394/OUT appeal decision

The NP team is now considering how to move forward with the NP since the Appeal decision. It was decided a meeting is needed with planning policy officers at BDBC. Colin Wall will pursue this, along with an urgent discussion with Planet.

11. 92/23 Lengthsman- next visit 22nd February 2024

Jobs to be completed- digging the trench at Mount Road again; all road signs in Highclere and Penwood.

12. 93/23 Trees- completion of work at Highclere Village Hall

The Clerk confirmed a tree has been felled next to Highclere Village Hall by Highclere Tree Works; the council and HVH committee is satisfied with the job.

13. 94/23 Penwood- Option to purchase defibrillator with a grant, and request for a bench at Woodlands Stores

The Clerk has applied for a grant from London Hearts, supported by the government, to install a defibrillator at Woodlands Stores, Penwood; the cost to HPC is £750. Full council agreed to the purchase and the Clerk will arrange installation (the agreement with London Hearts is that the defib is installed within one month of receipt of defib).

The Clerk has also received a request to reinstall a bench at Woodlands Stores. The Clerk has sent information on suitable benches to the Stores and will continue the discussion. Full council agreed in principal for a bench. The Clerk suggested the one which was purchased at site on the A343 would be suitable: <https://uk.glasdon.com/lowther-seat>. Clerk will continue to discuss options with Woodlands Stores.

14. 95/23 Westridge Project Update

CLlr York has received a quote for the improvement of the Star Lane entrance. Other activities planned: Rotten gate posts will be removed and replaced with a gate on the Andover Road. A hedge will be planted to replace the chain link fence, shrubs will be dug out to open up the garden, lawn tidied, trees planted and staked, plus benches. A shared prosperity grant will be applied for to improve the car park, to include disabled parking.

15. 96/23 Finance update

The Clerk presented the following items for payment for February:

February 2024 Payments

Date

Invoiced	Budget Line	Explanation		
28-Jan-24	IT/Website Admin incl Ionos	Ionos invoice 203040240143 (Direct Debit)	£	6.00
28-Jan-24	VAT	Ionos invoice 203040240143 (Direct Debit)	£	1.20
27-Jan-24	Payroll	Red76 Payroll Inv 8145	£	16.00
27-Jan-24	VAT	Red76 Payroll Inv 8145	£	3.20
26-Jan-24	Hall Hire	Westridge Studio hire for HPC meeting Inv 450	£	20.00
16-Jan-24	Defib for Penwood	London Hearts- 50% grant accounted for	£	750.00
15-Jan-24	Planning	Steve Lees Watermill Bridge planning support at Appeal Dec 2023	£	800.00
27-Feb-24	Pension Contribution	Nest (Direct Debit)	£	80.50
27-Feb-24	Litter Warden Salary		£	536.80
27-Feb-24	Clerk's salary		£	790.69
30-Jan-24	Other	Tree work at Highclere Village Hall (Highclere Tree Works)	£	1,495.00
30-Jan-24	VAT	Tree work at Highclere Village Hall (Highclere Tree Works)	£	299.00
27-Feb-24	PAYE	HMRC Month 10	£	347.71
			Total:	£ 5,146.10

Bank Balance at 31 January 2024:

Community Acc: £ 7771.57

Business Acc: £47419.71

16. 97/23 Items to take forward to subsequent meeting

Final Budget, confirmation of roles of new councillors.

17. 98/23 Date of next Meeting Tuesday 12 March Westridge Studio 7:30pm.

Signed _____ Position _____ Date _____

Actions from 06 February 2024 Meeting

Number	Action	Person
87/23	Clerk to send Register of Interests for new councillors to BDBC.	Clerk
89/23	Cllr Norton to write to MP Kit Malthouse to express HPC's disappointment at the Watermill Bridge Appeal decision.	Cllr Norton
90/23	Clerk to obtain a quote from arboriculturist for tree inspections in Penwood Heights	Clerk