

# **HIGHCLERE PARISH COUNCIL**

## **Minutes of the Highclere Parish Council Meeting, Highclere Village Hall**

**Tuesday 11 February 2020 at 7.30pm**

**Members Present:** Cllr Norton (Chairman), Cllr Jenkins, Cllr Stoker, Cllr Smith, Cllr Easton

**In attendance:** Clerk: Amy White

The Chairman, Brad Norton welcomed everyone to the meeting.

### **1. Apologies for Absence**

**161/19** Cllr York was unable to attend due to being on holiday. Cllrs Falconer and Izett sent their apologies.

No apology received from Cllr Thacker.

Cllr Nicoll is on maternity leave.

### **2. Declarations of Interest**

**162/19** None.

### **3. To confirm accuracy and sign the Minutes of the Council Meeting 14 January 2020.**

**163/19** It was unanimously resolved that the Minutes be accepted as an accurate record. They were signed by the Chairman, Cllr Norton.

### **4. To Progress Resolutions from 14 January 2020**

**164/19**

Item No.	Action	Owner
222/18	The Clerk to draft a FAQ section for the HPC website. <b>Actioned.</b>	Clerk
50/19	The Clerk to investigate if the speed must always be displayed on the SID. Currently the SID is not working properly- <b>Actioned.</b>	Clerk
59/19	<b>Parish Council Casual Vacancy.</b> Cllr. York to discuss at the NPSG meeting. <b>Pending</b>	Cllr York
115/19	Cllr Izett to investigate the embedded link in planning emails from BDBC and report back. <b>Actioned</b> , all emails are in pdf format.	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. <b>Actioned</b>	Clerk
151/19	Cllr Stoker to confirm when the NP team are planning to hold a public consultation. <b>Actioned</b>	Cllr Stoker
152/19	Cllr Falconer to check on Litter Warden grants for 20/21. <b>Actioned</b>	Cllr Falconer
153/19	Clerk to write to Brian Harling to confirm HPC's expectations on the repair of the SID. <b>Actioned</b> The Clerk will send the speed reduction newsletter to the Highclere Society Newsletter and the Parish Magazine. <b>Actioned</b>	Clerk Clerk
154/19	Clerk to contact Mandy Ware of HCC to agree to the design stage of the CFI. <b>Actioned</b>	Clerk
157/19	Clerk to send precept form to BDBC. <b>Actioned</b>	Clerk

## 5. Public Participation

**165/19** No members of the public were present.

## 6. Report on Environment

**166/19**

**Footpaths:** Complaints have been received about the state of the footpath between HVH and Tubbs Lane. Councillors agreed that a letter should be sent to both Old Honeyway and the neighbouring house that share the driveway at the top of the footpath, to ask that potholes be filled and the path maintained to a good standard.

**Action:** Clerk to draft letter to Old Honeyway and neighbouring house to request footpath is maintained.

**167/19**

**Lengthsman:** The latest worksheet has been sent in; road signs are due to be cleaned by the end of February. This will take up the remaining free hours and the next set of hours will be available from April 2020.

**168/19**

**Litter:** The Litter Warden has been doing more valuable work, and reporting issues back to the Clerk: the bin in Woolton Hill recreation ground has not been emptied for a while. The Clerk has contacted Hart council who has confirmed it will be included in collections. Bin 3 on Andover Drove is causing issues with who is responsible for it- the Clerk contacted BDBC who believe it belongs to West Berks. Our Litter Warden is confident it is BDBC responsibility. The Clerk is in communication with both to solve the issue.

## 7. Planning including planning applications

169/19

Application Ref	Date Received	Location	Deadline for Comment
20/00137/HSE	29/01/20	Cedarwood Oakley Lane Wash Water	19/02/20
No comment			
20/00229/HSE	29/01/20	Holly Dene Tubbs Lane Highclere	19/02/20
No comment			

## 8. Neighbourhood Plan

170/19

Colin Wall provided a verbal update to the Clerk: Spend to the end of March should be approximately £200 to cover marketing and refreshments for the public information day, to be held on **15<sup>th</sup> February at Highclere Village Hall, 10:30am-3pm**. Posters advertising the event have been placed on social media and noticeboards.

## 9. Reports from Borough and County Councillors

**171/19** Despite both Borough Councillors being unable to attend, they provided the following email updates:

**Cllr Falconer:** *"Litter grants: The Portfolio holder has confirmed that there is no plan to cut the grants this year.*

*Fence at Red House: The householders have had discussions with Enforcement and the Planning Officer as recently as last week. The applicants say they want to submit an application which will be acceptable and this was expected last week but it has not yet submitted. I will continue to monitor.*

*Thorngrove School access road. This goes to DC Committee on 11 March with a recommendation for approval.*

*I've asked for updates on the High Garden fence and Hillside Farm."*

**Cllr Izett:** *"On the Penwood crossroads I have decided to seek advice from an independent transport consultant. He seems to think there are some improvements that can be made subject to finding the funds. I will be meeting him soon on site and if a parish Cllr rep wishes to join Graham and myself please let me know".*

**Action:** Cllr Norton will meet with Cllr Izett and the transport consultant on 20/02/20 at 10am.

## 10. Report on Roads and Transport

**172/19 Speed Reduction-** Cllr Easton confirmed the Speedwatch SID is now fully operational after repair, and the Speedwatch team is now gathering dates to recommence sessions. The Clerk confirmed a 2 year warranty on the new radar.

The static SID appears to be functioning properly. Cllr Easton suggested that the location of the current SID placement, just after the Penwood Crossroads, will not provide useful speeding data as many cars are slowing down to turn. This could be discussed in the Community Funded Initiative project.

One of the batteries for the static SID is not charging correctly; the Clerk will purchase a new one.

**Action:** Clerk to purchase new static SID battery.

The Clerk shared an email sent from an East Woodhay parishioner to Kit Malthouse, regarding her recent road traffic accident on the A34 slip road at Wash Common. The council all agreed it was helpful to have more information and local feeling to push the road safety issues in the Parish.

**Potholes:** The Clerk will add pothole reporting info to website and Facebook as a reminder to Parishioners.

**Action:** Clerk to add pothole reporting info to website and Facebook.

#### **173/19 Community Funded Initiative:**

No update as yet on the design stage.

**Action:** Clerk to chase an update on the design stage with Kevin Hyde of HCC.

### **11. Social Media**

**174/19** No update. It was agreed to remove this item from future agendas as social media is used for communication by HPC and does not need to be a standalone item.

### **12. Finance**

#### **175/19 Accounts for payment**

The Clerk presented the following items for payment:

Date incurred	Expenditure	Purpose	Ex VAT	VAT	Total	Online/ Cheque/DD
			£	£	£	
10/02/2020	HMRC PAYE	Clerk Tax & NI			145.51	DD
11/02/20	Litter Warden	January Fuel Allowance			13.95	online
27/02/20	Litter Warden Salary	February Salary			509.02	online
27/02/20	Clerk's Salary	February Salary			760.05	online

#### **Bank statements:**

**Community Current Account as at 10/02/20 - £2829.53**

**Business Savings Account as at 10/02/20 - £38216.71**

The asset register has been checked. Changes to be made for end of year 19/20:

- Add the Speedwatch SID, at an insurance value of £2095.

### **13. Correspondence Received**

**176/19** No other correspondence has been received.

**177/19 Date of the next Council Meeting:** Tuesday 10<sup>th</sup> March 2020 at 7.30pm.

The meeting closed at 9:00 pm.

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

**Actions:**

<b>Item No.</b>	<b>Action</b>	<b>Owner</b>
<b>166/19</b>	Clerk to draft letter to Old Honeyway and neighbouring house to request footpath is maintained.	<b>Clerk</b>
<b>172/19</b>	Clerk to purchase new SID battery Clerk to add pothole reporting info to Facebook and website	<b>Clerk</b> <b>Clerk</b>
<b>173/19</b>	Clerk to chase an update on the design stage with Kevin Hyde of HCC.	<b>Clerk</b>