

HIGHCLERE PARISH COUNCIL

Meeting of the Parish Council

Minutes of the Highclere Parish Council Meeting held at

Highclere Village Hall

Tuesday 9 July 2019 at 7.30pm

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

In attendance: Clerk to the Council Sue Edwards. Borough Councillor Graham Falconer (from 8pm).

The Chairman, Brad Norton welcomed everyone to the meeting.

41/19 Apologies for Absence.

Parish Councillor Millie Nicholls, Borough Councillor John Izett and County Councillor Tom Thacker.

42/19 Declarations of Interest.

There were no declarations of interest.

43/19 To confirm accuracy and sign the Minutes of the Council Meeting held on 11 June 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.

44/19 To Progress Resolutions from 11 June 2019.

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

5/19 Register of Interests. The Clerk sent updated forms to BDBC. Website updated. Matter closed.

14/19 Correspondence Received.

Feather-boarded fencing: The Clerk contacted the BDBC Tree Officer and Cllr. Falconer is investigating with BDBC planning who have an Enforcement Case open. Pending.

22/19 Neighbourhood Plan.

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

26/19 Thorngrove School Access. The Chairman wrote to the Headteacher of Thorngrove School. The PC aim to assist the School to communicate with the local community.

Response pending.

27/19 Go Green. Cllr. Jenkins spoke to the organiser. Pending.

30/19. Litter. The Clerk renewed contact with Hart Council regarding the lockable bin at Woolton Hill Recreation Ground. A lockable bin has been supplied. The bin still had not been emptied but Hart have confirmed that it is on the schedule.

Financial Matters.

32/19 Audit. All documents sent to the External Auditor.

38/19 Correspondence Received.

Potential planning application at Hill View Farm. The Clerk contacted BDBC and HCC planning departments. The application is pending but has been delayed until 17 July 2019.

45/19 Public Participation. No members of the public were present.

Report on Planning.

46/19 Neighbourhood Plan. Cllr. York said that a meeting of the Steering Group would be taking place soon. Cllr. Stoker said that the draft vision and objectives would be discussed at the next meeting. A meeting has taken place with Robyn Kelly of BDBC who are reviewing the Local Plan. The Plan will need to increase housing numbers. Infill houses (less than 5 houses) will not count towards the total. St. Mary Bourne Neighbourhood Plan focussed on downsized homes and starter homes on redundant farm sites. The NPSG will need to focus on Design Policy.

Actions:

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

47/19 Planning Applications. No planning applications have been received since the last meeting.

Notification from BDBC

Location: Falkland Farm Andover Road Wash Water Newbury Hampshire

Proposal: Notification of proposed change of use of agricultural building to class B1 (light industrial and office space).

*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.

48/19 Penwood grass cutting. After initially reporting that the grass needed to be cut on 1 June it was finally cut on 3 July 2019 after many emails, and photographs, from the Clerk to HCC and County Cllr. Tom Thacker. The Clerk complained about the speed of response and the lack of feedback. Cllr. Thacker explained that HCC had received a reduced budget. The Clerk advised the Council that the lack of timely grass cutting was an annual occurrence and as there had been several accidents at the crossroads there was a need to organise an effective programme for grass cutting. Cllr. Norton suggested that other options would need to be discussed but was concerned about the lack of HCC response and an issue of double taxation.

49/19 Accidents in the Parish.

Penwood crossroads. There was an accident on 13 June 2019 and the car was left on the grass at Penwood crossroads with a Police Aware sticker. There was also an accident on Friday 28 June 2019.

Andover Road. 3 July 2019 an accident at the junction of Tubbs Lane with the Andover road, recovery vehicles called.

50/19 Speed Reduction. Action: Cllr. Easton requested that the Clerk remove the remaining letters from the portable speed indicator device. The Clerk advised that the cables had been mended and the device was due to be reset on 17 July 2019.

Cllr. Easton has produced a range of graphs from the downloaded data which show that most of the traffic is speeding at all locations and the speeds are considerably more than the statutory speed limits. All councillors thought that the graphs were excellent and should help to lobby the County Council.

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

Action: The Clerk to investigate if the speed has to always be displayed.

51/19 Community Funded Initiative.

The Clerk forwarded the HCC document to councillors, and Village Gateway brochures, in advance of the meeting. After some discussion it was agreed that Cllr Norton, the Chairman,

should again invite a roads engineer to the Parish to indicate possible options and to clarify the costs to the Parish.

Action: Cllr. Thacker to supply HCC road engineer's email address.

Reports from Borough and County Councillors.

52/19 Borough Councillor, Graham Falconer. Cllr. Falconer said that an Enforcement Case is an option for Hill View Farm.

53/19 County Councillor, Tom Thacker. Requested that all councils respond to the Serving Hampshire – Balancing the Budget Consultation which could have implications for the Lengthsman scheme. Cllr. Jenkins said that if the Lengthsman did not undertake works then it was very unlikely that HCC would take over the tasks. The Chair, on behalf of the Council, stated that Highclere Parish Council strongly supports the Lengthsman scheme.

Newtown Road Recycling Centre. Cllr. Thacker said that discussions are continuing with West Berkshire Council regarding a permanent solution. The current transitional arrangement will continue until a permanent solution is in place and HCC is working to ensure the necessary systems and infrastructure are in place by mid-2020. Cllr. Thacker aims to issue an update in March 2020.

Barred Routes Scheme. Cllr. Thacker believed that the scheme was active.

Report on Environment

54/19 Lengthsman. Cllr. Jenkins asked councillors to email with suggested work for July. Cllr. Jenkins to check if previous list has been completed.

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

Action: The Clerk to obtain land registry documents.

Cllr. Stoker to review Highclere Village Hall footpath map.

56/19 Social Media.

Cllr. Smith said that the number of engagements was increasing and that she had increased the number of posts.

Financial Matters.

57/19 Budget update. The Clerk previously circulated the updated budget

58/19 Accounts for payment

Date incurred	Expenditure	Purpose	Ex VAT	VAT	Total	Online/
			£	£	£	cheque
30/06/19	Litter Warden	June Fuel Allowance	13.95	0.00	13.95	online
31/07/19	Litter Warden	July Fuel Allowance	13.95	0.00	13.95	online
01/07/19	Premier Grounds	SID placement June	60.00	12.00	72.00	online
25/06/19	Frances Carne	i-pick-up stickers	11.83	2.37	14.20	online
31/07/19	Clerk's Salary	July Salary	779.65	0.00	779.65	online
31/07/19	Litter Warden Salary	July Salary	509.02	0.00	509.02	online
31/07/19	HMRC	Tax & NI July	46.59	0.00	46.59	Direct debit
31/08/19	Clerk's Salary	August Salary	779.65	0.00	779.65	online
31/08/19	Litter Warden Salary	August Salary	509.02	0.00	509.02	online
31/08/19	HMRC	Tax & NI August	46.59	0.00	46.59	online
31/07/19	Smart Pension	Clerk's pension - Employer contribution	11.63	0.00	11.63	Direct debit

		<i>Clerk's pension - Employee contribution</i>	116.29	0.00	116.29	<i>Direct debit</i>
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	S. Edwards Clerk	Expenses	20.00	0.00	20.00	online
02/07/19	BT	Parish telephone line	16.98	3.40	20.38	Direct debit
02/08/19	BT	Parish telephone line				Direct debit

The Council does not meet in August therefore August payments are approved at the July meeting. Bank statements – 28/06/2019. Signed by Cllr. J. Stoker.
Community Current Account - £3718.03. Business Savings Accounts - £40582.70.

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

Correspondence Received.

60/19 Resignation of Parish Clerk/Responsible Financial Officer. The Chairman, Cllr. Norton has received the Parish Clerk/Responsible Financial Officer's resignation. The Parish Clerk/Responsible Officer has agreed to stay in position while the Employment Panel and the Chairman recruit a new Clerk. The position is to be advertised on the parish noticeboards, the parish council website, and in the Highclere Church magazine. The closing date for applications is 30 August 2019. Interviews should take place week commencing 9 September 2019.

Resolution: Cllr. Norton Proposed and Cllr. Stoker seconded a Proposal to pay two Clerks for a period of one month to ensure a smooth handover of responsibilities. The Council unanimously supported the Proposal.

61/19 General Correspondence.

Basingstoke and Deane Borough Council is consulting on a draft new Supplementary Planning Document (SPD) relating to the Basingstoke Golf Course site allocation in the council's adopted Local Plan.

BDBC – bin collections changing communicated via posters, Facebook and PC website.
HALC - New government funding has been announced for people living in rural areas, as well as businesses in rural areas, to get help with the cost of installing superfast broadband. Further details can be found here <https://gigabitvoucher.culture.gov.uk/rural/>

Basingstoke and Deane – Mayor's Civic Sunday Service. Sunday 14 July 2019 6.30pm.
Police and Crime Commissioner, Michael Lane, is asking for views on which types of anti-social behaviour (ASB) are making people feel most unsafe and what actions people are currently taking on experiencing ASB. The ASB survey can be found at <https://www.hampshire-pcc.gov.uk/get-involved/consultations> and is open until 13 July 2019.

Police Community Support Officer, John Dullingham has taken up new role after being a PCSO for nearly 13 years.

Balancing the budget survey - <https://www.hants.gov.uk/balancingthebudget>. One option includes removing the funding for Parish Lengthsman. **Action:** Councillors to respond.

62/19 Councillors' matters to be included in the Agenda for the September Meeting.

Neighbourhood Planning, Speed Reduction. Social Media, Community Infrastructure Fund, Highclere Street drainage, (Public Participation - Highclere Society questions to be submitted 3 days in advance of the meeting).

63/19 Date of the next Council Meeting: Meeting of the Council Tuesday 10 **September** 2019 at 7.30pm. No meeting in August. Cllr. Smith gave her apologies for the September meeting.

Adjournment: there being no further business the meeting closed at 9.50pm.

Signed _____ Position _____ Date _____

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