



Minutes of the Highclere Parish Council Meeting

Highclere Village Hall

Tuesday 11 June 2024 at 7.30pm

Members Present: Cllr Norton (Chairman), Cllr Bartholomew, Cllr Easton, Cllr Doe

Clerk: Amy White

Present: Colin Wall- NPSG chair, one parishioner

The Chairman, Brad Norton welcomed everyone to the meeting.

1. 11/24 Apologies for Absence

Cllr Thacker was absent. Apologies received from Cllr Izett, Cllr MacIver and Cllr York.

2. 12/24 Declarations of Interest

None.

3. 13/24 To agree Minutes of Annual Meeting held on 14 May 2024

The Minutes of 14 May 2024 were agreed as a true record and signed by the Chairman.

4. 14/24 Matters arising from Annual Meeting held on 14 May 2024

	Action	Person
	Cllr Norton to create wording for leaflet to be sent to Penwood residents regarding a possible tree survey. Not actioned- moved to next meeting.	Cllr Norton

5. 15/24 Public participation

One parishioner introduced themselves as a potential candidate for co-option.

6. 16/24 Reports from County and Borough Councillors

Cllr Izett sent a brief update email to the council. The council discussed the borough councillor grants that have opened up and will apply for a grant for a new bench at Woodlands Stores Penwood.

Action: Clerk will apply for a grant to put towards a bench for Woodlands Store, Penwood, which has been discussed at previous meetings.

7. 17/24 Neighbourhood Plan

The screening draft, send to councillors in advance, is now ready to send to BDBC, subject to HPC's approval.

Full council agreed to sending the screening draft to BDBC.

Action: Clerk will send screening draft to BDBC upon wording confirmation received from PLANet.

8. 18/24 Website

Cllr Doe, Bartholomew and the Clerk had a meeting with Highclere Society in May; It was very productive and all agreed that both the HS website and HPC website need updating and improving.

Action: Cllr Doe to lead the website refresh and to report updates at subsequent meetings.

9. 19/24 Action Plan

The Clerk has circulated in advance a draft of an Action Plan for HPC. A useful discussion was held on the need for a communication plan/strategy for Highclere. It was decided to not pursue an action plan until the council assessed improved ways of communication.

Action: Cllrs to send to Clerk communication and project ideas by 28 June.

Action: Cllr Bartholomew to ask Highclere Society whether they will join a meeting with the PC in September to improve joint working.

10. 20/24 Footpaths

Path 736 (Pantings Lane to Westridge) is very overgrown. The clerk has contacted the landowner to request that they cut the hedge but has not had a reply.

Action: Cllr Bartholomew to contact the landowner of footpath 736 to request they cut the hedge asap.

11. 21/24 Recent Planning Applications (comments in bold):

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

- 24/00379/PIP – to decide whether to represent HPC at appeal
Action: Cllr Norton to restate HPC's objection on the application.
- 24/01105/FUL- council decided to request input from Cllr Izett before making a response.

12. 22/24 Finance update

a) The Clerk presented items for payment for June, added at the end of the Minutes.

Barclays Bank Balance at 31 May 2024: £54404.18

b) **AGAR:** The Clerk presented the AGAR form: The council approved the Annual Governance Statement and Accounting Statement for 2023/24. This was signed by the Clerk and Chair.

The Clerk will set the date for public rights as:

Announcement: 25 June 2024

Date Starts: 26 June 2024

Date Ends: 06 August 2024

- c) HPC has no conflict of interest for BDO LLP as external auditors.
- d) The Clerk had circulated in advance the Internal Audit Report. Action points were noted:
 - long standing councillors are actioned to recheck their DPI forms;
 - Mike Jenkins, Chair of Highclere Village Hall has been asked to update the Charity Commission submission to clarify HPC's position as a custodian trustee.
 - It was agreed reserves are too high and HPC needs to deliver projects to spend reserves.
 - The Clerk will open a CCLA saving account and transfer £25000.

13. 23/24 Items to take forward to subsequent meeting

Standard items for Annual Meeting. Communication plan.

24/24 Date of next Meeting Tuesday 09 July Highclere Village Hall 7:30pm

Signed _____ Position _____ Date _____

Actions from 11 June 2024 Meeting

Number	Action	Person
90/23	Cllr Norton to create wording for leaflet to be sent to Penwood residents regarding a possible tree survey	Cllr Norton
16/24	Clerk will apply for a grant to put towards a bench for Woodlands Store, Penwood, which has been discussed at previous meetings.	Clerk
17/24	Clerk will send screening draft to BDBC upon wording confirmation received from PLANet.	Clerk
18/24	Cllr Doe to lead the website refresh and to report updates at subsequent meetings.	Cllr Doe
19/24	Cllrs to send to Clerk communication and project ideas by 28 June.	All Cllrs
19/24	Cllr Bartholomew to ask Highclere Society whether they will join a meeting with the PC in September to improve joint working.	Cllr Bartholomew
20/24	Cllr Bartholomew to contact the landowner of footpath 736 to request they cut the hedge asap.	Cllr Bartholomew
21/24	Cllr Norton to restate HPC's objection on 24/00379/PIP application.	Cllr Norton

Highclere Parish Council
RECONCILIATION - Unity 06-06-2024

From Accounts	£54,404.18
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Payments not cashed	Add
Receipts not entered	Subtract

Statement should be	£54,404.18
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Highclere Parish Council

10 June 2024 (2024 - 2025)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
34	Pension Contribution	10/06/2024		Unity		Pension- nest	Nest Pensions	E	80.50		80.50
30	CIL	10/06/2024		Unity		CIL	Kevin Pearson	E	324.00		324.00
25	PAYE	10/06/2024		Unity		PAYE	HMRC	E	360.31		360.31
33	Admin incl Ionos, website	10/06/2024		Unity		Monthly invoice	Ionos	S	15.99	3.20	19.19
28	Clerk Salary	10/06/2024		Unity		Clerk Salary	Amy White	E	764.69		764.69
27	Litter Warden Salary	10/06/2024		Unity		Litter Warden	David McClelland	E	567.48		567.48
27	Litter Warden Expenses	10/06/2024		Unity		Litter Warden	David McClelland	E	20.00		20.00
28	Clerk Expenses	10/06/2024		Unity		Clerk Salary	Amy White	E	26.00		26.00
26	Scribe Accounting	10/06/2024		Unity		Monthly invoice	Scribe	S	31.00	6.20	37.20
29	Payroll	10/06/2024		Unity		Monthly payroll invoice	Red76 Tax Ltd	S	16.00	3.20	19.20
31	Speed Indicator Placement	10/06/2024		Unity		SID	Premier Grounds	S	490.00	98.00	588.00
32	Other- repairs, lengthsman, m	10/06/2024		Unity		Defibrillator installation	Avon Electrics	S	160.00	32.00	192.00
Total									2,855.97	142.60	2,998.57