

HIGHCLERE PARISH COUNCIL

Meeting of the Parish Council

Minutes of the Highclere Parish Council Meeting held at

Highclere Village Hall

Tuesday 10 September 2019 at 7.30pm

Members: Cllr. Brad Norton (Chairman), Councillor Mike York (Vice Chairman).

Councillor Julia Easton (from 8pm), Councillor Mike Jenkins,
Councillor Millie Nicholls, 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 after the summer break.

64/19 Apologies for Absence.

Parish Councillor Jane Smith. Borough Councillor John Izett and County Councillor Tom Thacker.

65/19 Declarations of Interest.

There were declarations of interest from Cllrs Mike York and Mike Jenkins regarding the grant request from the Westridge Trust (they are Trustees of the Trust). They took no part in the discussion regarding the request.

66/19 To confirm accuracy and sign the Minutes of the Council Meeting held on 9 July 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.

67/19 To Progress Resolutions from 9 July 2019.

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

14/19 Feather-boarded fencing: Pending response from BDBC.

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. Matter closed.

27/19 Go Green. Pending.

50/19 Speed Reduction.

The Clerk removed the remaining letters from the portable speed indicator device.

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

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

51/19 Community Funded Initiative.

Cllr. Thacker supplied the HCC road engineer's email address to the Chairman.

Report on Environment

55/19 Footpath Highclere Village Hall to Tubbs Lane.

The Clerk obtained land registry documents. Cllr. Stoker reviewed Highclere Village Hall footpath map. BDBC may be able to answer if Four Oaks borders can be defined (next to Old Honeyway).

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

60/19 Public Participation. Three members of the public were present (two representatives of the Highclere Society).

Report on Environment

61/19 Footpaths

Footpath Pantings Lane to Tubbs Lane. In 2009 there was an application for an official right of way for footpath 24 which used to be footpath 19. Access Hampshire replied to a query: *"we recently reviewed our prioritisation policy for the claims waiting list. Following this review, this application is now fourth in the list of claims based on user evidence which have met the criteria for prioritisation. It is difficult to say with any certainty when it is likely that we will reach this claim within the list, but I would anticipate it being within the next 12 months. We will write to the Parish Council as soon as the matter is taken up for investigation. Thank you for your patience"*

62/19 Stiles, swing gates. Representatives of the Highclere Society supplied photographs of several stiles

which made the routes unsuitable for "Walking for Health." Cllr. Stoker said that the stile at Alma Farm was part of Brenda Parker Way. Cllr. Stoker felt that there may not be room for a kissing gate (which is also not suitable for wheelchairs) and he would recommend a metal self-closing gate. As the route is part of Brenda Parker Way, it may be possible to gain a grant from HCC. **Action:** Cllr. Stoker to contact HCC footpaths officer.

Path 732. Cllr. Stoker said that the stile in question is on Path 32 in East Woodhay Parish.

Action: Cllr. Stoker to contact EWPC.

63/19 Hedge cutting responsibilities. These are the responsibility of the hedge owner.

Action: The Clerk to write to affected hedge owners.

64/19 Road signs: cleaning, damage, replacing. The reason that there is no sign entering Hampshire has been explained by Hampshire County Council: *"The ornate cast Hampshire sign that was on the A343 as you enter Hampshire has gone missing 3 times and the last time the day after the sign was erected. These signs are very expensive and the decision was made that we couldn't justify the cost of replacing them. Subsequently an unofficial Falkland Farm sign was erected on one of the posts and after receiving complaints we removed this."*

Cllr. Jenkins explained that the Lengthsman has been asked to clean road signs where it was safe to do so.

Village Gateway. The representatives of the Highclere Society asked if the gateways could be cleaned. Cllr. Jenkins explained that the Lengthsman had been asked to clean the Gateways but the plastic surface appeared to have been painted over. Cllr. Norton explained that the issue of Gateways was part of the Council's discussion with HCC regarding the Community Funded Initiative. Gateways can encourage traffic to slow down when entering an area if they are positioned in the correct location. It could be that the Gateway should be positioned at the entrance to the Parish e.g. approaching Penwood crossroads from the Newbury direction where the speed limit changes to 40mph. However, the Chairman has requested that an engineer visit the parish to advise on what are the options to reduce speeds within the Parish so that Council funds are invested in the best options. As the Council has limited funds advice has been sought. **Action:** The Chairman to report at the next meeting.

65/19 Lengthsman. Cllr. Jenkins said he was waiting for an update on work completed from the co-ordinator, the Clerk at St. Mary Bourne. Pending.

66/19 Litter. Fly tipping has been removed from the Trim Trail. Thank you to the parishioner who alerted the Council.

67/19 Highclere Street drainage. Hampshire County Council confirmed that they have had a jetter on site and as far as the engineer is aware the systems have been cleared, including where the small pipe runs under the carriageway but the last time that the engineer was on site, he did note that there was still a lot of water running off of Highclere Estates land. **Action:** the Lengthsman to be asked to rod the pipe. Then if the problem persists review if the filled in ditch where the new gate has been installed on the Highclere Estate is an issue.

68/19 Treasure Hill/Whitway junction after A34 bridge. Following receipt of an email from a parishioner concerned with flooding, the Clerk reported the issue: Reference 21446219. As the flood had subsided the matter is now closed. When there is heavy rain this junction floods and it has been reported many times over the years however work does not seem to have been undertaken to improve the drainage. If flooding occurs again parishioners are asked to upload photographs to Hantsweb Report a Problem.

Report on Planning.

69/19 Neighbourhood Plan.

Cllr. Stoker reported that the Vision was discussed at the last meeting.

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

70/19 Planning Applications.

19/01199/HSE	Hillside Farm RG20 9SD	Erection of double garage
No Comment.		
19/01250/FUL	Hillside Farm RG20 9SD	Erection of lean-to structure to existing barn (part retrospective)
No Comment.		
19/02135/HSE	1 Penwood Heights, RG20 9EY	Single storey extension to replace conservatory.
No objection but is the new building the same size as the existing conservatory? It appears to be about twice the depth into the garden. How close is it to the neighbours building – with regard to the new footings?		
19/02178/FUL	Hillside Farm RG20 9SD	Land-raising and landscaping
Concern has been raised about “tipping activity” on the site. How much additional material is required? Can assurances be given about the quality of materials used (regular inspection) and disruption to local residents? Has levelling the existing site been considered? There has been a suggestion that there may be Japanese Knot Weed on the site. Please can this be investigated? Will there be timing conditions? Will there be volume controls? Will there be an aftercare plan?		
19/02274/FUL	Kenmare, Foxs Lane	4 bed house
The house is out of character with the nearby dwellings. It would dominate the three single storey dwellings nearby.		

*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.

71/19 Speed Reduction. The Clerk advised that the SID was not working in July and the Chairman authorised sending it back to the manufacturer. The device has been repaired and returned to the Lengthsman for installation from 11 September. New bolts and brackets are required due to wear and tear.

The Clerk has applied to the insurance company to cover the costs which were the result of vandalism. Pending.

Cllr. Easton aims to revise the analysis on the existing data for the next meeting.

72/19 Community Funded Initiative.

Action: Cllr. Norton has not heard from the HCC Highways Engineer. The Chairman to report to the next meeting.

Reports from Borough and County Councillors.

80/19 Borough Councillor, Graham Falconer. Cllr. Falconer said that he had been involved with Planning issues outside of the Parish. Cllr. Falconer is stepping down at Governor of the Clere School after 4 years. There has been an announcement of a link between the Clere School and St. Bartholomew's School, Newbury.

County Councillor, Tom Thacker. Apologies.

73/19 Social Media.

Cllr. Smith was not present. The number of posts drives the number of engagements.

Financial Matters.

74/19 External Auditors Report and Certificate have been received. No matters for concern. The Certificate is displayed on the Parish Council website and Noticeboards.

75/19 Grant application from the Westridge Trust. The Parish Council funded a defibrillator for use in the community. It will be positioned eternally on the Westridge Studio wall. The Trust has made a request that the Parish Council fund the electrical installation of £463.20.

The Parish Council voted on the application request.

Cllr. Norton proposed that the Council fund the installation as the Council had purchased the Defibrillator for use in the Community.

Cllr. Stoker seconded the Proposal.

The Council unanimously approved the application.

Action: The Clerk to confirm the request has been granted and to request that the invoice is directly addressed to the Parish Council so that VAT can be reclaimed.

76/19 Budget update. The Clerk previously circulated the updated budget which is posted on the PC website.

77/19 Accounts for payment

Date incurred	Expenditure	Purpose	Ex VAT £	VAT £	Total £
30/08/19	Litter Warden	August Fuel Allowance	13.95	0.00	13.95
08/08/19	Radarlux	Repair of movable SID	284.95	N/A	284.95
29/07/19	Clerk	Postage of SID to Germany	45.60	9.12	54.72
		Discount			46.51
10/06/19	Planet (Evolving Together)	LB inception meeting and tour attendance			
	Invoice no.1131	BH inception meeting and tour attendance	450.00	90.00	540.00
22/07/19	Planet Inv. 1136	Highclere Information Booklet	175.00	35.00	210.00
23/07/19	Clerk	Land Registry Title Deed Footpath	3.00	0.00	3.00
21/08/19	Premier Grounds Inv.176	Green waste removal	22.08	4.42	26.50
09/08/19	Viking	Print cartridges	91.16	18.23	109.39
30/09/19	Clerk's Salary	September Salary	779.65	0.00	779.65
30/09/19	Litter Warden Salary	September Salary	509.03	0.00	509.03
30/09/19	HMRC	Tax & NI July	46.59	0.00	46.59
03/09/19	PKF	AGAR External Audit Invoice	200.00	40.00	240.00

09/09/19	Highclere Village Hall	Rental of Jubilee Room.	15.00	0.00	15.00
30/09/19	Smart Pension	Clerk's pension - Employer contribution	11.63	0.00	11.63
		<i>Clerk's pension - Employee contribution</i>	<i>116.29</i>	<i>0.00</i>	<i>116.29</i>
02/09/19	BT	Parish telephone line	16.66	3.33	19.99

Bank statements – 30/08/2019. Signed by Cllr. Brad Norton, the Chairman.
Community Current Account - £5547.29. Business Savings Accounts - £34582.70.

78/19 Recruitment: new of Parish Clerk/Responsible Financial Officer. The Chairman, Cllr. Norton stated that the closing date had passed, and the selected short-listed candidates will be interviewed on 11 September by the Chairman, The Employment Panel (Cllrs Stoker and York) and the current Parish Clerk. If a suitable candidate is appointed and satisfactory references are obtained the new Clerk will be appointed from 1 October 2019 for a month handover period. The current Clerk will leave on 31 October 2019.

79/19 Correspondence Received.

Email from parishioner concerned about an electric fence erected in a field adjoining Hollington Lane. Cllr. Stoker said that the fence had been removed. Matter closed.
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.
BDBC Basingstoke Green Week will be back on 21 September, click this [link](#) for the programme.

The Borough Council has declared a 'Climate Emergency' and is developing a series of actions to reduce our own carbon emissions and help residents, businesses and visitors to minimise their impact on the environment.

North Wessex Downs Landscape Trust request for donation. The Council discussed this request and declined to donate at the current time. **Action:** The Clerk to inform the Trust.
Basingstoke Variety Show 2019, a charity show in aid of the Mayor's charity appeal.
Basingstoke Rural West police newsletter (circulated).

80/19 Councillors' matters to be included in the Agenda for the October Meeting.

Community Funded Initiative, Speed Reduction, new bank signatory (the new Clerk), the new Clerk's salary.

81/19 Date of the next Council Meeting: Meeting of the Council Tuesday 10 October 2019 at 7.30pm.

Adjournment: there being no further business the meeting closed at 9.25 pm.

Signed _____ Position _____ Date _____

Actions

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14/19 Feather-boarded fencing: Pending response from BDBC.

27/19 Go Green. Pending.

50/19 Speed Reduction.

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

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

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Pending.

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Path 732. Cllr. Stoker to contact EWPC.

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64/19 Village Gateway. The Chairman to report at the next meeting.

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67/19 Highclere Street drainage. The Lengthsman to be asked to rod the pipe. Then if the problem persists review if the filled in ditch where the new gate has been installed on the Highclere Estate is an issue.

68/19 Treasure Hill/Whitway junction after A34 bridge flooding. Parishioners to upload photographs to Hantsweb Report a Problem.

Report on Roads and Transport.

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Cllr. Easton to revise the analysis on the existing data for the next meeting.

72/19 Community Funded Initiative. Cllr. Norton, the Chairman to report to the next meeting.

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