



Minutes of the Highclere Parish Council Meeting

Highclere Village Hall

Tuesday 13 June 2023 at 7.30pm

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

Clerk: Amy White

Present: Cllr Falconer, three parishioners

The Chairman, Brad Norton welcomed everyone to the meeting.

1. 16/23 Apologies for Absence

Apologies received and accepted from Cllr Leeson.

2. 17/23 Declarations of Pecuniary Interest

None.

3. 18/23 Update on questions received from APM 09 May 2023 and questions received from parishioners present

- Has any consideration been given to marking the coronation, e.g. a tree or bench. A parishioner suggested a bench could be placed at Westridge or three trees as part of Westridge landscaping, these would represent the Queen's Jubilee, Queen's passing and King's Coronation.
- Drainage along Tubbs Lane and through Church Lane- the Clerk will remind landowners of riparian duties. **Actioned.** Clerk will also add a note on cutting back hedges from pavements etc., in particular Parkway Cottage.
- Footpath 734: Cllr Norton confirmed the landowner will be clearing the stream to help improve drainage. Please see item 8.

Another parishioner complained about drainage on Mount Road due to poorly maintained gullies, lack of maintenance etc. Also the concern about Seven Stones bridge, which has not been repaired after a recent accident where a van crashed into it.

Great Penwood: concern about the new path material on the main walking route from the car park; the current aggregate has made it even more user-unfriendly, particularly for buggies, wheelchair users etc, going against the legacy objective plan made in 2014.

Action: Cllr Norton will send an email to the Forestry Commission to open dialogue.

4. 19/23 Reports from County and Borough Councillors

Borough councillor funding for 2023/24 is available for parish councils to apply for. Road resurfacing will take place in June up to Seven Stones bridge (currently unclear if this includes the bridge).

5. 20/23 Recent Planning Applications (comments in bold):

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

- 23/01015/PIP Land At Oakley Farm Penwood Road. *Response Sent: Objection*
Cllr Falconer updated the council that this has subsequently been refused.
- 23/01122/HSE 8 Penwood Heights Penwood. *Response Sent: No Objection*
- 23/01226/PIP Land At Park View House Church Lane *Response Sent: Objection*
- 23/00956/HSE Bosk Cottage Andover Road Wash Water *Response Sent: No Objection*
- 23/01323/ROC Land At Westridge *Response Sent: No Objection*
- 23/01247/FUL Land North Of Seven Stones Farm Penwood *Response Sent: No Objection*
- T/00199/23/TPO 70 Penwood Heights. *Response Sent: No Objection*

6. 21/23 Neighbourhood Plan update

Colin Wall provided an update on the NP, at the end of the Minutes.

7. 22/23 Roads and Transport

Latest on A343- petition update: Cllr Easton has sent around a list of comments made with the online petition.

Action: Cllr Easton to submit petition to Hampshire Member Services, copying in Cllr Nick King. HPC had over 1011 online signatures.

Latest SID Data

The latest data downloaded was corrupted again. Cllr Easton will persevere with retrieving the data.

The Clerk has purchased the new batteries required for the community speedwatch team's speed radar, requested by Brian Harling.

8. 23/23 Footpaths

The landowner of path 736 provided the following update regarding the bridge and kissing gate issues logged over very wet periods:

From Beth Rutterford, Hampshire Rangers:

Surfacing work in and immediately around the kissing gate on the south side would be beneficial, as long as we can stop the water leaving the ditch and flowing across this area. We would undertake this work in the summer when the route is dry and use a geotextile so the material doesn't simply sink. Material wise we would normally use MOT type 1 (40mm-dust) or some form of self-binding gravel such as hoggin. These provide a hardwearing surface and would withstand the cattle loitering in this area and would not pose any risk to the livestock.

From landowner:

Southern Electricity have cut the Willow, earlier than agreed, and the chippings distributed to soak up the water.

The ditch will be dug, upstream and downstream, estimated over 100m. Stock fencing will need to be erected to replace the hedgerow.

The footpath may need to be closed when work is carried out and most certainly when the council carry out their work.

The water that causes the flooding flows primarily from the hill not along the ditch. There is no way to prevent this and it will always fall to the lowest point.

Please note, during the different months of the year, and different weather conditions, all field footpaths experience a variety of conditions, mud, flooding, slurry, vegetation growth etc. It is advisable to seek alternative paths when conditions under foot do not suit individual requirements, and it is always advisable to wear the appropriate footwear. It is extremely dangerous and destructive to climb on top of kissing gates and stock fencing.

9. 24/23 Finance update

The Clerk presented the following items for payment for June:

Date Invoiced	Budget Line	Explanation	Amount
27-Jun-23	PAYE	HMRC Month 3	£ 317.57
27-Jun-23	Litter Warden Salary		£ 536.80
27-Jun-23	Clerk's Salary		£ 711.08
27-Jun-23	Pension contribution	Nest (Direct Debit)	£ 72.96
6-Jun-23	Audit	Eleanor Greene- Do The Numbers Internal Audit	£ 240.00
30-May-23	Neighbourhood Plan	Profile Print- fliers for NP meetings	£ 232.50
30-May-23	VAT	Profile Print- fliers for NP meetings	£ 46.50
28-May-23	IT/Website Admin incl Ionos	Ionos invoice 203036447061 (Direct Debit)	£ 15.99
28-May-23	IT/Website Admin incl Ionos	Ionos invoice 203036447061 (Direct Debit)	£ 3.20
27-May-23	Payroll	Red76 Payroll Inv 6128	£ 16.00
27-May-23	Payroll	Red76 Payroll Inv 6128	£ 3.20
26-May-23	Speed Indicator Placement	Premier Grounds SID movement	£ 140.00
26-May-23	Speed Indicator Placement	Premier Grounds SID movement	£ 28.00
13-Jun-23	Speed Indicator Placement	2 x batteries for Community Speedwatch Team (Clerk purchased)	£ 147.98
			£
			Total: 2,511.78

Bank Balance at 31 May 2023:

Community Acc: £560.06

Business Acc: £52626.30

25/23 Approval of accounting statement and annual governance statement for AGAR

Form 3: The chairman confirmed he was happy with both statements and signed the forms prepared by the Clerk.

The Clerk had sent out the Internal Audit report (available on the website) to councillors and explained the recommendations. Council will not use a debit card due to the infrequent need for the Clerk to incur expenses on behalf of the Parish Council - Clerk confirmed she is happy to claim expenses when necessary.

The grant form required for Westridge recommendation was accepted and further grants will be supplemented with a grant request form.

Dates for exercise of public rights: The dates will be 21 June to 01 August 2023.

10. 26/23 Items to take forward to subsequent meeting

Westridge project update. Police update.

11. 27/23 Date of next Meeting Tuesday 11th July, Highclere Village Hall 7:30pm.

Signed _____ Position _____ Date _____

Actions from 13 June 2023 Meeting

Number	Action	Person
18/32	Clerk to add a note on website regarding cutting back hedges from pavements etc.	Clerk
18/23	Cllr Norton will send an email to the Forestry Commission to open dialogue.	Cllr Norton
22/23	Cllr Easton to submit petition to Hampshire Member Services, copying in Cllr Nick King.	Cllr Easton

Highclere Neighbourhood Plan – Progress update – June 11th 2023

Plan document

PlanET are about to restart policy writing. Oversight by David Skyrme.

Site consultation event

The 'drop-in' style event was run as agreed on three occasions, May 10th 7-9, 12th 2-4 and 16th 2-4 all at Westridge Studio. Attendance was encouraging with around 100 parishioners attending across the three sessions.

The expected benefits of a multi-session, multi-time slot arrangement were achieved, and parishioners attended from all parts of the Parish except, as far as we can judge, the Estate. Although strong opinions were in evidence at most sessions, debate was conducted in a largely respectful manner.

There were a few attendees who had been particularly diligent in their research on the five sites and had even in three cases written review documents which were passed or emailed to the Chairman. These will form part of the final consideration, as outlined below.

Site Survey results

Although the Survey flyer was, according to our order with Royal Mail, delivered to every address in the Parish, there were still a number of reports that people had **not** received one. Given anecdotal evidence that it **was** delivered in a wide number of Parish postcodes, One possible conclusion is that “The Occupier” is a form of address frequently leading to immediate disposal without opening, and in future we will have to find a way to announce ourselves better on the envelope to avoid that.

That said, from 652 Parish addresses, 215 online and paper surveys were completed. Where the postcode had been completed, 105 were identifiable as part of Highclere Village, 53 as Penwood, 14 from Wash Water and 8 from Highclere Street, with 35 “don’t know”s. While this is weighted slightly towards the Village, the responses from Penwood and Wash Water were substantial and encouraging.

A meeting is scheduled for Thursday June 15th for the Steering Group to begin the process of combining :

- the Navigus assessment – including some factual revisions with significant potential impact,
- the assessment against our objectives done by John Stoker and Mike York,
- the survey results themselves, and
- parish comments on the survey for all sites.

The actual figures of preferences from the survey will not be released until the selection process is complete, although it is clear that the two sites leading the preferences are clearly ahead of the other three. One of the factual revisions mentioned above could potentially eliminate one of the five sites entirely. One of the written Parishioner reviews contains assertions which need to be tested but could eliminate another. Therefore certain analyses have already been done: to assess the validity of the sequencing by a “single transferable vote” exercise, and a further exercise to examine the effects of a site elimination.

We would hope to conclude the process in a single meeting but we may need to confirm a final choice at a further meeting, hopefully by the end of June.