



Minutes of the Highclere Parish Council Meeting

Highclere Village Hall

Tuesday 10 September 2024 at 7.30pm

Members Present: Cllr York (Chair), Cllr Bartholomew, Cllr Easton

Clerk: Amy White

In attendance: Cllr John Izett

Present: Three parishioners

The Chairman, Brad Norton was absent, therefore Cllr York chaired the meeting.

1. 38/24 Apologies for Absence

Cllr Thacker was absent. Apologies received from Cllr Norton, Cllr MacIver, Cllr Taylor. Cllr Doe has resigned.

2. 39/24 Declarations of Interest

None

3. 40/24 To agree Minutes of Annual Meeting held on 09 July 2024

The Minutes of 09 July 2024 were agreed as a true record and signed by the Chairman.

4. 41/24 Matters arising from Annual Meeting held on 09 July 2024

Number	Action	Person
90/23	Cllr Norton to create wording for leaflet to be sent to Penwood residents regarding a possible tree survey. Not actioned- Clerk removing action.	Cllr Norton
35/34	Cllr Bartholomew will identify the owners of the hedge on the A343 which needs cutting. Actioned.	Cllr Bartholomew
36/24	Cllr MacIver will investigate other savings accounts rather than CCLA. Not actioned	Cllr MacIver

5. 42/24 Public participation

Three members of the public attended to present their planning application 24/01877/FUL Staddlestones Penwood Drove. After presenting, they left the meeting (8pm).

6. 43/24 Reports from County and Borough Councillors

Cllr Izett updated the council on the current unauthorised changes on land at Church Lane. The BDBC enforcement officer has served a notice by hand to the landowner; landowner has

three weeks in which to respond and apply for planning permission, or prove that planning permission is not needed. If there is no response the enforcement team will go on 9th October to see if there are any planning breaches. Cllr Izett suggested that HPC writes to the enforcement team regarding the intensification of changes on the site. HPC agreed.

Action: Cllr York to draft a letter to the BDBC enforcement team regarding the potential planning breaches on land at Church Lane.

New NPPF proposals: Now at consultation. BDBC will have to relook at its Local Plan now that housing targets have increased from Government. With the current Government assessment, Neighbourhood Plans will need to be completed by 30 June 2025 although this is not confirmed.

Action: Clerk to add information on the green/black bins (alternate weeks from 2026) and new food waste recycling (weekly).

7. 44/24 Roles and Responsibilities

The Roles and responsibilities document had been sent out, but due to there only being three members present, the update of the document will be moved to the next meeting.

The Clerk then led a discussion, advising those members present of their duty as elected members to attend meetings and commit to the actions they are assigned to. Councillors are summoned by law to attend meetings and a reasonable effort is expected of all councillors to attend. The Clerk also reminded the council of the need for good communication with the Clerk, so that any completed actions can be noted or advice/assistance given.

Councillors discussed the need for a clarified direction and priorities for HPC going forwards.

Action: Clerk to add agenda item to next meeting on the future direction of HPC.

8. 45/24 Planning

- 24/01611/FUL Plantation Cottage Westridge- Response sent: No objection
- 24/01662/HSE Glencross Mount Road- Response sent: No objection
- 24/01734/HSE Briarwood House Andover Road- Response sent: No objection
- 24/01377/HSE Bears Cottage Tubbs Lane- Response sent: Objection
- 24/01877/FUL Staddlestones Penwood Drove- Response to be sent: No objection
- 24/01959/TDC Land At Park View House Church Lane- Response to be sent: No objection
- 24/01300/ROC at 25 Penwood Heights Penwood (Deadline 25 September)- Response to be sent: No objection
- 24/01914/FUL Land Adjacent To Brackendale Church Lane Highclere Hampshire (not on agenda) Response to be sent: Objection
- 23/02596/FULMAJ Long Copse Farm (West Berks) to discuss as a neighbouring parish of Enborne- Response of objection to be sent, in support of Enborne Parish Council.
- T/00432/24/TPO 5 Penwood Heights Penwood (not on agenda). Response sent: No objection.

9. 46/24 Neighbourhood Plan

Colin Wall provided the following update:

Progress to date

- 1) *The Screening draft of the NP was sent to Basingstoke on June 24th and acknowledged the same day.*
- 2) *On July 22nd Basingstoke informed us that their draft report, which is sent to their consultees, contained a conclusion that an SEA but not an HRA would likely be required for the NP due to the inclusion of a development site.*

- 3) *Those consultees are HCC, Natural England, English Heritage and the Environment Agency.*
- 4) *It had been expected that we would require at least an SEA, so in late July we asked Locality – the NP grant funding operator – whether we could pre-apply in anticipation to minimise the delay caused. It was made clear to us that this was not possible.*
- 5) *In mid-August we were advised by PlanET that amendments to the Plan should wait until the full report of the Screening consultation was received to avoid nugatory work.*
- 6) *On August 20th Basingstoke sent us a draft of their comments which on my skim through revealed no major issues. It did however contain sufficient subtle changes that I would want to have PlanET's take on them before asking the SG for any decisions.*
- 7) *On Sep 6th I was informed by Basingstoke that the consultation response from Natural England had not been received and that they were being chased. The final report cannot be issued without their input.*

Moving forward

- 8) *Assuming that we get the final report this week (beg Sep 9) we will apply for the SEA ASAP and ask PlanET to assess the decisions we need to take and the evidence we need to gather to move us to our Reg 14 Local Consultation, as well as identifying the changes they need to make.*

10. 47/24 SID

Cllr Easton reported that the SID is losing the time after a few hours. It may need a new battery. Cllr Easton continues to investigate.

11. 48/24 Website- update on website

Cllr Doe has resigned. His company will still be completing the website project and there should be some draft pages for the council to view in time for the October meeting.

12. 49/24 Footpaths

The Clerk has received a complaint about footpath 736 which is again very overgrown. The Clerk has advised that before contacting the landowner again, to wait until the end of September as it is a busy hedge cutting time and it may already be scheduled in for a cut. Council agreed to wait to see if is cut and chase up if not.

13. 50/24 Finance update

- a) The Clerk presented items for payment for June, added at the end of the Minutes.
Unity Bank Balance at 03 September 2024: £50477.82.

The Clerk has chased Woodlands Stores for confirmation from the landowner that they are happy to have the bench at the front of the Stores. Still waiting but it is thought that the opportunity for the grant has passed.

14. 51/24 Items to take forward to subsequent meeting

Future direction of HPC. Lengthsman task list incl. Church Lane flooding, A343 milestones cleaning.

Date of next Meeting Tuesday 08 October Highclere Village Hall 7:30pm

Signed _____ Position _____ Date _____

Actions from 10 September 2024 Meeting

Number	Action	Person
43/24	Cllr York to draft a letter to the BDBC enforcement team regarding the potential planning breaches on land at Church Lane.	Cllr York
	Clerk to add information on the green/black bins (alternate weeks from 2026) and new food waste recycling (weekly).	Clerk

Highclere Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

10 September 2024 (2024 - 2025)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
62	Audit	02/09/2024		Unity		Audit	BDO	S	210.00	42.00	252.00
64	Litter Warden Salary	03/09/2024		Unity		Litter Warden Salary and Exper	David McClelland	E	567.48		567.48
64	Litter Warden Expenses	03/09/2024		Unity		Litter Warden Salary and Exper	David McClelland	E	20.00		20.00
65	Clerk Salary	03/09/2024		Unity		Clerk Salary	Amy White	E	797.69		797.69
65	Clerk Expenses	03/09/2024		Unity		Clerk Salary	Amy White	E	26.00		26.00
66	PAYE	04/09/2024		Unity		PAYE	HMRC	E	327.31		327.31
56	Payroll	04/09/2024		Unity		Monthly payroll invoice	Red76 Tax Ltd	S	16.00	3.20	19.20
67	Other- repairs, lengthsman, m	04/09/2024		Unity		Lengthsman	Premier Grounds	S	65.00	13.00	78.00
68	Training Courses	09/09/2024		Unity		Training	HALC	S	48.00	9.60	57.60
70	Clerk Salary	10/09/2024		Unity		Pension- nest	Nest Pensions	E	80.50		80.50
Total									2,157.98	67.80	2,225.78

Prepared by: _____

Date: _____

Name and Role

Approved by: _____

Date: _____

Name and Role

Approved by: _____

Date: _____

Name and Role

Highclere Parish Council
RECONCILIATION - Unity 10-09-2024

From Accounts	£48,306.14
Payments not cashed Add	£2,171.68
Receipts not entered Subtract	
Statement should be	£50,477.82