

HIGHCLERE PARISH COUNCIL

Meeting of the Parish Council

Minutes of the Highclere Parish Council Meeting held at

Highclere Village Hall

Tuesday 10 April 2018 at 7pm

Members:

Cllr. Sally Izett (Chairman), Councillor Cllr. Brad Norton (Vice Chairman from 7.20pm).

Councillor Mike Jenkins, Councillor Don Langan, Councillor Jane Smith, Councillor Millie Nicholls (from 7.15pm).

In attendance:

Clerk to the Council Sue Edwards, two members of the public and Charlotte Booth, Newbury Weekly News.

The Chairman welcomed everyone to the meeting, her last meeting as a Highclere parish councillor as she has not stood for re-election after 12 years serving Highclere Parish.

155/17 Apologies for Absence.

Cllr. Mike York. Cllr. John Stoker (*LGA 1972, Sch. 12, para 40*), Borough Cllrs Graham Falconer and John Izett, County Cllr. Tom Thacker.

156/17 Declarations of Interest.

There were no declarations of interest.

157/17 To confirm accuracy and sign the Minutes of the Council Meeting held on 13

March 2018. The Minutes were circulated. Cllr. Jenkins asked for a minor amendment 148/17 from “will be” to “may be” charged. It was unanimously resolved that the minutes be accepted as an accurate record. They were duly signed by the Chairman, Cllr. Sally Izett.

158/17 To Progress Resolutions from 13 March 2018 (*Matters arising from the Minutes*).

53/17 Barred Routes Scheme. Awaiting an update from Cllr. Thacker.

70/17 A34/A343 roundabout sponsorship. Cllr. Falconer has contacted David Perkins Parks and Streetscene Manager, BDBC who is awaiting a response from HCC about ownership of the roundabout. If it is owned by HCC, then the parish will need to get their consent. If it is not a HCC roundabout something may be agreed locally. Pending.

71/17 Lobbying for A343 to be downgraded to a ‘B’ road status. Cllr. S. Izett has contacted Kit Malthouse MP. Pending

135/17 Correspondence Received. Cllr. Izett wrote to Thorngrove School. Cllr. Jenkins said that ditches have been cleared. Cllr. Izett suggested if, in future, it would be useful to meet with the school.

Lengthsman. The Clerk has analysed the pattern of regular work over the last 12 months and forwarded to Cllr. Jenkins.

Penwood Bus Shelter. The Clerk to contact Spacemaster.

Faulty BT manhole covers Foxs Lane. The Clerk contacted BT who visited Foxs Lane in the snow. **Action:** The Clerk to check whether the manholes have been mended,

Flooding. The Clerk checked on progress of Enquiry Reference: 21328730. Work passed to contractor on 6/2/18.

Pot Holes. The Clerk checked the status on Hantsweb. There are many potholes where work is pending. Cllr. Jenkins reported that the Mount Road pot hole has been repaired.

159/17 Public Participation. One member of the public present.

160/17 Parish Council Elections.

The Notice of Uncontested Election has been provided by BDBC Electoral Services. All candidates who submitted a successful nomination paper, will become a councillor on the fourth calendar day after Thursday 3 May 2018 (Monday 7 May 2018). Remaining vacancies, may be co-opted at the first meeting after Thursday 3 May (15 May 2018). It is essential that any person co-opted is qualified to be a member of a Parish Council and is not disqualified. BDBC will need to know the name and address of the person co-opted and the date of the Parish Council meeting which has approved the co-option.

The nominated councillors and anyone co-opted, must complete and return a Register of Interests form and an Acceptance of Office.

Action: The Clerk to circulate the Register of Interests form for new councillors to complete and email to BDBC

Report on Planning

161/17 Neighbourhood Planning. Cllr. Izett reported that the Advisory Group is in the process of producing a paper for the Parish Council to review at the July meeting. They are gathering data and identifying topics. A meeting is taking place on 16 April with BDBC officers who will explain how to progress and apply for funding. There are tests that the process needs to pass. Mr. Wall is reviewing the National Planning Policy Framework (NPPF). Cllr. Langan asked how quickly the plan will be produced. Cllr. Izett said that the Group were not producing a Plan they are conducting a feasibility study.

Action: Cllrs. Stoker, Izett and York to meet with Mr. Wall and BDBC.

162/17 Planning Applications. 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.

The following planning applications was discussed:

- 18/00200/FUL – application withdrawn to convert shop at Woodlands into a 4-bedroom maisonette

163/17 Reports from Borough & County Councillors

There were no reports from councillors.

164/17 Social Media Policy. Cllr. Smith is now posting the Agenda for HPC meetings on the HPC Facebook page. There is a new draft social media policy which Cllr. Smith and the Clerk will review and put forward at the May meeting.

Action: Cllr. Smith to update the poster and Cllrs Smith and Nicholls to publicise the Facebook page.

165/17 Report on Environment.

Southern Water Tubbs Lane Scheme.

Donna Derbyshire, representing the contractor, emailed that she has spoken to the site manager and he has advised that the works are complete. However, there are a few outstanding reinstatements which need to be completed. Also, the compound will need to be returned to its original state. They are currently waiting for dry weather so that they can complete these outstanding issues. A walkthrough of the job is planned for two weeks' time, when Andrea Pavoni will be able to give an updated status.

A member of the public was concerned about several areas in the parish and queried whether work had been done. Cllr. Jenkins asked the parishioner which areas had not been

re-instated as they should have been. Cllrs Norton, York and Jenkins accompanied Southern Water on the previous walk around the parish and a full report was produced of areas to be corrected. Verges were re-turfed but there are too major problems affecting verges – the amount of rainfall and the delivery drivers driving on to the verges to allow traffic to pass or parking to make a delivery. Cllr. Norton said that the verges had very little structure in the beginning. If the re-instatement work had been completed last summer the verges would have had more opportunity to recover. Cllr. Smith said that some of the damage attributed to Southern Water vehicles was actually a result of delivery drivers.

Action: The Clerk to ask for a list of final works by the contractor and whether councillors can attend the walk.

Litter. The Clerk organised, with the litter warden, installation of a litter bin at Penwood crossroads next to the footpath. If the bin is used some of the litter blown into the hedges could be avoided. BDBC has confirmed a litter pick will take place on A343 Andover Road on the 11th April and 12th September 2018. The Clerk informed the Council that Fly Tipping was discussed at the BDBC Parish Liaison meeting on 9 April 2018. The need to engage with the fast food providers was raised as the problem of drive-thru waste miles from the outlet is a national issue. BDBC agreed to add the issue to the Clerks and Chairs Annual Conference Agenda. Cllr. Izett said that she had received an email from the parishioner who conducted his own litter pick which was publicised in the Newbury Weekly News. The Chairman has replied. Cllr. Jenkins said that as BDBC had re-confirmed that it is not safe to litter pick in a 40mph zone with no pavement the parish council could not support individuals forming their own litter pick initiative. Cllr. Norton said that if individuals collect litter in these areas they should be aware of the risks whereas BDBC operatives are insured to clear litter. The Clerk attended the BDBC Parish Liaison meeting on 9 April where fly tipping was discussed. The key points from BDBC were that placing CCTV signs at fly tipping blackspots has been shown to reduce tipping incidents. Also, often, when there is garden or DIY tipping on a residential road, nearby residents have been approached to query if they know about the source of the fly tip. BDBC also said that householders should ask a garden waste/house clearance company for proof of their licence; this is to ensure that their waste is being disposed of correctly and not being fly tipped.

Action: Clerk to post BDBC advice Notice to householders when received.

Lengthsman. Cllr. M. Jenkins said that a new system had been suggested by the St. Mary Bourne clerk. This is to allocate time across parishes evenly throughout the year. Some parishes have not spent last year's allocation and have been allowed to carry over their budget. Highclere PC time slots are May, August, November and in the Spring. Cllr. Jenkins has asked for flexibility so that if unforeseen jobs occur the Lengthsman can be used. Cllr. Smith asked whether the Lengthsman could sweep the pavements next to the deep potholes on the Andover Road where loose gravel has been deposited.

Footpaths. East Woodhay Parish Council has written to say that they are converting footpath stiles to kissing gates. They have converted 6 in the last 18 months and were asking if HPC would support locations in Highclere parish. The Council unanimously supported East Woodhay in this project. Cllr. Izett suggested an audit in the future of the stiles in Highclere.

Action: Cllr. Izett to write to EWPC. Cllr. Jenkins and Stoker to discuss with Cllr. Teece of EWPC.

166/17 Report on Roads & Transport

Mount Road. The major ruts in Mount Road are on the "works passed to contractor" list. All parishioners can report pot holes on the Hantsweb at

<https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/potholes>

Speedwatch. Cllr. Norton said that the scheme is still active and he had supplied the co-ordinator with a list of proposed SID sites. The speed through Foxs Lane is still a concern.

Speed Indicator Device. Cllr. Norton said that the Speed Limiting Device has been moved to Penwood crossroads north facing; there was a minor issue with the battery which was

corrected. This is the last placement in the 40mph zones. The SID will have the data downloaded and the device will be re-set for 30mph zones.

The Chairman thanked Cllr. Norton for his work on speed reduction in the parish.

167/17 GDPR. Advice from HALC is that the Clerk can still be the DPO provided proper systems are in place. SLCC also agree with this view. Hampshire ALC has decided not to offer a DPO service to Councils. If the ICO advise that the Clerk cannot be the DPO then HALC may well look at some providers that can offer this service with a group discount, if they are able to negotiate. SLCC has produced policy templates. The Clerk has produced drafts. Cllr. Norton suggested a working party to decide which of the policies was necessary for HPC. Cllr. Smith volunteered to assist.

Action: The Clerk, Cllr. Norton and Cllr. Smith to meet shortly. Policies to be put forward for approval at the May Annual Meeting of the council.

168/17 Annual Parish Assembly. The Clerk has placed the Agenda on the noticeboards, on the website and in the parish magazine. Minutes of last year's Assembly are available on the website and copies will be available on the 15 May at the Assembly.

Reverend Christine Dale, the police and the Forestry Commission speaker have all been informed. A screen and projector are required.

Action: Request use of the screen and projector from the film club. The Clerk to purchase snacks and soft drinks, Cllr. Jenkins to organise wine. Copies of minutes of Parish Assembly 2017 to be printed.

169/17 Financial Matters

Audit. The Clerk is awaiting to hear from the Internal Auditor if Highclere Parish Council can gain an exemption from the External Audit.

Action: The Clerk to inform the Council at the May meeting

The Clerk informed the end of year balances on the Highclere Bank Accounts were £3701.63 on the Community Account, £22268.15 on the Business Account. Bank accounts were signed by Cllr. Millie Nicholls.

Date incurred	Expenditure	Purpose	Ex VAT	VAT	Total	Online/ Cheque
			£	£	£	
31/03/18	Litter Warden	March Fuel Allowance	13.95	0.00	13.95	Online
21/03/18	Premier Grounds	Footpath work/removal of noticeboard	206.63	41.32	247.95	Online
31/03/18	Premier Grounds	SID placement	60.00	12.00	72.00	Online
30/04/18	Clerk's Salary	April Salary	797.82	0.00	797.82	Online
30/04/18	Litter Warden Salary	April Salary	485.46	0.00	485.46	Online
30/04/18	HMRC	Tax & NI April	32.32	0.00	32.32	Direct debit
03/04/18	Total Smart Pension	Clerk's pension - Employer contribution	6.49	0.00	6.49	Direct debit
02/04/18	HALC	Associate membership	346.00	69.20	415.20	Online
	HALC	HR consultancy fee	150.00	30.00	180.00	Online
	S. Edwards	Clerk's expenses				

		Travel to election briefing/parish liaison BDBC	34.96	0.00	34.96	Online
02/04/18	BT	Parish telephone line	21.54	4.31	25.85	Direct debit
15/03/18	ICO	Annual subscription	35.00	0.00	35.00	Direct debit

The Employer contribution to the Clerks pension has increased to 2% in line with the Auto Enrolment pension scheme.

Action: The Clerk to submit a VAT reclaim form.

170/17 Meeting Dates and times 2017-18.

A discussion took place regarding the starting time of the regular meeting. To allow all councillors to be present from the start of the meeting it was suggested that the meetings should commence at 7.30pm from the June meeting.

Proposed by Cllr. Smith.

Seconded by Cllr. Norton

Motion carried unanimously.

Resolution: From June 2017 HPC meetings will commence at 7.30pm

Action: The Clerk to amend Standing Orders for approval at the May meeting.

171/17 Correspondence Received. The Clerk said that due to the Easter break there was no correspondence to report.

172/17 Councillors' matters to be included in the Agenda

Election of Chair/Vice Chair, working groups/panels, Parish Council co-option.

Standing Orders and GDPR.

173/17 Date for next meeting of the Council – Tuesday 15 May 2018, Annual Meeting of the Parish Council at **6pm** followed by the Annual Parish Assembly at **7.30pm**.

Adjournment: there being no further business the meeting closed at 8.20pm

Signed _____ Position _____ Date _____

Actions

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