

HIGHCLERE PARISH COUNCIL

Meeting of the Parish Council

Minutes of the Highclere Parish Council Meeting held at

Highclere Village Hall

Tuesday 13 June 2017 at 7pm

Members: Cllr. Sally Izett (Chairman), Cllr. Brad Norton (Vice Chairman)
Councillor Mike Jenkins, Councillor Don Langan, Councillor Jane Smith

In attendance: Clerk to the Council Sue Edwards, one member of the public.

The Chairman welcomed everyone to the meeting.

14/17 Apologies for Absence.

Councillors Millie Nicholls, John Stoker, Mike York (on holiday *LGA 1972, Sch. 12, para 40*), Borough Councillors John Izett and Graham Falconer. County Councillor Tom Thacker.

15/17 Declarations of Interest.

There were no declarations of interest.

16/17 To confirm accuracy and sign the Minutes of the Council Meeting held on 9 May 2017. The Minutes were circulated. It was unanimously resolved that the minutes be accepted as an accurate record. They were duly signed by the Chairman, Sally Izett.

17/17 To Progress Resolutions from 9 May 2017 (*Matters arising from the Minutes*).

4/17 Insurance. The Clerk contacted Norris & Fisher and Came & Co and was informed that there would be no change to the premium quoted following the purchase of a Speed Indicator Device.

84/16 Report on Planning

Cllr. Stoker to review the planning protocol.

Recycling Centre passes.

The Chairman to contact HCC again.

175/16 Report on Environment.

Footpath vegetation. Cllr. York to confirm where the pavement needs to be cleared.

178/16 Report on Roads and Transport

Speed Indicator Device. Cllr. Norton and the Clerk re-visited the sites in May.

The Chairman contacted East Woodhay Parish Council regarding a possible donation. They requested more details which the Clerk has supplied.

12/17 Correspondence Received

Old parish council website. Cllrs. Norton and Smith contacted parishcouncil.net. which has amended the domain and they have said that they will re-direct visitors to

www.highclerepc.uk

18/17 Public Participation. The member of the public who was attending wanted to hear about Speedwatch and the speed indicator device.

19/17 Reports from Borough and County Councillors

There were no reports but Cllr. Falconer emailed that he is still looking into the Trim Trail sign.

20/17 Social Media Policy

Facebook. Cllr. Jane Smith circulated a social media paper and the Clerk distributed an article from the Clerk magazine – a Facebook case study. Cllr. Smith explained that a parish council Facebook page could be linked to the parish council website. Cllr. Langan asked about access to a Facebook page. Cllr. Smith said that it would be controlled. There would only be editing rights for named councillors and members of the public would not be able to post to the page. In principle, the councillors present said that they would support the idea of a parish Facebook page and that it could be trialled for a year and then reviewed. Cllrs Smith and Nicholls have agreed to manage the page.

Action: Agenda item at the July meeting. Social Media policy draft to be circulated by Cllr. Smith before the next meeting.

21/17 Report on Environment

Southern Water Tubbs Lane Scheme. The work should be finished on the Andover Road by the end of June and the traffic lights will be removed. The new water pipe system is being checked and holes need to be dug outside of every home to connect to the new system. Southern Water are hoping to conduct the final two property water connections on Pantings Lane this week. They hope to be totally out of Pantings Lane by the end of next week. All excavations back filled. Four Oaks is now completed and on the main. The Clerk said that Southern Water has confirmed that parish councillors can accompany HCC on the final review of works to ensure that verges are re-instated. It was agreed that Cllrs Jenkins, Stoker and York are nominated to attend.

Litter (bodycam). The Clerk has investigated the two body cams. Pinnacle is £400 + VAT (a special price as the police suggested this action). The litter warden would switch on the bodycam if an incident occurred. 11 hours of data is collected. It should be wiped – it cannot be accidentally over-written. Reveal costs £519 + VAT which includes the right to use the software for the life of the camera. This model has a screen which shows what is being recorded. It may be more fragile.

Action: The Council to consider the options at the July meeting. The Clerk to investigate Men at Work and Litter Picking in progress signs.

Lengthsman. Cllr. Jenkins reported that the Lengthsman was to be asked to cut grass verges in the parish and the footpath at the side of the village hall.

22/17 Report on Roads and Transport

Speed Indicator Device. The Speed Indicator Device must be moved around the parish. It cannot stay in one location for more than two weeks and cannot overhang the highway. The SID can be in areas of 30mph and 40mph. Data is recorded which can help with lobbying and the data is downloaded via Bluetooth. The sites, previously circulated to councillors, were adopted unanimously. The council will await feedback on the licence application before purchasing the SID.

Action: The Clerk to complete the licence paperwork and copy County Councillor Tom Thacker asking for his support. Cllr. Norton to apply for the SID licence.

Speedwatch. Cllr. Norton explained that Speedwatch was not a parish council activity although the Council is very supportive of the Speedwatch team. There are various approved sites in Highclere such as the Andover Road and Foxs Lane; Speedwatch can only operate in 30mph zones. The Speedwatch team supply the data to the police. If a driver has exceeded the speed limit three times they will receive a letter. The aim is to empower the local community to get involved in managing speed within the parish.

Accidents. There have been two recent accidents in the parish. One at Penwood crossroads resulted in the bus stop being destroyed and a temporary bus stop being placed on the road side. There was also a fatality on Foxs Lane involving a motorcycle.

23/17 Report on Planning.

A response to the Consultation on the draft Planning Obligations for Infrastructure Supplementary Planning Document is required by 26 June 2017. The Chairman has suggested consulting former councillor Horace Mitchell for advice.

17/01477/HSE	Woodbine Cottage, Andover Rd	2 storey-side, single rear, 1st floor extension
No Comment		
17/01616/HSE	Little Orchard, Pantings Lane	Extension
No Comment		
17/01674/FUL	Land at Oakley Farm	Self-storage containers
No Comment		
17/01879/HSE	April Cottage, Pantings Lane	Erection of 2 storey side extension
No Comment		
17/01933/AGPD	Woodedge Farm	Erection of agricultural building
For information only		
17/01880/HSE	Treasure Hill House, Foxs Lane	Erection of single storey rear extension following demolition of existing conservatory and part extension
No Comment		

24/17 Financial Matters

Annual Accounts for Approval. The end of year Bank Reconciliation was presented to the Council. Bank records have been checked by the Chairman, Cllr. S. Izett.

25/17 Audit Update.

The Clerk circulated the findings of the internal audit to members of the Council. These were communicated by the internal auditor in a letter received on 13 June 2017. The Clerk confirmed that the Notice of Appointment of Date for the Exercise of Elector's Rights, Accounts for the Year Ended 31 March 2017 had been posted on the website and on the parish noticeboards. Electors' inspection rights of unaudited accounts will be from 15 June - 26 July 2017.

Documents are available between 9am and 5pm on Mondays to Fridays. Parishioners should arrange with the Clerk if they wish to view records. The Clerk reported that the Internal Audit for the year ended 31 March 2017 had successfully taken place on 8 June

2017. The internal auditor, Eleanor Greene, accepted the Council's accounts having followed the guidelines laid out in the NALC/SLCC Book 'Governance and Accountability in Local Councils in England and Wales.'

The key points are listed below:

"Please find below the list of matters arising following my visit last week. I found the records of the council to be in good order and felt that the visit went very well.

Control area	Issue	Recommended Action
Bank balances	It is good practice to minute all balances in each bank account at each meeting.	The bank balances should be added to the minute / finance report template and included in the signed minutes (this has been included in these minutes – see below)
Committees	The council appears to appoint members to subcommittees which do not appear to meet or have proper minutes. Some of the committees appear to have less than three members which makes them ultra vires if committees.	It may be better to redesignate the groups as "working parties" or "advisory panels" so that they can meet informally and then decisions be taken at council meetings.
Capital expenditure	Where significant items are purchased (including the laptop) and three quotes are sought, they should be clearly minuted in advance of the decision being taken.	Under the transparency code (which will cover HPC again in 2017/18) all quotes should be included with the web published minutes. (Three quotes are on file for inspection).
Asset register	The fixed asset register has been simplified and clarified so that it records costs for the Annual return	Where possible the date of purchase of each item (or an estimate thereof) should be included before the register is uploaded to the website. (Action completed).
Reserves	The general reserves of a parish should, according to Governance and Accountability, be between 3 and 6 months of revenue expenditure.	In a parish as small as HPC, that amount can rise to around 9 months, but it is based on expenditure, not precept.
Bank statements	The members are checking the statement of the current account but not the deposit account.	At least quarterly, all bank accounts should be checked and initialled by the members in rotation.
Grant making	It is a requirement of the transparency code that the power used for all grants is minuted.	It is good practice to have the grant application form and policy on the website so

		that all local groups can access it.
Westridge Trust	During the year, the council took control of the Westridge Trust endowment fund for the months until the charity was properly set up. The minutes and records surrounding this decision were extremely well kept.	This money has to be included in the receipts and payments of the council, distorting the values and increasing the audit fees. However, the benefit to the community outweighs the cost.

Action – The Council to follow the recommendations of the Internal Auditor.

26/17 Acceptance of the Annual Governance Statement.

The Clerk read out the Annual Governance Statement which had been circulated to all members of the Council. It was adopted by the Council, recorded as Minute reference 26/17 and signed by the Chairman, Councillor Sally Izett and Susan Edwards, Responsible Financial Officer (the Parish Clerk).

27/17 Acceptance of the Accounting Statement.

The Clerk read out the Accounting Statement which had been circulated to all members of the Council. It was adopted by the Council, recorded as Minute reference 27/17 and signed by the Chairman, Councillor Sally Izett and Susan Edwards, the Responsible Financial Officer (the Parish Clerk).

Action – the Clerk, as Responsible Financial Officer, to send the Proforma to BDO by 26 June 2017.

28 /17 Transparency Code.

The Clerk confirmed that the unaudited return would be posted onto the HPC website from 14 June 2017. The Statement of Variances and Bank Reconciliation are also posted on the website.

29/17

Accounts for Payment 13 June 2017						
Date incurred	Expenditure	Purpose	Ex VAT	VAT	Total	Online/ Cheque
			£	£	£	
31/05/17	Litter Warden	May Fuel Allowance	13.95	0.00	13.95	online
10/05/17	Norris & Fisher	Annual parish council insurance	270.29	0.00	270.29	online
31/05/17	Clerk's Salary	June Salary	782.63	0.00	782.63	Online
31/05/17	Litter Warden Salary	June Salary	465.00	0.00	465.00	Online
31/05/17	HMRC	Tax & NI June 2017	40.53	0.00	40.53	Direct debit
09/05/17	Cllr. Jenkins	Drinks for Parish Assembly	27.96	5.59	33.55	Online

09/05/17	S. Edwards Parish Clerk	Food for Parish Assembly	24.20	0.00	24.20	Online
	Smart Pension		18.83		18.83	Direct debit
	Employer contribution	Clerk's pension	3.14		3.14	
02/06/17	BT	Parish telephone line	16.87	3.38	20.25	Direct debit
13/6/17	Eleanor Greene	Internal Audit	275.00	0.00	275.00	Online

Highclere Parish Council Bank Accounts balances at 31 May 2017.

Community current account £ 4,030.31. Business Premium account £32,563.83. The bank statements were checked by the Vice Chairman Cllr. Norton.

30/17 Correspondence Received

Victim Care letter requesting grant aid support.

Letter for Seafarers UK requesting flying the Red Ensign for Merchant Navy Day.

Invitation for Chairman to attend Mayor's Civic Service.

31/17 Councillors Matters for Next Agenda. Social Media/Facebook, Litter warden equipment, Speed Indicator Device, time of the October meeting.

Date of the next Council Meeting – 11 July 2017 Highclere Village Hall at 7.00pm.

Adjournment: there being no further business the meeting closed at 8.50pm

Signed _____ Position _____ Date _____

Actions

84/16 Report on Planning. Cllr. Stoker to review the planning protocol.

Recycling Centre passes.

The Chairman to contact HCC again.

175/16 Report on Environment.

Footpath vegetation. Cllr. York to confirm where the pavement needs to be cleared.

12/17 Correspondence Received

Old parish council website. Cllr. Norton and Smith to try to remove the old website

19/17 Reports from Borough and County Councillors

Cllr. Falconer is still looking in to the Trim Trail sign.

20/17 Social Media Policy

Facebook. Agenda item at the July meeting. Social Media policy draft to be circulated by Cllr. Smith before the next meeting.

21/17 Report on Environment

Southern Water Tubbs Lane Scheme. Cllrs Jenkins, Stoker and York are nominated to attend the walk with HCC team at the end of the project.

Litter the Council to consider the options at the July meeting. The Clerk to investigate Men at Work and Litter Picking in progress signs.

22/17 Report on Roads and Transport

Speed Indicator Device. The Clerk to complete the licence paperwork and copy County Councillor Tom Thacker asking for his support. Cllr. Norton to apply for the SID licence.

24/17 Financial Matters

Annual Accounts for Approval. The Clerk to post onto parish council website.

Audit Update. The Clerk to post Annual Return to BDO.