

HIGHCLERE PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held at

Dunlop Room, Highclere Church

Tuesday 12 May 2015 at 6.00pm

Members: Sally Izett (Chairman), John Stoker (Vice Chairman)

Councillor Will Flack, Councillor Mike Jenkins, Councillor Don Langan (*arrived at 6.45pm*), Councillor Horace Mitchell

In attendance:

Clerk to the Council, Sue Edwards, one member of the Public

Apologies:

Councillor Graham Falconer (BDBC meeting, *LGA 1972, Sch 12, para 40*),
Borough Councillor John Izett (BDBC meeting)

The Chairman welcomed everyone to the meeting.

1/15 Apologies for Absence

Councillor Graham Falconer, attending BDBC meeting (*LGA 1972, Sch 12, para 40*),
Borough Councillor John Izett.

2/15 Declarations of Interest – there were no Declarations of Interest from the Councillors present.

3/15 To elect the Chairman of the Parish Council; To elect the Vice Chairman of the Parish Council

Cllr Mitchell proposed Sally Izett to be Chairman, Cllr Jenkins seconded, carried unanimously.

Cllr Mitchell proposed John Stoker to be Vice Chairman, Cllr Izett seconded, carried unanimously.

4/15 To Review and Adopt: Standing Orders; Code of conduct; Financial Regulations; Financial Risk Assessment; Asset Register; Data Protection Policy; Freedom of Information; Rules of public participation; Protocol for press and public recordings at meetings. All policies were reviewed and a proposal to adopt was made by Cllr Izett and seconded by Cllr Mitchell.

5/15 To confirm accuracy and sign the Minutes of the Council Meeting held on 7 April 2015.

126/14 Amendment, Cllr Mitchell informed the Council that St Mary Bourne Parish Council has approved the draft Neighbourhood Plan developed by a local team. The draft will go to BDBC for review. The next steps would be review by an independent inspector followed by (if the plan is found to be 'sound') a yes/no referendum of local people.

The 7 April 2015 minutes had been circulated, were taken as read and were signed as an accurate record by the Vice Chairman, Councillor J. Stoker (Chairman S. Izett was on holiday on 7 April 2015).

6/15 To Progress resolutions from 7 April 2015 (*Matters arising from the Minutes*).

121/14 Little Penwood update – The Clerk advised that Russ Castle (now retired Councillor) had clarified his concerns. His comments were in relation to ‘replacing’ the fence that was once along the roadside bordering Little Penwood with Fox’s Lane and the A343 from Penwood crossroads to Seven Stones Bridge. This is just one thing that has been neglected over decades. He also made the point that now there was a ‘footpath’ what was the risk of children or dogs running down the hill into the road? The Clerk communicated these concerns to Paul Johnson, BDBC. The Clerk requested and has now received an invoice for the Little Penwood project so that the S106 monies can be transferred to BDBC.

123/14 Report on Environment

Litter Wardens - Colin Corral has now retired as Litter Warden, the Councillors personally gave him a gift, S. Izett, Chairman of the Council wrote a letter of thanks for his 25 years as a Litter Warden. All leaving paperwork was completed. A new contract has been produced for the current Litter Warden. A long litter picker, “Men at Work” sign, protective gloves and high visibility trousers have been purchased for the Litter Warden to keep to 40 mph health and safety recommendations. Cllrs Stoker, Jenkins and the Clerk met Alan Tully, BDBC, and toured the Parish identifying BDBC communal litter bins in Penwood and Highclere (the shop, Playground and bus stop in Penwood; the car park in Great Penwood, the two bus stops in Highclere). Alan Tully is to arrange all Tulip bins to be replaced with bins with a top canopy. There will be a larger bin at the bus stop in Penwood and this will be cemented into the ground. Large items of rubbish are collected by BDBC and any resident can call <http://www.basingstoke.gov.uk> and report Fly Tipping.

Stiles - Cllr Stoker explained that he has made contact with the landowners regarding the footpath between Panting’s Lane and Hollington. Cllr Stoker is investigating further the HCC Small Grant Scheme.

Action: Cllr Stoker will report back to Council at the June meeting regarding action on stiles.

14/03685/FUL Hadley, Star Lane. The Chairman S. Izett attended the Planning Committee on 22 April 2015 and objected to the Proposal. The application was approved. Cllr Mitchell was concerned that this could set a precedent.

125/14 Report on Roads and Transport

New Footway on Andover Road, Highclere – correspondence was received from a parishioner questioning whether a footpath at the side of Highclere Village Hall Tubbs Lane to Andover Road was more necessary than the proposed new footpath. The Footpath is being funded from the Access for All scheme. Funds are available specifically for previously requested schemes and the Andover Road footpath was requested originally by HPC 15 years ago.

Action – Cllr Jenkins to request initial quotation from the Lengthsman for the Village Hall footpath.

7/15 Public Participation (*limited to a maximum of 3 minutes per person*).

No members of the public were present.

8/15 Appointments of Co Opted Councillor, Sub Committees: Employment Committee, Complaints Committee, Financial Overseer, Planning Committee, Review of the terms of reference for committees.

Co Opted Councillor. Following the resignation of Cllr Russ Castle (by letter to the Chairman on 8 April 2015) notification of a Casual Vacancy was made to Wayne Dash and Penny Freeman, BDBC elections. A Notice of Vacancy (s.87(2) LGA) was posted on the three Parish noticeboards on 15 April 2015. The Notice was posted for 14 working days. Parishioner Mike York emailed the Clerk on 15 April to express interest in becoming a Parish Councillor. After 14 working days there was no request from the Public for an election. BDBC were informed that the Council intended to co-opt at their next meeting on 12 May 2015. The Clerk sent information to Mr. York pursuant to s.79 of the 1972 LGA Act to inform him of the criteria of eligibility. Mr. York supplied the Council with self-certification of eligibility to stand. Cllr Izett proposed Mike York for the position of Parish Councillor, the motion was seconded by John Stoker and the Council unanimously supported the appointment.

Sally Izett thanked Russ Castle for his 15 years of loyal service to Highclere Parish Council. A new signatory for the Parish bank account was now required. Cllr. Horace Mitchell volunteered and the action was proposed by Cllr Stoker and seconded by Cllr Jenkins.

The following positions were filled:

Employment panel – Cllr Mike York, Cllr John Stoker; Complaints to the council and Financial Overseer – Cllr S. Izett; Planning Committee - Cllr Horace Mitchell, Cllr Mike York, Cllr John Stoker, Cllr Mike Jenkins, Cllr Sally Izett. Roads and Transport Cllr Will Flack; Environment – Cllr Mike Jenkins, Cllr John Stoker.

9/15 Reports from Borough & County Councillors.

No Borough and County Councillors were present but they were due to attend the Annual Parish Assembly at 7.30pm on 12 May 2015.

10/15 Review of arrangements of contributions made to expenditure and incurred by other local authorities.

The Clerk supplied a summary of payments (including subscriptions to other bodies) and income including payments from BDBC (precept confirmed as £12,836, Council Tax support grant £523, Limited Grant £1100 and Litter Warden funding £5239). Financial information will be posted on the HPC website after July 2015 in line with the Transparency code. HALC to advise councils on the requirements of the Transparency Code.

Action – the Clerk to circulate a letter from HALC consulting on levy paid to NALC.

11/15 Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council. The Clerk supplied dates of meetings for the whole Parish Year.

12/15 Discussion of a change of minute's format to include an action column.

The Council discussed the options and decided to adopt EWPC style minutes with an Action Footnote. The Council decided unanimously to adopt this format.

Action – the Clerk to adopt the new minute's format.

13/15 Community Asset register (the Red House, Westridge Studio) – production of a register and Councillor nominated to produce the register.

Action - Clerk to produce a letter for the Chairman to send to the property owners; following this letter, the Clerk to register Community Assets.

Westridge Studio –The Clerk has received a letter from the solicitor of D.R. Gribble which has been circulated to councillors. The Council discussed the issues surrounding a Trust for Westridge Studio and it was decided that more information is required before the Council can make an informed decision on how to proceed. Cllr Izett proposed this course of action, Cllr Flack seconded and the Council unanimously agreed.

Action: The Clerk to circulate D.R. Gribble’s will and codicil. The Clerk to inform the solicitor that the Council needs to collate more information before it can formally respond. All Councillors to send a list of questions and issues to the Clerk who will collate and re-circulate to Councillors. Westridge Studio bequest to be added to June Agenda. Councillors to visit the Studio.

14/15 Report on Planning

(Planning Applications are posted on the Parish Council website <http://www.highclere-pc.org.uk/>)

HPC Meeting	HPC No.	BDBC No.	Date sent by BDBC	Address
12/5/15	14/32	T/00106/15	14/4/15	Irie Cottage, Foxs Lane
12/5/15	14/33	15/01021/HSE	15/4/15	Thistledown, Andover Road
12/5/15	14/34	15/00990/FUL	17/4/15	The Shieling, Westridge
12/5/15	14/35	15/01166/HSE	27/4/15	Mundy Cottage, Star Lane
12/5/15	14/36	15/01276/HSE	27/4/15	Westridge Lodge, Star Lane
12/5/15	14/37	15/01136/HSE	30/4/15	Sunneydene, Westridge

There were no objections to these planning applications from the Parish Council.

15/15 Correspondence received.

Email from Mike York expressing interest in becoming a Parish Councillor

HALC letter consultation on future affiliation to NALC.

Dementia Helpline. Dementia Awareness Week.

Invitation to the Annual County Service

North Wessex Downs Management Plan.

16/15 Financial Matters:

Audit: The Internal Audit is due to take place on 18 May 2015.

Highclere Church request for contribution towards Churchyard works. Cllr York asked if this needed to be considered within a HPC donations policy. Cllr Jenkins proposed and Cllr Flack seconded a proposal to make a contribution to the Churchyard (s137 of benefit to the community) the Council unanimously agreed. The amount to be donated will be decided after the audit when there is confirmation of HPC funds.

Confirmation of arrangements for insurance cover in respect of all insured risks – the Clerk provided 3 competitive quotations and recommended Zurich insurance £304.46, the current insurer who had reduced the premium as a result of competitive quotations.

Resolution: Highclere Parish Council agree the annual premium of £304.46 for insurance cover 1 June 2015 to 31May 2016.

Accounts for payment 12 May 2015. Signed by Cllrs Stoker and Jenkins.

Expenditure	Description	Total (£)
S. Edwards	Clerk's expenses	103.69
S. Edwards	Clerk's salary	621.10
D. McClelland	Litter Warden salary	403.00
HMRC	Tax & NI	48.40
Arco	Men at work sign/gloves	33.12
Arco	High visibility trousers	38.80
Helping Hands	8ft litter picker/gloves	32.33
BT	Parish phone line direct debit	
BDBC	S106 Little Penwood	7700.00
Zurich	Parish Council Insurance	304.46
Cllr Mike Jenkins	Parish Assembly	41.00

Action – Discuss the HPCC request and the donations policy at the June HPC meeting.
Clerk to circulate EWPC donations form.

17/15 Date of the next Council Meeting – 9 June 2015 **7pm** at Highclere Village Hall.

Adjournment: There being no further business the meeting closed at 7.05pm

Summary of Actions:

Cllr Stoker will report back to Council at the June meeting regarding action on stiles.

Cllr Jenkins to request initial quotation from the Lengthsman for the Village Hall footpath.

The Clerk to circulate a letter from HALC consulting on levy paid to NALC.

The Clerk to adopt the new minute's format.

The Clerk to produce a letter for the Chairman to send to the property owners; following this letter, the Clerk to register Community Assets.

The Clerk to circulate D.R. Gribble's will and codicil.

The Clerk to inform the solicitor that the Council needs to collate more information before it can formally respond.

All Councillors to send a list of questions and issues to the Clerk who will collate and re-circulate to Councillors.

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Councillors to visit the Studio.

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Signed _____ Position _____ Date _____