

# HIGHCLERE PARISH COUNCIL

## Meeting of the Parish Council

### Minutes of the Highclere Parish Council Meeting held at

#### Highclere Village Hall

**Tuesday 13 February 2018 at 7pm**

**Members:**

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

Councillor Mike Jenkins, Councillor Millie Nicholls, Councillor Jane Smith, Councillor John Stoker, Councillor Mike York.

**In attendance:**

Clerk to the Council Sue Edwards, Borough Cllr. Graham Falconer.

The Chairman welcomed everyone to the meeting.

**122/17 Apologies for Absence.**

Councillor Don Langan on holiday (*LGA 1972, Sch. 12, para 40*),  
Borough Cllr. John Izett, County Cllr. T. Thacker.

**123/17 Declarations of Interest.**

There were no declarations of interest.

**124/17 To confirm accuracy and sign the Minutes of the Council Meeting held on 9**

**January 2018.** The Minutes were circulated. It was unanimously resolved that the minutes be accepted as an accurate record. They were duly signed by the Chairman, Cllr. Sally Izett.

**125/17 To Progress Resolutions from 9 January (*Matters arising from the Minutes*).**

**40/17 Report on Environment.**

**Ditches in Highclere Street.** The Highclere Estate has cleared its ditches. The Clerk logged the issue of culverts with HCC. The work has been passed to a contractor. Enquiry Reference: 21328730.

**53/17 County & Borough Councillors Reports.**

**Barred Routes Scheme.** The Clerk is awaiting an update from Cllr. Thacker. Pending.

**70/17 Report on Environment. A34/A343 roundabout sponsorship.** Cllr. Falconer to investigate.

**71/17 Report on Roads and Transport**

**Lobbying for A343 to be downgraded to a 'B' road status.** The meeting arranged by Kit Malthouse MP has not been re-scheduled.

**115/17 Report on Environment.**

**Southern Water Tubbs Lane Scheme.** Cllr. M. York to speak to the parishioner regarding Pantings Lane.

**Wash Water Noticeboard.** Cllr. M. Jenkins has contacted the Lengthsman to arrange removal. Pending.

The Clerk to remove this noticeboard from the Asset Register. Action completed.

**116/17 Report on Roads & Transport**

**Speed Indicator Device.** The Clerk to add the speed reduction device and supporting equipment to the Asset Register. Action completed.

**Financial Matters**

**118/17 Highclere Parish Council Precept Request.** The Clerk sent in the Precept form to Basingstoke & Deane Borough Council. Action completed.

### 119/17 Correspondence Received

The Chairman responded to request for support for Crookham Village motion seeking, through NALC, changes to legislation to make adequacy of residual parking a material planning consideration for both planning applications and for permitted development.

**126/17 Public Participation.** There were two members of the public present.

### 127/17 Report on Planning

**Neighbourhood Planning.** The Neighbourhood Planning overview meeting was held on Thursday 8th February at 7.00 p.m. in Highclere Village Hall. BDBC and St. Mary Bourne Neighbourhood Planning group sent representatives. Councillors estimated that 40 people had attended (including parish councillors). There was also a representative from Burghclere Parish Council. Cllr. York felt that the meeting had gone very well and if the plan went ahead it should be led by the parish council. Cllr. Smith said that a typical neighbourhood plan had 5 parishioners and 3 parish councillors. Cllr. Smith felt that any working group should contain a cross section of the community. It should be positive documentation about what the village should look like in the future. Cllr. Stoker said that specific expertise was required i.e. planning and I.T.skills. Councillors agreed that any members of the working party should be aware of the long-term commitment (at least two years' work). Cllr. Izett said that a planning consultant could cost at least £50 per hour. Cllr. York said that a planning consultant had gathered information for the Highclere Society when there was a plan to build on Westridge. Cllr. Izett suggested that one of the parishioners who had expressed interest in a Neighbourhood Plan should be asked to lead a small working group initially to carry out a feasibility exercise to establish what a NP would entail in detail. There is a parish council election in May but if the process can be investigated before the election, a decision could be made by the new Council. Borough Cllr. Falconer said that BDBC would advise and control the process.

Cllr. Norton asked if the parish really wanted a neighbourhood plan. There is a lot of time, effort and potentially cost involved. Cllr. Jenkins asked at what point should an application be made for funding.

The Council agreed unanimously to investigate the idea of a neighbourhood plan subject to a committed group being formed to look at the feasibility, the process and the timescales. This would be a project run by a working party with close liaison with the parish council.

#### **Action:**

Cllr. Izett and Cllr. York to discuss how to move forward and investigate the process with the volunteers.

**Planning Applications.** All planning applications can be viewed on the parish council website at [www.highclerepc.uk](http://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.

17/04287/HSE	The Shieling, Westridge	No Comment
18/00020/HSE	52 Penwood Heights	No Comment
17/04217/HSE	Heatherworld, Deadmoor Lane	No Comment
18/00200/FUL	42 Woodlands (the Shop)	There was no objection to the change of use but comments on the proposed layout including the number of front doors to the two properties.

### 128/17 Reports from Borough & County Councillors

There was no report from Cllr. Thacker.

Borough Councillor Falconer reported that the Basingstoke Leisure Centre Development was progressing.

#### **129/17 Social Media Policy**

Parish Council Facebook page. Cllr. Smith said there should be promotion of the Facebook page from the website and on the footer of the Clerk's email address.

**Action:** Cllrs. Smith and the Clerk to meet and progress.

#### **130/17 Report on Environment.**

##### **Southern Water Tubbs Lane Scheme.**

The Clerk has been informed that the project is complete, however, there are a couple of snagging tasks to programme. The dates are still being confirmed. There will be two-way lights for a few days on the Andover Road – near the junction of Tubbs Lane to repair the road surface. Pantings Lane near the junction of Mount Road, near the school will be worked on possibly in the Easter break.

##### **Surface Water on Treasure Hill.**

The Clerk reported the issue of flooding on Treasure Hill: issue number 21335395. The work has been passed to a contractor.

**Litter.** The Clerk said that during the high winds dustbins and recycling bins had blown over and a message was posted on the parish council website and on Facebook asking parishioners to check if their rubbish needed to be re-deposited in their bin. The Clerk has emailed VIVID (formerly Sentinel Housing) about the litter in the area around the shop/Field View. There is litter collecting on A343.

**Action:** The Clerk to contact BDBC about a litter pick on A343.

**Lengthsman.** Cllr. M. Jenkins said that he will be meeting the Lengthsman on 14/2/18. Cllr Jenkins also agreed to establish the ownership of ditches in Church Lane at the first crossroad from the A343. The Clerk has confirmed to St. Mary Bourne parish clerk that Highclere Parish Council wish to continue to be included in the Lengthsman scheme which is continuing for another year.

**Drains in Bartlett's Down Lane.** Cllr. Stoker reported that work had commenced and a number of drainage pipes were being installed.

**Bloor Homes signage.** Cllr. Smith asked when the signs to the Bloor Homes site would be removed.

**Action:** The Clerk to contact the East Woodhay parish clerk.

**131/17 S106 Funding.** The Clerk had previously circulated the BDBC S106 queries and the reply to the queries. There were no questions.

#### **132/17 Report on Roads & Transport**

**Speedwatch.** Cllr. Norton said that the team has recruited new volunteers. At a recent visit, 15% of vehicles were exceeding the speed limit on the A343 near Westridge. The maximum recorded speed was 46 mph.

**Speed Indicator Device.** The Clerk said that the Speed Limiting Device has begun to be sited around the parish to remind drivers of the speed limit and highlight the speed that they are driving. An approved list of sites is being used and 40mph zones are the initial priority.

**133/17 GDPR.** The Clerk attended a webinar on GDPR. Slides are available for councillors to view. There are still areas which have not been clarified. SLCC has offered to produce templates to assist parish councils when they have a clearer view of what will be required. SLCC is working with NALC and seeking advice for parish councils. The Chairman asked whether the parish council data protection policy would need to be revised. The Clerk confirmed that she would produce a draft as soon as she had more advice from HALC and SLCC.

**Action:** The Clerk to circulate SLCC slides to all councillors.

## 134/17 Financial Matters

### Accounts for Payment.

Date incurred	Expenditure	Purpose	Ex VAT	VAT	Total	Online/ cheque
			£	£	£	
31/01/18	Litter Warden	January Fuel Allowance	13.95	0.00	13.95	online
28/02/18	Clerk's Salary	February Salary	782.43	0.00	782.43	online
28/02/18	Litter Warden Salary	February Salary	465.00	0.00	465.00	online
28/02/18	HMRC	Tax & NI February	40.73	0.00	40.73	Direct debit
	Total Smart Pension	Clerk's February pension	18.83	0.00	18.83	Direct debit
	Employee's contribution	£3.14				
	Employer contribution	£15.69				
13/02/18	S. Edwards	Clerk's expenses				
		Padlock for SID	13.33	2.66	15.99	online
		SLCC GDPR webinar	30.00	6.00	36.00	online
02/02/18	BT	Parish telephone line	15.83	3.16	18.99	Direct debit
Current account £5015.88		Business Premium Account £24255.62	Bank account balances were checked by Cllr. York			

### 135/17 Correspondence Received

An email and a telephone call received from parishioners concerned about tree felling on the corner of Pantings Lane by Thorngrove School. The Clerk has written to Thorngrove School and received a reply explaining that they have recently purchased the small paddock bordered by Mount Road, Pantings Lane and the school and they are trying to reinstate the hedge to its original status. Some time ago there was a thick, solid and impenetrable hedge around the field. Through lack of management there is no longer a hedge and no effective barrier between the field and the road. Thorngrove School want to restore the hedge and intend to plant more hedging to fill the gaps. They are also going to reinstate the ditch, which suffered from neglect. They state that they have only had one complaint from a resident in Pantings Lane and the majority of people they have spoken to have been appreciative of what they are trying to do. Cllr. York thought that it would have been good local public relations to have informed the immediate residents of the plans to allay any concerns.

**Action:** Cllr. Izett to write to Thorngrove School.

Email from HALC - A consultation regarding Local Government Ethical Standards.

Email from BDBC promoting the Mayor's Spring Charity Concert.

Email from HALC - nominate your village to win the chance of creating a New Landmark for your Community – forwarded to the Westridge Trust. (A major UK Broadcaster is producing a show that will be funding numerous public art projects around the country).

Email regarding bus pass concessionary fares - Hampshire County Council would like to notify as many people as possible that they are in the process of renewing bus passes which are due to expire on 31 March 2018. There is no need for the bus pass user to contact HCC unless their circumstances have changed. If those eligible do not receive a replacement bus pass once their current pass expires please contact the concessionary travel team via email: [concessionary.fares@hants.gov.uk](mailto:concessionary.fares@hants.gov.uk) or ring 0300 555 1376 or visit the HCC website.

Email from Hampshire County Council which is currently recruiting Volunteer Drivers to undertake various social care journeys within Hampshire. Volunteers use their own vehicles to transport adults and children who are under the care of the County Council. The scheme provides an essential transport link to facilities and activities for Hampshire residents, some of whom have physical or learning disabilities. Interested volunteers to contact Adult Services Transport Team.

Email from HCC with a letter from the Chairman of the Hampshire Police and Crime Panel. This letter is an invitation to provide written evidence to the Panel's forthcoming proactive scrutiny session, which focuses on Hate Crime.

Email from HALC. As part of the Transport Investment Strategy, the government has committed to creating a Major Road Network (MRN) and have published a Consultation asking for views on these proposals.

### **136/17 Councillor's matters to be included in the Agenda**

GDPR, Neighbourhood Planning, May Parish Council elections.

**137/17 Date for next meeting of the Council** – Tuesday 13 March 2018.

**Adjournment:** there being no further business the meeting closed at 8.40pm

Signed \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_

### **Actions:**

**40/17 Report on Environment. Ditches in Highclere Street.** Enquiry Reference: 21328730. The Clerk to monitor.

### **53/17 County & Borough Councillors Reports.**

**Barred Routes Scheme.** The Clerk is awaiting an update from Cllr. Thacker. Pending.

**70/17 Report on Environment. A34/A343 roundabout sponsorship.** Cllr. Falconer to investigate.

**115/17 Report on Environment. Southern Water Tubbs Lane Scheme.** Cllr. M. York to speak to the parishioner regarding Pantings Lane.

**Wash Water Noticeboard.** Removal Pending.

### **127/17 Report on Planning. Neighbourhood Planning.**

Cllr. Izett and Cllr. York to discuss how to move forward and investigate the process with the volunteers.

### **129/17 Social Media Policy**

Cllr. Smith and the Clerk to meet.

### **130/17 Report on Environment.**

**Litter.** The Clerk to contact BDBC about a litter pick on A343.

### **Bloor Homes signage.**

The Clerk to contact the East Woodhay parish clerk.

**133/17 GDPR.** The Clerk to circulate SLCC slides to all councillors.

### **135/17 Correspondence Received**

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