

# HIGHCLERE PARISH COUNCIL

## Meeting of the Parish Council

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

#### Highclere Village Hall

**Tuesday 9 January 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.

#### **107/17 Apologies for Absence.**

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

#### **108/17 Declarations of Interest.**

There were no declarations of interest.

**109/17 To confirm accuracy and sign the Minutes of the Council Meeting held on 12 December 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, Cllr. Sally Izett.

**110/17 To Progress Resolutions from 12 December** (*Matters arising from the Minutes*).

#### **40/17 Report on Environment.**

**Ditches in Highclere Street. Action:** The Highclere Estate has cleared its ditches/ the Clerk has logged the issue of culverts with HCC.

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

**Barred Routes Scheme.** The Councillors previously discussed whether the funds could be used to extend the pavement along the Andover Road. The Clerk has not had a reply from Cllr. Thacker. Pending.

**55/17 Report on Environment.** The Clerk has received a reply from the Forestry Commission regarding responsibility for clearing fly tipping immediately next to their gate. The land is owned by Highways and will be cleared by BDBC. Issue resolved.

**70/17 Report on Environment. A34/A343 roundabout sponsorship.** Cllr. Falconer to investigate who plants the roundabouts in Basingstoke and whether the sponsorship package is negotiable on the basis that there is less traffic on the A343. Cllr. Falconer said that some of the people responsible had left. The Chairman asked Cllr. Falconer to investigate whether the Environmental Improvement Scheme could be used to improve the roundabout's appearance which is a concern of parishioners.

**Action:** 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.

**89/17 Report on Roads and Transport. Footpaths.** The Clerk has produced a laminated map. Cllr. Smith suggested siting the map in the Spring when the weather has improved and to post it on the parish noticeboards.

**111/17 Public Participation.** There were no members of the public present.

### **112/17 Report on Planning**

**17/03555/FUL Fernecotes** has been referred to the Development Control committee meeting on 7 February 2018. The parish council did not object, and so will not be attending the meeting, but it did send comments to BDBC in response to the revised planning application, which the Parish Council hopes the Committee will take into consideration.

**Neighbourhood Planning.** The Neighbourhood Planning overview meeting will be held on Thursday 8th February at 7.00 p.m. in Highclere Village Hall. It is being publicised via the parish council website, Facebook, the Highclere Church magazine and parish noticeboards. The Red House is to be asked to put up a poster. BDBC are sending a representative and Cllr. Falconer has forwarded a contact for St. Mary Bourne which has produced a Plan that is about to go to Referendum and he recommended speaking with Andrew Rushman.

**Action:** The Clerk/Chairman to contact St. Mary Bourne and to ask the Red House to put up a poster.

Cllr. York raised the issue of What Happens Next. The Chairman will open the meeting and invite the BDBC officer to facilitate the meeting. The Chairman will summarise at the end of the meeting and propose the next steps. If members of the Highclere community agree that a Neighbourhood Plan is the way forward, then any working party will be separate from the Parish Council, but should keep it informed of progress. A Neighbourhood Plan working party would also need to minute its own meetings so there is a record of progress and it will need to liaise with BDBC Officers.

**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 to the parish council meeting. The HPC Planning Protocol is available on the parish council website.

17/04101/HSE		Vine Farm, Penwood Drove
No Comment.		

### **113/17 Reports from Borough & County Councillors**

There were no reports following the Christmas break.

### **114/17 Social Media Policy**

Parish Council Facebook page. Cllr. Smith said that the Facebook page was running, and information was being posted regularly.

**Action:** Cllrs. Smith and Nicholls to consider how to promote the page. The Clerk to ask the Red House to put up a Facebook poster.

### **115/17 Report on Environment.**

**Southern Water Tubbs Lane Scheme.** An email has been received from a resident stating that after the recent torrential rain, the lower (northern) end of Pantings Lane is very muddy. The junction of Pantings Lane with Mount Road was dug up repeatedly meaning that vehicles had to drive over the verges for access. In their view, the remaining verges were filled in with sandy soil which was not compacted or protected and has now completely washed away leaving deep channels. They have asking that the contractors return to re-fill and compact the soil on the verges, then turf and protect the verges until the summer when they might have a small chance of permanent recovery.

The contractor MGJV has responded that have already worked the project together with the County Council and they have now handed the verges back to Highways and the Council. They do not have the rights to work on the verges anymore. Cllr. York felt that, overall, the contractor had completed to a high standard but there was an ongoing issue with all vehicles driving over the verges.

**Action:** Cllr. M. York to speak to the parishioner.

Southern Water's Martin Selley has sent in an update via email. It states that they have returned to site on the 8<sup>th</sup> January to complete the works in Westridge. This involves excavating in five locations, three of which require a road closure (on the westerly section between Alma Farm and Plantation Cottage) which is scheduled between 9<sup>th</sup> and 12<sup>th</sup> January. All residents directly affected within the closure section have been spoken to. Diversions will be in place. Also, over the next two weeks, there are some tarmac reinstatement works to complete on Tubbs Lane and Andover Road. Work is scheduled for completion and demobilisation from site before the end of January.

**Litter.** The Clerk said that there are the usual litter problems following the extra traffic through the parish during the holiday period.

**Lengthsman.** Cllr. M. Jenkins said that an updated Lengthsman's budget had been received from the St. Mary Bourne parish clerk. There was £350 to spend (but this may not include December work).

**Action:** Cllr. M. Jenkins to establish the current budget available.

**Wash Water Noticeboard.** The Clerk explained that the noticeboard at Wash Water was erected many years ago and was sponsored by Curridge Motors. The car sales site has now been developed as a new housing site. The noticeboard mechanism has seized and so the noticeboard should be removed or replaced. The Clerk produced three quotes Greenbarnes £1,622.74; Earth Anchors £669 or £966 (similar to the Newtown Parish Council board) plus £375 for delivery and installation; Elementary Signs £1104 plus £550 installation (filed with the minutes).

After a discussion regarding the location of the current noticeboard, which was considered unsafe for pedestrians, and changes in the way in which the public can access information in 2018 (the Internet: parish council website [www.highclerepc.uk](http://www.highclerepc.uk) and parish council Facebook page) councillors decided to remove the noticeboard.

Cllr. J. Stoker proposed removal of the sign and Cllr. M. York seconded the proposal. The Council unanimously approved the proposal.

**Action:** Cllr. M. Jenkins to contact the Lengthsman to arrange removal. The Clerk to remove this noticeboard from the Asset Register.

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

**Speedwatch.** Cllr. Norton said that there was no update this month.

**Speed Indicator Device.** The Clerk has a meeting on 18 January with the Lengthsman who will be installing the SID. A new schedule has been drafted with placement starting in February 2018.

**Action:** The Clerk to add the Speed reduction device and supporting equipment to the Asset Register.

## **Financial Matters**

### **117/17 Clerk's Salary 2018-19.**

Under the provisions of Public Bodies (Admission to Meetings) Act 1960 the Press and Public were excluded from the Meeting for the next Agenda item due to the Confidential nature of the business to be discussed – Arnold Baker Paragraph 7.6.

Following a review by the Employment Committee, Cllr. John Stoker and Cllr. Mike York, it was proposed that with effect from 1st April 2018 the Clerk's Salary be paid according to Scale Point 25 (new national SC pay levels for 2018 have not been announced) and that she would proceed to Scale Point 28 assuming normal progression. The Council also agreed to implement any cost of living increase that may be recommended from time to time. The hours of work were agreed at 15 per week but should the Clerk be requested to undertake additional tasks, payment will be made at the agreed hourly rate. (Supporting document attached to filed minutes).

### **Proposal**

Cllr. B, Norton proposed that the Clerk's salary should move to SC25 from 1 April 2018. The Proposal was seconded by Cllr. M. Nicholls and supported unanimously.

**Resolution.** The Clerk's to increase to SC25 from 1 April 2018.

### **118/17 Highclere Parish Council Precept Request.**

Prior to the meeting, in December 2017 the Clerk, as Responsible Financial Officer, circulated a summary of the Precept request based on expenditure to date, forecast expense in 2018/19 and the reduction in grant funding from BDBC. The proposed grant payment (final year that BDBC will pay a Council Tax Support Grant) is £168. The BDBC Council Tax Base 2018/19 Band D equivalent (8/1/18) is £760.10. The parish council element of Band D council tax is currently (2017-2018) £21.88. An increase of 8.79% would result in an extra £1.92 per year per household.

These papers are attached to the filed minutes. The estimated expenditure for 2017/18 is £24,124. The Precept Request is £17,910.

**Proposal.** Cllr. M. Jenkins proposed that the Highclere Parish Council request a Precept of £17,910. The Proposal was seconded by Cllr. B. Norton and unanimously supported by all members of the Council.

### **Resolution**

**The motion to request a Precept of £17,910 was carried unanimously and recorded under minute 118/17.**

The Chairman S. Izett, Vice Chairman B. Norton, Cllr. M. Jenkins and the Parish Clerk Susan Edwards, as Responsible Financial Officer, signed the Precept request form. The Chairman thanked the Clerk for her work on preparing the background to the Precept recommendation.

**Action** – the Clerk as RFO to send in the Precept form to Basingstoke & Deane Borough Council.

### **Accounts for Payment.**

Date incurred	Expenditure	Purpose	Ex VAT	VAT	Total	Online/cheque
			£	£	£	
15/12/17	Aluminium post extension for SID		140.04	28.01	168.05	online
31/12/18	Litter Warden	December Fuel Allowance	13.95	0.00	13.95	online
31/01/18	Clerk's Salary	January Salary	1,073.91	0.00	1,073.91	online
		(NALC final transparency payment to Clerk £455.04)				
31/01/18	Litter Warden Salary	January Salary	465.00	0.00	465.00	online
31/01/18	HMRC	Tax & NI January	244.33	0.00	244.33	Direct debit
	Total Smart Pension	Clerk's January pension	46.13	0.00	46.13	Direct debit
	Employee's contribution	£38.44				
	Employer contribution	£7.69				

08/01/18	Norris & Fisher	Parish Council insurance personal accident cover	18.10	0.00	18.10	online
09/01/18	S. Edwards	Clerk's expenses				
		Moneysoft Annual subscription	65.00	13.00	78.00	online
		Office 365 & McAfee subscription	65.83	13.17	79.00	online
02/01/18	BT	Parish telephone line	16.71	3.34	20.05	Direct debit

### 119/17 Correspondence Received

Invitation to Ken Thornber's Memorial Service 2 March 2018.

One reply to invitation to Neighbourhood Planning meeting.

Email request to complete a NALC survey regarding the Sustainable Communities Act. The survey link is <https://www.surveymonkey.co.uk/r/ZJNSWPY> Comments are required by 7<sup>th</sup> February 2018.

Email from HALC requesting 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.

**Action:** The Chairman to respond before 29<sup>th</sup> January 2018.

Email from HCC about Operation Resilience – B759 Bartlett's Down Lane, Ashmansworth, from the junction with the A343 to Zell House Farm. The works are programmed to start on 15th January 2018 and are expected to last for approximately 5 weeks, during which time the road will be closed to through traffic. A signed diversion route will be in place for the duration of the works, including weekends, which will utilise A343, Cross Lane and Bartlett's Down Lane.

### 120/17 Councillor's matters to be included in the Agenda

GDPR, Neighbourhood Planning meeting.

**121/17 Date for next meeting of the Council** – Tuesday 13 February 2018.

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

Signed - Sally Izett. Position - Chairman. Date – 13/2/18

### Actions

**40/17 Report on Environment. Ditches in Highclere Street.** The Highclere Estate has cleared its ditches/ the Clerk has logged the issue of culverts with HCC. Enquiry Reference: 21328730. Pending.

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

**Barred Routes Scheme.** The Councillors previously discussed whether the funds could be used to extend the pavement along the Andover Road. The Clerk has not had a reply from Cllr. Thacker. Pending.

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

**89/17 Report on Roads and Transport. Footpaths.** The Clerk to post maps on parish noticeboards.

### 112/17 Neighbourhood Planning.

**Action:** The Clerk/Chairman to contact St. Mary Bourne and to ask the Red House to put up a poster.

**114/17 Social Media Policy.** Cllrs. Smith and Nicholls to consider how to promote the page. The Clerk to ask the Red House to put up a Facebook poster.

**115/17 Report on Environment.**

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

**Lengthsman.** Cllr. M. Jenkins to establish the current budget available.

**Wash Water Noticeboard.** Cllr. M. Jenkins to contact the Lengthsman to arrange removal. The Clerk to remove this noticeboard from the Asset Register.

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

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

**Financial Matters**

**118/17 Highclere Parish Council Precept Request.** The Clerk as RFO to send in the Precept form to Basingstoke & Deane Borough Council.

**118/17 Correspondence Received**

Crookham Village motion seeking. The Chairman to respond before 29<sup>th</sup> January 2018.