

## HIGHCLERE PARISH COUNCIL

### Minutes of the Meeting held at

### Highclere Village Hall

**Tuesday 10 February 2015 at 7.00pm**

**Members:** Councillors Sally Izett (Chairman) P

John Stoker (Vice Chairman) P

Councillor Russ Castle, Borough Councillor Graham Falconer (from 8.30pm),  
Councillor Will Flack, Councillor Mike Jenkins, Councillor Don Langan,  
Hampshire County Councillor Tom Thacker (until 8pm)

\*P - present

**In attendance:** Clerk to the Council, Sue Edwards

**Apologies:** Borough Councillor John Izett, Councillor Horace Mitchell (holiday); (*LGA 1972, Sch 12, para 40*)

The Chairman welcomed everyone to the meeting.

#### **86/14 – To approve the Minutes of the Council Meeting held on 13 January 2015**

The minutes had been circulated, were taken as read and were signed by the Chairman, Councillor S. Izett.

#### **87/14 – Matters arising from the Minutes**

75/14 – the outgoing Parish Clerk, M. Harwood sent the Precept request to BDBC.

78/14 – Chevrons and flooding on Treasure Hill. Councillor Thacker has communicated with S. Goodall. The water is coming out of the BT ducting despite the work done this year. Ice warning signs are on site. Work is planned to reinstate the Chevrons.

Clearance of foliage around the Pedestrian Refuge at Penwood Crossroads - Councillor Thacker stated that a contract has been placed.

Salt Bin on Ashmansworth Hill – this is now in place.

79/14 The road from Zell House to the Yew Tree Public House, Councillor Thacker stated that the drainage work is logged into the 2015/16 programme.

**88/14 Little Penwood** – Councillor Izett (Chairman) stated that felling has started (under Phase One of the Local Management Plan), wood chippings have been laid and progress is being made. Paul Johnson (Natural Environment Team Leader Basingstoke and Deane Borough Council) has sent an email explaining that they will look at the site, identify what possible types of play equipment might be suitable (as it is woodland, then maybe timber equipment) and will consult with the PC and local residents. Once the scheme is finalised, it is likely that they will tender the work via their play framework agreement, which includes a range of suppliers/contractors.

**89/14 Section 106 ideas** – most of the 106 funds will be taken up with the Little Penwood project. Details from Paul Johnson will be included in the internal audit documents.

**90/14 Heathlands and Woodlands Improvement Project** – The Clerk received a request (26/1/15) from Shirley Brewer, BDBC, for a copy of the original letter sent to residents regarding the name change to “Field View”.

An email has been received from a local resident enquiring about the “Penwood Regeneration” project and if any plans had been approved for the development of land to the rear of “Council Houses.” The Chairman has replied informing the resident of the current progress of the Penwood Regeneration project, which has been re-named the “Heathlands and Woodlands Improvement Project”, and also advising that updates on the progress of the working group would hopefully be available soon on the Highclere Parish Council website, [www.highclere-pc.org.uk](http://www.highclere-pc.org.uk) once a few technical problems were sorted. The Clerk would advise the resident when the H&WIP Forum was up and running.

**91/14 Report on Environment** – Councillor Jenkins stated that the Lengthsman budget has £340 to be spent before the end of March. Projects have been given to the Lengthsman. Councillor Izett asked that the footpath from the corner of Woodlands to the salt bin be cleared of leaves. Councillor Stoker asked for the Ashmansworth road near Flexford House to be cleared. Both projects have been added to the work list.

**92/14 Report on Roads and Transport** – Councillor Izett asked Councillor Thacker to be sympathetic to the PC request for an extension of the 40mph limit to the Yew Tree public house. Councillor Thacker stated that the single white line had been extended to Three Legged Cross. Councillor Stoker stressed that the 60mph limit at the Yew Tree, together with their agreed lorry loading place, was a concern for vehicles venturing out onto the A343. Councillors Izett and Castle asked if they could meet with Andrew Kettlewell to explain the problem so that it could be seen in a holistic way. Councillor Thacker to investigate.

Councillor Falconer mentioned the new Taxi share service. Details are available at [www.hants.gov.uk/taxishares](http://www.hants.gov.uk/taxishares).

**Speedwatch** – the Clerk has received an email (9/2/15) from Brad Norton, EWPC. The first deployment of the CSW equipment was outside of Woolton Hill Junior School last week. As we have previously discussed the equipment sharing, the EWPC suggested breakdown is shown in the table below:

SID cost (inc. delivery)	£1,882.00
Hi-vis jackets	£31.96
Sundries (e.g. clipboards)	£9.36
<i>Sub-total</i>	<i>£1,923.32</i>
PCC Grant	£1,000.00
<b>TOTAL</b>	<b>£923.32</b>

EWPC suggested £461.66 to be paid by each parish. This was agreed unanimously by the council and the cheque will be raised to pay this amount in the 2014/15 financial year. The Clerk was asked to email Abbey Carpenter to ask if we could agree dates, times and venues for the Speedwatch team.

The Clerk was asked to draft a letter to residents whose gardens back onto Mount Road to ask them to clear overgrowth encroaching on the carriageway.

Footpath – Star Lane to Highclere Village Hall and Highclere Village Hall to Mount Road. This has recently been surveyed by HCC to ascertain if it is suitable for a footpath.

Councillor Stoker stated that the pot holes opposite the Yew Tree have been repaired.

**93/14 Report on Planning** – the Council discussed Councillor Mitchell's proposed Planning Protocol document. This was proposed by Councillor Izett and seconded by Councillor Stoker and unanimously adopted. It was suggested that the document is uploaded onto the HPC website in 2 sections: top-line facts and click-through for more details.

### Planning Applications received

14/03599/LBC	No objection	Stable Cottage, Highclere Park
15/00201/HSE	No objection	Strathcona, Andover Road
15/00264/HSE	No objection	Hillside, Andover Road

### 94/14 Correspondence Received

Councillor Thacker provided new telephone numbers for Hampshire County Council departments (0845 for contact numbers and 0300 for departments). Also a change to waste centre opening times.

Shaw Trust Enterprises – training and employment for disabled and disadvantaged people – quality ground maintenance [www.shaw-trust.org](http://www.shaw-trust.org)

Superfast Broadband Update <http://hampshiresuperfastbroadband.com>

Southern Water bill – decrease of 6% in bills.

Home Start – asking for Financial Support, volunteers and trustees [www.homestart-nwhampshire.org.uk](http://www.homestart-nwhampshire.org.uk). Tel:01256 405988

### 95/14 Financial Matters

The Clerk brought to the Council's attention the need to approve Financial Regulations, the Financial Risk Assessment, Assets Register and Standing Orders at the next meeting. A discussion concerning direct debits, standing orders and internet banking followed. Councillor Stoker proposed and Councillor Izett seconded the proposal to pay the newly transferred Parish Telephone line by BT direct debit - the council unanimously agreed. Councillor Stoker asked the Clerk to investigate online banking with Barclays Bank.

### Accounts for payment

Date of Cheque	Expenditure	Description	Cheque Number	Total
				£
03/02/2015	M. Harwood	Moneysoft Payroll Programme	101972	69.60
03/02/2015	BT	HPC Phone bill 24 Oct-24 Jan	101973	90.88
03/02/2015	Premier Grounds & Garden	Lengthsman	101974	36.00
03/02/2015	C. Corral	Litter warden salary	101975	131.60
03/02/2015	D. McClelland	Litter warden salary	101976	267.00

03/02/2015	S. E. Edwards	Clerk's salary	101977	534.92
03/02/2015	HMRC	Tax & N.I.	101978	153.88
03/02/2015	SLCC Publications	9 <sup>th</sup> ed. Local Council Administration	101979	69.00
03/02/2015	M. Harwood - IT	IT support re: change of clerk	101980	40.00
09/02/2015	S. E. Edwards	Clerk's Expense	101981	59.61

**96/14 Councillor's matters to be included in the Agenda for the next Council Meeting**

**Procedural:** Standing Orders.

**Financial Matters:** financial regulations, financial risk assessments, Asset Register, Appointment of Internal Auditor. Westridge.

**97/14 Date of the next Council Meeting** 10 March 2015 at 7pm.

**98/14 Dates of future meetings and Parish Assembly**

Dates of future meetings are available on the website <http://www.highclere-pc.org.uk/>. The 12 May was the preferred date for the Parish Assembly either at Highclere Village Hall or the Dunlop Room if HVH is not available. The theme of the meeting is Speedwatch. It was suggested that a speaker is invited from St. Mary Bourne.

**Adjournment:** There being no further business the meeting closed at 8.55pm.

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