

# HIGHCLERE PARISH COUNCIL

## Meeting of the Parish Council

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

#### Highclere Village Hall

**Tuesday 11 July 2017 at 7pm**

**Members:** Cllr. Sally Izett (Chairman), Cllr. Brad Norton (Vice Chairman)  
Councillor Mike Jenkins, Councillor Millie Nicholls, Councillor Don Langan, Councillor John Stoker, Councillor Jane Smith, Councillor Mike York.

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

The Chairman welcomed everyone to the meeting.

**32/17 Apologies for Absence.** Cllr. John Izett, Cllr. Graham Falconer, Cllr. Tom Thacker.

**33/17 Declarations of Interest.**  
There were no declarations of interest.

**34/17 To confirm accuracy and sign the Minutes of the Council Meeting held on 13 June 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.

**35/17 To Progress Resolutions from 13 June 2017** (*Matters arising from the Minutes*).  
**84/16 Report on Planning.** Cllr. Stoker has circulated a draft for review of the new planning protocol.

**Recycling Centre passes.**  
The Chairman to contact HCC again.

**175/16 Report on Environment.**

**Footpath vegetation.** Cllr. York confirmed the pavement needs to be cleared outside Maple Cottage and Arkwright Close.

**12/17 Correspondence Received**

Old parish council website. This has now been removed and [www.highclerepc.uk](http://www.highclerepc.uk) is the first entry on a Google search.

**19/17 Reports from Borough and County Councillors**

Cllr. Falconer is still considering the Trim Trail sign.

**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 Clerk has purchased and supplied to the Litter Warden a "Litter Picking in Progress" sign.

**24/17 Financial Matters**

**Annual Accounts for Approval.** The Clerk posted accounts onto the parish council website.

**Audit Update.** The Clerk posted the Annual Return to BDO.

**36/17 Public Participation.** There were no members of the public present.

### **37/17 Reports from Borough and County Councillors**

Cllr. Falconer was unable to attend as he was at a governors meeting at The Clere School. A parishioner had written to Cllr. Falconer regarding the Highclere Southern Water project. A letter has been sent from the CEO saying they will finish at the end of August.

The Borough Council is in the process of auditing the fire procedures with the Fire Service in the borough's high-rise buildings but the only significantly tall buildings are commercial so not in the BDBC remit.

Cllr. Falconer has moved from Vice Chair Audit and Accounts to Vice Chair Scrutiny Committee.

Cllr. Falconer highlighted **Planning Application 16/03220 Whitchurch Station.**

This application has become of greater interest since the closure of the private car park. This goes to DC Committee on 12 July 2017. Kit Malthouse MP has been meeting with the parties involved, the rail company, to try to get a long-term solution.

**38/17 Time of October meeting.** A discussion took place regarding the October meeting as three councillors would be unable to attend. It was agreed that the meeting will take place on 17 October 2017 at 7pm subject to Mike Jenkins confirming room availability.

### **39/17 Social Media Policy**

Cllr. Smith had previously circulated a draft policy which was discussed at length. It was agreed that Social Media should be a regular Agenda item. Only Cllrs. Smith and Nicholls and the Parish Clerk will be able to post to the Facebook page. Any issues raised will be discussed at the following parish council meeting, in the same manner as any other correspondence received. The situation will be reviewed in six months' time.

Cllr. B. Norton proposed adopting the policy and Cllr. D. Langan seconded the Proposal.

**Resolution:** Highclere Parish Council has adopted a Social Media policy.

**Action:** Cllr. Smith to supply the Policy for the Clerk to post onto the website. Cllrs. Smith and Nicholls to work on the Facebook page and request photographs from the Clerk. Copyright on the photographs to be highlighted.

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

**Southern Water Tubbs Lane Scheme.** The water scheme is due to finish by the end of August.

**Action:** The Clerk to request a list of re-instatements works from Southern Water.

**Ditches in Highclere Street.** Cllr. Stoker said that the ditches around the S bend and below the S bend still need to be dug out.

**Action:** Cllr. Stoker to email his contact at Highclere Estate.

**Litter.** The Clerk has researched body cams. The councillors said that there was a considerable time commitment for the litter warden

**Action:** The Clerk to write a letter to the litter warden regarding the equipment.

**Lengthsman.** Cllr. Jenkins reported that the Lengthsman had been asked to clear verges e.g. around the Penwood bus shelter, around the salt bin on Treasure Hill.

**Action:** All councillors to send requests for the Lengthsman's work list to Cllr. Jenkins. The Clerk to email Cllr. Falconer to clarify who is responsible for verges outside of householder hedges/roadside grass.

### **41/17 Report on Roads and Transport**

**Trade Street, Woolton Hill.** Cllr. Norton informed the Council that East Woodhay parish council has been able to retrieve some of the S106 funds for Harwood Paddock which had originally been allocated to Kingsclere. The funds will be used to repair the verges outside the Doctors' surgery on Trade Street, Woolton Hill.

**Barred Routes Scheme.** Cllr. Stoker asked what is happening about the Barred Routes Scheme.

**Action:** Cllr. S. Izett to query the status with Cllr. Thacker.

**Grass cutting Penwood Crossroads. Action:** Councillor D. Langan to establish the grass cutting schedule for Penwood crossroads and inform the Clerk.

**Speed Indicator Device.** Cllr. Norton said that the licence application was submitted on 4 July 2017 and he has not had any queries so far. East Woodhay parish council has agreed a grant of £500 towards the Speed Indicator Device. They have requested one more site in Church Road which Cllr. Norton will investigate.

**Action:** Pending

**Speedwatch.** Cllr. Norton said that the Speedwatch device has now been mended at a cost of £168.50 which East Woodhay parish council are covering.

#### **42/17 Report on Planning.**

All planning applications can be viewed on the Highclere Parish Council website [www.highclerepc.uk](http://www.highclerepc.uk) see Planning Tracker.

Cllr. Stoker's revised Planning Protocol was discussed. Cllr. York asked if a comment could be inserted regarding access to homes during construction work. This is not part of the planning criteria but it was agreed that this could be included in the No Objection but comment section of the feedback form.

**Action:** The Clerk to produce a final version of the Protocol; Agenda item for the September meeting.

The only planning application to be considered was:

Westwood, Westridge	2 storey rear extension
No Comment	

Cllr. Falconer informed the Council via email that there is now an enforcement case against the shop, 42 Woodlands, Penwood. EC/1700191/UMCU2 conversion of commercial to residential without planning permission

Shirley Brewer BDBC Street Naming and Numbering Officer emailed to inform the council that the Curridge Car Sales site, N & J Meadham development, will be known as Lopcombe Corner or Lopcombe Place a response is required by 17 July 2017.

**Action:** The Clerk to inform Shirley Brewer that Lopcombe Place was preferred.

**16/04200/FUL** The Chairman informed the meeting that the planning application for Kenmare, Foxs Lane which was refused by BDBC, has gone to appeal.

#### **43/17 Financial Matters**

The Chairman discussed the issues highlighted by the Internal Auditor.

<b>Control area</b>	<b>Issue</b>	<b>Recommended Action</b>
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. <i>This has now been actioned from the June meeting.</i>
Committees	The council appears to appoint members to	It may be better to redesignate the groups as

	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.	“working parties” or “advisory panels” so that they can meet informally and then decisions be taken at council meetings. <i>Action: rename as advisory panels</i>
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. <i>Three quotes are on file for inspection.</i>
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. <i>The Clerk has uploaded to the website.</i>
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. <b>Action:</b> the Clerk to meet with Cllr. Nicholls, Financial Overseer to adjust the budget.
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. <i>Actioned from the June meeting.</i>
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. <i>Actioned.</i>
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.

**Accounts for payment 11 July 2017.**

Date incurred	Expenditure	Purpose	Ex VAT	VAT	Total	Online/
			£	£	£	cheque
16/06/17	HALC	Training: code of conduct conference	60.00	12.00	72.00	online
22/06/17	SLCC	10th ed, Local Council Administration	77.60	0.80	78.40	online
30/06/17	Litter Warden	June Fuel Allowance	13.95	0.00	13.95	online
31/07/17	Litter Warden	July Fuel Allowance	13.95	0.00	13.95	online
30/06/17	Clerk's Salary	July Salary	782.63	0.00	782.63	online
30/06/17	Litter Warden Salary	July Salary	465.00	0.00	465.00	online
30/06/17	HMRC	Tax & NI July 2017	40.53	0.00	40.53	Direct debit
31/08/17	Clerk's Salary	August Salary	782.63	0.00	782.63	online
31/08/17	Litter Warden Salary	August Salary	465.00	0.00	465.00	online
31/08/17	HMRC	Tax & NI August 2017	40.53	0.00	40.53	Direct debit
	Clerk's Expenses					
22/06/17	Spaldings/ Clerk	Litter picking in progress sign	54.78	10.96	65.74	online
09/05/17	S. Edwards Parish Clerk	Postage	5.98	0.00	5.98	
		Travel	44.74		44.74	
31/07/17	Smart Pension		18.83		18.83	Direct debit
31/08/17	Employer contribution	Clerk's July pension	3.14		3.14	
	Smart Pension		18.83		18.83	Direct debit
	Employer contribution	Clerk's August pension	3.14		3.14	
2/7/17	BT	Parish telephone line	23.62	4.73	28.35	Direct debit
2/8/17	BT	Parish telephone line				Direct debit

Highclere Parish Council Bank Accounts balances at 31 May 2017.  
Community current account £ 4,086.08. Business Premium account £30,563.83. The bank statements were checked by the Cllr. J. Stoker.

**Grant application form.**

The Clerk has posted this form onto the parish council website.

**Action:** The Chairman to inform the Highclere Cemetery committee that they need to complete the form when requesting financial support for grass cutting.

**44/17 Correspondence Received**

Letter from PCC member requesting support for the cemetery. The Clerk has replied explaining that the council has requested that the PCC apply for a grant if they wish to have HPC support.

HALC email – nominations for council awards.

Parishioner email regarding verges etc to be re-instated by Southern Water – forwarded to Southern Water.

Email from parishioner forwarding Hurstbourne Tarrant minutes relating to the Coop warehouse in Andover. The Clerk replied that the Chairman has commented on this planning application.

Email regarding application for HCC Small Grants Scheme deadline on 24<sup>th</sup> July.

PSCO Damon Hope Monthly Beat Report.

The Chairman has written to parishioner Mike Palmer thanking him for his time and efforts in successfully bringing highspeed broadband to a section of Highclere which previously had a very poor service.

**45/17 Councillors Matters for Next Agenda.** Social Media/Facebook, Litter warden equipment, Speed Indicator Device, Westridge Trust.

**46/17 Date of the next Council Meeting – 12 September 2017 Highclere Village Hall at 7.00pm.**

**Adjournment:** there being no further business the meeting closed at 9pm

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

**Actions****19/17 Reports from Borough and County Councillors**

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