



Minutes of the Highclere Parish Council Meeting

Westridge Studio

Tuesday 07 July at 7.30pm

Members Present: Cllr York (chair), Cllr Bartholomew, Cllr Easton, Cllr Eyre

Clerk: Amy White

1. 25/26 Apologies for Absence

Received from Cllr Morrey, Cllr MacIver, Cllr Izett.

2. 26/26 Declarations of Interest

None.

3. 27/26 To agree Annual Meeting Minutes of 09 June 2026

The meeting Minutes of 09 June 2026 were agreed as a true record and signed by the Chairman, Cllr York.

4. 28/26 Matters arising from Meeting held on 09 June 2026

Number	Action	Person
20/26	Clerk to request to add a link to the PC website on the HS newsletter. Items of specific interest to be mentioned specifically in the newsletter. Actioned	Clerk
21/26	Clerk to send bollard report to Highways to ask for replacements- Actioned Clerk to request more road cleaning and litter clearance on A343 to BDBC- Actioned . Litter picking has been noted along the A343. Clerk to add bollard report to website- unable to add it as the file is too large . Clerk to purchase a replacement SID and possibly a trail camera (£50 from Amazon)- in Action . Updated quotes have been requested.	Clerk Clerk Clerk Clerk

5. 29/26 Cllr resignation

Cllr Malone has resigned. The council thanks him for his participation.

Action: Clerk to advertise councillor vacancy on website.

6. 30/26 Public participation

No one was present.

7. 31/26 Reports from County and Borough Councillors

Cllr Izett gave his apologies and sent in the following report:

From October 31st, the Govt is changing the system to speed up decisions by shifting "routine" policy-compliant applications to officers. Planning Committee oversight will be restricted to complex or contentious developments.

Schedule 1 applications will be for officers to decide, e.g. householder applications, extensions and alterations, and so-called "minor" schemes up to 10 houses.

Schedule 2 will also be presumed to be officer decisions unless the "gateway" test is met. This comprises all non-householder applications, i.e. outline, listed building consents and larger housing applications exceeding 10 units. These will only go to Committee if the Chief Planning Officer and Committee Chair agree significant planning, economic, social or environmental issues are raised.

What constitutes Sch 1 or 2 is set out in detail in an appendix in the legislation.

There will be no ability for a ward cllr to call in to Committee, irrespective of the number of resident representations. Nor will residents have a right for an application to go to Committee based on the number of their representations.

Sch 2 applications are unlikely to raise significant planning issues if they comply with the site allocation and the local and neighbourhood plan and the NPPF. And where a concern raised by a statutory consultee, i.e., flooding, has subsequently been addressed during the application process, that would likely make it acceptable.

If the chair and chief planning can't agree on whether a matter meets the criteria for referral to Committee, the officer's view prevails.

HPC response: The PC felt this planning system change was a challenge to local democracy, potentially breaking the link between PCs and borough councillors.

8. 32/26 HPC Action Plan

Please see the updated action plan on our website: www.highclere-pc.gov.uk.

Tubbs Lane 20mph limit: A location has been suggested where there is already a 30mph repeater on a pole, although the pole is not high enough. HCC will need to advise about a higher pole, or a different location.

Action: SID to be purchased before the next meeting.

Action: Clerk and Cllr Easton to send information on Tubbs Lane pole suggestion to Brian Cairney of HCC.

Action: Cllr Bartholomew to contact nearest residents to explain HPC plan for a SID mounted on Tubbs Lane.

Fire Hydrants: Cllr Easton has contacted the fire service to ask for a map of fire hydrants along Tubbs Lane.

Training: Cllr Eyre has attended the Councillor Essentials training at Shaw House.

CFI Penwood project: Work is due to commence 13 July 2026 (gateways and village shop sign).

9. 33/26 Planning

Planning applications (*full details can be found on the BDBC planning portal*):
26/01104/HSE at Barons Keep Pantings Lane- no objection
26/00559/FUL Highclere Stud Lane To Highclere Stud- no objection

Neighbourhood Plan: the grant funding request has been confirmed, and documentation has been submitted to BDBC. Work is now moving forward.

10. 34/26 Statement of internal control

The Clerk shared a draft, which was adopted.

Action: Clerk to add internal control policy to website.

11. 35/26 Lengthsman

The Lengthsman is in Highclere on 27 July.

Action: Clerk to ask councillors for suggestions for Lengthsman.

12. 36/26 Financial Matters

a. Accounts for payment

The Clerk presented accounts for payment (see end of Minutes).

Bank reconciliation as at 30 June 2026:

Unity Bank Current Account: £46834.21

Unity Bank Savings Account: £46752.53

Total: £93586.74

Q1 overview (see summary at end of the Minutes):

Clerk reported that HPC is on track with spend at the end of Q1.

An internal transfer of £20000 will be made from current to savings account.

13. 37/26 Items to take forward to subsequent meeting

Policies and procedures: data audit, Code of Conduct, fire hydrants.

Date of next Meeting: Tuesday 08 September 2026

Actions from 09 June 2026 Meeting

Number	Action	Person
21/26	Clerk to purchase a replacement SID and possibly a trail camera (£50 from Amazon).	Clerk
29/26	Clerk to advertise councillor vacancy on website.	Clerk
32/26	Clerk and Cllr Easton to send information on Tubbs Lane pole suggestion to Brian Cairney. Cllr Bartholomew to contact nearest residents to explain HPC plan for a SID mounted on Tubbs Lane.	Clerk Cllr Bartholomew
34/26	Clerk to add internal control policy to website.	Clerk
35/26	Clerk to ask councillors for suggestions for Lengthsman.	Clerk

Highclere Parish Council

Summary of Receipts and Payments

All Cost Centres and Codes

07 July 2026 (2026-2027)

Receipts

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
8	Bank Interest	550.00		-550.00				-550.00 (-100%)
9	CIL Receipts	10,000.00	16,807.09	6,807.09				6,807.09 (68%)
24	Litter Warden Salary Grant recei	11,987.00	12,478.29	491.29				491.29 (4%)
31	VAT Refund		241.30	241.30				241.30 (N/A)
39	Misc Receipts		2,389.99	2,389.99				2,389.99 (N/A)
SUB TOTAL		22,537.00	31,916.67	9,379.67				9,379.67 (41%)

Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Clerk Salary				14,000.00	3,456.98	10,543.02	10,543.02 (75%)
3	PAYE					2,064.56	-2,064.56	-2,064.56 (N/A)
4	Litter Warden Salary				9,091.00	2,521.68	6,569.32	6,569.32 (72%)
5	Litter Warden Expenses				300.00	75.00	225.00	225.00 (75%)
6	Training Courses				250.00	140.00	110.00	110.00 (44%)
10	Clerk Expenses				50.00		50.00	50.00 (100%)
11	Audit				470.00	350.00	120.00	120.00 (25%)
12	Chairman's Allowance				100.00	52.98	47.02	47.02 (47%)
13	Councillor Expenses				100.00		100.00	100.00 (100%)
14	Member Subscriptions				500.00	493.00	7.00	7.00 (1%)
15	Admin incl lonos, website				800.00	110.44	689.56	689.56 (86%)
16	Scribe Accounting				372.00	124.00	248.00	248.00 (66%)
17	Payroll				240.00	80.00	160.00	160.00 (66%)
18	Grants				1,000.00		1,000.00	1,000.00 (100%)
20	Hall Hire				260.00	60.00	200.00	200.00 (76%)
21	Planning				2,000.00		2,000.00	2,000.00 (100%)
26	Insurance				410.00	396.00	14.00	14.00 (3%)
32	Village Website				500.00	75.00	425.00	425.00 (85%)
33	WFH Expenses				320.00	104.00	216.00	216.00 (67%)
36	Glebe Land Rental				1,500.00		1,500.00	1,500.00 (100%)
SUB TOTAL					32,263.00	10,103.64	22,159.36	22,159.36 (68%)

Maintenance

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
19	Speed Indicator Placement				1,500.00		1,500.00	1,500.00 (100%)
22	Other- repairs, lengthsmen, mair				2,000.00		2,000.00	2,000.00 (100%)
34	Village Tree Works				1,500.00		1,500.00	1,500.00 (100%)
35	Defib pads/batteries				400.00		400.00	400.00 (100%)
SUB TOTAL					5,400.00		5,400.00	5,400.00 (100%)

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All Cost Centres and Codes

07 July 2026 (2026-2027)

Precept		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7	Precept	27,059.00	13,529.50	-13,529.50				-13,529.50 (-50%)
SUB TOTAL		27,059.00	13,529.50	-13,529.50				-13,529.50 (-50%)

Earmarked Reserves		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
25	Neighbourhood Plan							(N/A)
28	CIL					2,304.88	-2,304.88	-2,304.88 (N/A)
29	Westridge Studio							(N/A)
38	Speed Indicator purchase							(N/A)
SUB TOTAL						2,304.88	-2,304.88	-2,304.88 (N/A)

Summary

NET TOTAL	49,596.00	45,446.17	-4,149.83	37,663.00	12,408.52	25,254.48	21,104.65
V.A.T.					100.30		
GROSS TOTAL		45,446.17			12,508.82		