

# HIGHCLERE PARISH COUNCIL

## Meeting of the Parish Council

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

#### Highclere Village Hall

**Tuesday 14 November 2017 at 7pm**

**Members:**

Cllr. Sally Izett (Chairman)

Councillor Mike Jenkins (until 8pm), Councillor Don Langan, Councillor Millie Nicholls, Councillor John Stoker, Councillor Mike York.

**In attendance:**

Clerk to the Council Sue Edwards, Borough Cllr. John Izett, one member of the public.

The Chairman welcomed everyone to the meeting.

**79/17 Apologies for Absence.**

Cllr. Brad Norton (Vice Chairman), Councillor Jane Smith, Borough Cllr. Graham Falconer, County Cllr. T. Thacker

**80/17 Declarations of Interest.**

There were no declarations of interest.

**81/17 To confirm accuracy and sign the Minutes of the Council Meeting held on 17 October 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.

**82/17 To Progress Resolutions from 17 October** (*Matters arising from the Minutes*).

**40/17 Report on Environment.**

**Ditches in Highclere Street.** The Chairman intended to email the Estate manager however Cllr. Stoker said that he would telephone his contact and report back.

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

**Trim Trail sign.** Cllr. Falconer to update progress.

**Barred Routes Scheme.** The Councillors 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.

**Newtown Road recycling site.** Cllr. Thacker to keep Council updated, it was believed that a decision was due on 14 November 2017.

**55/17 Report on Environment.** A343/Great Penwood - County Councillor Thacker to establish whether the land is owned by Highways. The Clerk has emailed Cllr. Thacker for an update.

**70/17 Report on Environment**

**S106 requests.** The Clerk emailed BDBC with the HPC list.

**A34 roundabout sponsorship.** The Clerk has been in contact with Cllr. Falconer who is investigating.

**Litter.** The Clerk has produced a new Report Fly Tipping poster for the noticeboards.

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

**Speedwatch.** The Clerk has mentioned the speed of the Clere School coaches to Cllr. Falconer who is a governor of the Clere School.

**Lobbying for A343 to be downgraded to a 'B' road status.** Cllr. Sally Izett drafted a supportive email to Kit Malthouse MP who is holding a meeting in Tadley on 24 November.

The Clerk, the Chairman and the Vice Chairman plan to attend. There will also be representatives from Hampshire County Council.

**83/17 Public Participation.** There was one member of the public present.

## **Report on Planning**

### **84/17 Neighbourhood Planning.**

The Clerk distributed handouts explaining Neighbourhood Planning and the Local Plan. The Clerk had previously circulated the response to the White Paper from Cllr. Ruffell and the BDBC response to the White Paper.

Colin Wall was attending representing the Highclere Society. The Chairman asked Cllr. J. Izett if the main reason to produce a Neighbourhood Plan was to have greater control of development in the parish.

Cllr. John Izett explained the current situation. SHELAA (Strategic Housing and Economic Land Availability Assessment) is a response by BDBC to central Government for potential building sites. There is a need to top up the supply of sites list. SHELAA is for sites of ¼ hectare and upwards and where at least 5 houses could be built. There needs to be a register of sites for the future. The sites have no status under the current Local Plan or when the Local Plan is reviewed in 3 - 5 years. If there was a Neighbourhood Plan in place there could be a need to update it when a new Local Plan is produced. Cllr York asked how the government consultation links with SHELAA. Cllr John Izett said that it did not relate to it – the consultation is on possible revised housing numbers and methodology of calculation. The Chairman asked if the sites need to be evaluated before they go on a list. Cllr J. Izett said that BDBC would be only carrying out a very preliminary review of the proposed sites and there would be consultation with parishes probably in February next year. Cllr York asked if there was cross party support for this approach. Cllr Izett said that he didn't know but that the Labour group had abstained on the vote for the last Local Plan. Cllr Langan asked if the sites were ranked. Cllr J. Izett re-stated that it was a very preliminary review at the moment and that the sites are not being ranked. The Chairman asked if Highclere had protection from development as it was outside the Settlement Boundary policy. Cllr. J. Izett said that the Local Plan lists the preferred sites allocated to provide the 850 homes per annum required under the plan and LP Policy SS6 allowed for limited circumstances where new housing development in the countryside is permitted, 4 dwellings or fewer.

Neighbourhood Planning - the Chairman explained that in the past there had been no appetite for a Neighbourhood Plan. It involves a great deal of work over a period of several years and that with a NP there is a presumption in favour of development. A group of parishioners including representatives from the parish council, who have the best interests of the parish at heart, would need to work together. It could involve at least two years' work which could be swept aside by changes in government policy. A NP could influence the type of development, but it is not aimed at stopping development. If the parish has a neighbourhood plan the CIL (Community Infrastructure Levy) would result in 25% payments to the parish (in contrast to 15% payments where there is no Neighbourhood Plan) for use on capital projects. Cllr. J. Izett said that there is funding towards producing a Neighbourhood Plan potentially £9,000 from the Government and £5,000 from the Borough. This is unlikely to cover all of the costs. A group will need time, motivation and the ability to work together and include all the views of the community. Cllr. John Izett said that the Neighbourhood Plan is subservient to the Local Plan and the NPPF but has statutory weight. The Plan could also influence the style of buildings, the materials used and where the money is spent. Cllr J. Izett gave examples of local plans costing from £17, 000 to £46,000. Cllr York was concerned that Highclere Parish Council does not have the capacity for extra commitments. The Chairman suggested organising a meeting in the new year of the Parish Council, an officer from BDBC, a representative from a neighbouring council which has completed a Neighbourhood Plan and members of the community. All councillors expressed an interest in attending.

**Action:** The Chairman and the Parish Clerk to liaise with interested parties in the community to find a date for the meeting which will be held at Highclere Village Hall. It will be publicised on the parish council website, on the parish council Facebook page, in the church magazine, and on parish noticeboards.

### 85/17 Planning Applications

17/03507/FUL	Shell, Tot Hill	No Comment
17/03437/FUL	McDonalds Drive Thru	No Comment
T/00436/17/TPO	5 Penwood Heights	No Comment
17/03555/FUL	Fernecotes	No Comment
T/00456/17/TPO	83 Penwood Heights	No Comment
17/03618/FUL	Brookfield's Physiotherapy Clinic	No Comment

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.

### 86/17 Reports from Borough and County Councillors

#### Borough Councillor Report – Cllr. J. Izett

Cllr. J. Izett explained that BDBC has aimed at producing a balanced budget: more efficiency savings; increasing the council tax by £5 per household per annum per band D property for the next few years. BDBC will invest more in property development making the money work harder. In BDBC three times more income comes from the property portfolio than from the council tax revenue. Hampshire County Council are planning a further £140m of cuts.

**County Councillor Report – Cllr. T. Thacker.** Councillor Thacker sent apologies.

#### 87/17 Social Media Policy – Parish Facebook page

Cllr. Nicholls said that the Facebook page is up and running and posters have been placed around the parish to publicise the page.

#### 88/17 Report on Environment

**Southern Water Tubbs Lane Scheme** sent the following update:

**Andover Road** – Traffic lights on the junction of Tubbs Lane, completing the last of the service transfers onto the new main. Three-way lights will be in place from Thursday 9<sup>th</sup> until Tuesday 14<sup>th</sup> while final connections are carried out. Once these have been completed the traffic lights will be transferred near to the junction of Rutherford Close for 3 days, and this will complete the works on Andover Road.

**Highclere Street** – a road closure will be set up from Monday 13<sup>th</sup> November for 3 days while the old water main is disconnected. Warning signs are in place.

**Mount Road** – The majority of the works were completed during the school half term. All properties are now on the new main. There is a need to set up three-way traffic lights at the junction of Pantings Lane from Friday 17<sup>th</sup> November, the second half of the bell mouth will be resurfaced that weekend. Following this the traffic lights will be moved back to the junction of Tubbs Lane for three days to complete a final connection.

**Westridge** –Verge / tarmac remedial works to be carried out.

**Tubbs Lane** – There are four excavations to be carried out when other connections have been completed.

**Verge and tarmac remedial works** – Verge remedial works are continuing. A few areas to complete in Pantings Lane and work in Westridge will follow.

Overall the main construction work and any remedial works is scheduled to be completed by the end of November.

**Action:** Cllr York asked the Clerk to contact Southern Water about their final inspection plans.

**Lengthsman.** Cllr. Jenkins said that the Lengthsman is going to repair the rail around the oak tree in the Glebe on 16 November 2017. The work-to-date/budget sheet will be updated in November.

**Flooding in Mount Road.** Cllr York said that vehicles swerved onto the wrong side of the road when there was flooding by the bridge. The Clerk advised that she has reported this in the past and suggested that everyone reports the flooding and issues associated with it on the HCC website at

<https://www.hants.gov.uk/landplanningandenvironment/environment/flooding>

### **89/17 Report on Roads and Transport**

**Speedwatch.** Cllr Norton was not present.

**Speed Indicator Device.** The Clerk said the SID is being ordered this week.

**Penwood crossroads grass cutting.** A consideration for the budget – should one grass cut per year be funded by the parish council?

**Footpaths** – Cllr Stoker produced a local footpath map which he suggested could be laminated and placed on local footpaths.

**Action:** Cllr Stoker to provide the Clerk with contact details at HCC to seek copyright permission.

### **HGVs and A343**

An email has been received from a resident asking if the Village 30 scheme can be extended to Seven Stones bridge. He informed the Council that a van crashed into the corner pillar of Belceto on 10 August 2017. The police incident number is 44170308000. The Chairman said that she would raise this with HCC at the meeting on 24 November 2017.

### **Financial Matters.**

**90/17 Precept Planning.** The Clerk circulated briefing papers to explain the current expenditure to date and the effect on next year's Precept. The BDBC Council Tax Support grant will again be reduced, to £168, and in 2019 it will be withdrawn. The Auto Enrolment pension legislation will require the Council to contribute 2% to the Clerk's pension scheme from April 2018. Although the Clerk had believed that less printing would be required in 2017-18, the need to keep Councillors informed about key issues has increased printing costs. There is no announcement yet regarding the litter warden grant. In 2018 there will be an election of new councillors which will have an impact on the publications, training and councillor travel expense. The inclusion of the Westridge Studio funds in the Annual Audit resulted in increased costs and this is likely to affect next year's requirement for an External Audit (which reviews two years of expenditure) although Highclere is a smaller council in terms of its precept. Subscriptions are likely to rise however the local association for parish councils (HALC) provides invaluable advice on employment matters and the new data protection law.

The Speed Indicator Device will have been purchased but there will be an ongoing cost for deploying the SID around the Parish. The Clerk's salary is currently being discussed by the Employment Working Party and the new SLCC pay boundaries for 2018-19 have not yet been announced. For the purposes of the Precept/budget planning SC 25 has been incorporated. The Clerk will have additional responsibilities because of GDPR and the Transparency Funding for the Clerk's extra duties provided by NALC will cease in February 2018. This funding was provided to cover the increased workload with regard to the website. This has again been applied for in November 2017.

The only area where savings could be made is in the Local Powers, Grants Budget.

If the Grants Budget is reduced the year on year Precept increase would potentially be 6% instead of a potential increase of 10.5%.

Band D is currently £21.88 a 6% increase would result in an extra £1.31 per year per household. A 10.5% increase would be £2.30 extra per year (estimates). The Council discussed the potential cost implications of supporting a Neighbourhood Planning group.

**Action:** The Clerk was asked to produce a budget (and resulting Precept) for the December meeting with no reduction in the Grants Budget.

#### **91/17 Accounts for payment 14 November 2017.**

Highclere Parish Council Bank Accounts balances at 31 October 2017.

Community current account £4248.37. Business Premium account £32795.33.

The bank statements were checked by Cllr. Sally Izett, the Chairman.

<b>Accounts for Payment 14 November 2017</b>						
<b>Date incurred</b>	<b>Expenditure</b>	<b>Purpose</b>	<b>Ex VAT</b>	<b>VAT</b>	<b>Total</b>	<b>Online/</b>
			£	£	£	cheque
31/10/17	Litter Warden	Oct Fuel Allowance	13.95	0.00	13.95	online
30/11/17	Clerk's Salary	November Salary	782.63	0.00	782.63	Online
30/11/17	Litter Warden Salary	November Salary	465.00	0.00	465.00	Online
30/11/17	HMRC	Tax & NI November 2017	40.53	0.00	40.53	Direct debit
25/09/17	Cllr Jenkins	Travel to Planning training BDBC	16.48	0.00	16.48	
	Smart Pension		18.83		18.83	Direct debit
	Employer contribution	Clerk's November pension	3.14		3.14	
20/10/17	Radarlux	Speed Indicator Device Euros, 19% VAT		543.78	3390.58	
02/11/17	BT	Parish telephone line	18.86	3.77	22.63	Direct debit

**92/17 Correspondence Received.** Email regarding A343 Seven Stones Bridge.

Email from Forest School, Penwood.

Admissions to school September 2018 poster.

**93/17 Councillors Matters for Next Agenda.** Southern Water Tubbs Lane Scheme, Setting the Precept. Neighbourhood Planning.

**94/17 Date of the next Council Meeting – 12 December 2017** Highclere Village Hall at 7.00pm.

**Adjournment:** there being no further business the meeting closed at 8.45pm

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

## **Actions**

**82/17 To Progress Resolutions from 17 October** *(Matters arising from the Minutes)*.

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

**Ditches in Highclere Street.** Cllr. Stoker to telephone his contact and report back.

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

**Trim Trail sign.** Cllr. Falconer to update progress.

**Barred Routes Scheme.** The Clerk to check with Cllr. Thacker.

**Newtown Road recycling site.** Cllr. Thacker to confirm outcome.

**55/17 Report on Environment.** County Councillor Thacker to establish whether the land is owned by Highways.

### **70/17 Report on Environment**

**A34 roundabout sponsorship.** Cllr. Falconer is investigating.

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

**Lobbying for A343 to be downgraded to a 'B' road status.** The Clerk, the Chairman and the Vice Chairman plan to attend meeting on 24 November with Kit Malthouse MP.

### **Report on Planning**

#### **84/17 Neighbourhood Planning.**

The Chairman and the Parish Clerk to liaise with interested parties in the community to find a date for the meeting which will be held at Highclere Village Hall. It will be publicised on the parish council website, on the parish council Facebook page, in the church magazine, and on parish noticeboards.

#### **88/17 Report on Environment**

**Southern Water Tubbs Lane Scheme.** The Clerk to contact Southern Water about their final inspection plans.

**Flooding in Mount Road.** All councillors to log the issue at

<https://www.hants.gov.uk/landplanningandenvironment/environment/flooding>

#### **89/17 Report on Roads and Transport**

**Footpaths.** Cllr Stoker to provide the Clerk with contact details at HCC to seek copyright permission.

### **Financial Matters.**

#### **90/17 Precept Planning.**

**Action:** The Clerk to produce a budget (and resulting Precept) for the December meeting with no reduction in the Grants Budget.