



Minutes of the Highclere Parish Council Meeting

Westridge Studio

Tuesday 10 March at 7.30pm

Members Present: Cllr York (chair), Cllr Bartholomew, Cllr Morrey, Cllr Malone, Cllr Eyre, Cllr Falconer

Clerk: Amy White

1. 108/25 Apologies for Absence

Cllr Mclver and Cllr Easton sent their apologies.

2. 109/25 Declarations of Interest

None.

3. 110/25 To agree Minutes of Meeting held on 10 February 2026

The Minutes of 10 February 2026 were agreed as a true record and signed by the Chairman, Cllr York.

4. 111/25 Matters arising from Meeting held on 10 February 2026

| Number | Action | Person |
|--------|---|--------|
| 104/25 | Clerk to contact Hampshire Highways to initiate discussion on Mount Road milking bridge- drainage and danger concerns- Actioned, see item 8 | Clerk |
| | Clerk to ask Hampshire Highways if they can install new village gateways on Foxs Lane- Actioned, see item 8 | Clerk |
| 105/25 | Clerk to add policies to HPC website- Actioned | Clerk |

5. 112/25 Public participation

No one was present.

6. 113/25 Ashmansworth Taxi service

Cllr Malone submitted a report on the current Ashmansworth taxi service route regarding costings, and further suggestions. This is an appendix at the end of the Minutes.

Action: Clerk will put Cllr Malone in contact with Cllr Dick from EWPC to discuss the costings.

7. **114/25 Reports from County and Borough Councillors**

Cllr Izett sent in an update on the following issues:

Planning- feedback on Staddlestones and Brackendale has been received from the case officers to support HPC's decision making (see item 7).

The Highgates application is now at appeal on both the original retrospective application and the enforcement notice.

NPPF Consultation (please see Planning item 7 for more detailed information): The Clerk received a letter from Andy Konieczko which highlighted some major concerns not least for rural areas, the future relevance of NPs and the obstacles being put in the way of completing the draft Local Plan, with the real risk of having to start again in large measure. HPC will continue with the progression of its Neighbourhood Plan. Cllr Izett will continue to press for BDBC NP funding in place of that removed by the government.

Local Govt Reform: No announcement will be made this month, and it will be pushed back to the end of May.

Local Elections: May 7th for all county Cllr seats and one third of the borough seats; i.e. Evingar has one Cllr (Cllr Sam Carr) up for election out of the three representing the ward.

The Clerk attended a parish election briefing on 10 March. Key dates:

25 March Public Notice of Election

09 April: Deadline for Nominations

07 May: Election (unless a no-contest).

Councillors were reminded of their responsibility for getting all documentation ready for the deadline.

8. **115/25 Planning**

On 23rd February 2026 the Clerk received a letter from Cllr Andy Konieczko entitled 'Neighbourhood planning and proposed changes to the National Planning Policy Framework' which led to parish council concern that Neighbourhood Plans would be overlooked in favour of government policy. A consultation on the NPPF is due to close 10 March 2026. HPC is not responding.

Since then, BDBC has written its own response to the government, and Highclere has received a supportive response from a planning officer at BDBC to continue with its current NP process.

BDBC has also recently commissioned a Water Cycle study which highlights the significant pressure the borough is facing- including at Wash Water. The Water Cycle Study information and NPPF letters from BDBC can be accessed on our [website](#) under Planning/NPPF & Local Plan updates).

Planning applications (full details can be found on the BDBC planning portal):

- 26/00213/OOBC Land North Of Spring Gardens Andover Drove Wash Water Berkshire: Response submitted: No comment
- T/00062/26/TPO 29 Penwood Heights Penwood: Response submitted- No comment

- 26/00379/FUL Land Adjacent To Brackendale Church Lane: Response to be submitted: Objection
- 26/00371/ROC Staddlestones Penwood Drove Penwood: Response to be submitted: No comment.

Current Appeals: Land to the South of Hillside, Andover Road: Response has been submitted.

9. 116/25 HPC Action Plan

The new Speed Indicator Device has been placed on the A343 at the Star Lane Junction. This will soon be moved around the village as before.

Community Funded Initiative: Village Gateways on Foxs Lane- the Clerk and Cllr Easton are meeting with Kevin Hyde from Hampshire Highways on 10 March to discuss the location of the village gateways, a new sign for the village shop at Woodlands, and the milking bridge on Mount Road (if time). After this meeting, Kevin will propose a funding option for HPC to agree on.

Action: Clerk to report back from meeting with Kevin Hyde.

Mount Road milking bridge drainage issue- this has been passed to the Hampshire Highways team. Cllr York has investigated the drainage in the ditches from Pantings Lane into Mount Road which lead to the stream under the bridge- the ditch and the pipes are clogged. The Clerk will show Kevin Hyde the drainage issues for him to report back to Highways.

Potholes: It was agreed to report as many potholes as possible- currently some are noted to be fixed, others not and the fixing appears random at best.

Action: Cllr Morrey will report as many potholes as possible on the 'FixMyStreet' app and Clerk will promote reporting potholes on Facebook and the HS newsletter.

Other projects to consider: Further support for Westridge (repainting etc) and other community assets; a QR code to be posted in and around Highclere which would lead to the yourhighclereparish.co.uk.

Action: Once the Clerk has received costings for Village Gateways, the projects will be prioritised and costed for 26/27.

10. 117/25 Financial Matters

a. Accounts for payment

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

Bank reconciliation as at 28 February 2026:

Unity Bank Current Account: **£12594.46**

Unity Bank Savings Account: **£46287.61**

Total: **£58882.07**

Budget: The 2026/27 budget was approved and can be found at the end of the Minutes.

11. 118/25 Items to take forward to subsequent meeting

Parish elections 07 May 2026. Updated HPC action plan. Annual Meeting.

Date of next Meeting: Tuesday 14 April 2026

Actions from 10 March 2026 Meeting

| Number | Action | Person |
|---------------|--|--------------------------|
| 113/25 | Clerk will put Cllr Malone in contact with Cllr Dick from EWPC to discuss the costings. | Clerk/Cllr Malone |
| 116/25 | Clerk to report back from meeting with Kevin Hyde. | Clerk |
| 116/25 | Cllr Morrey will report as many potholes as possible on the 'FixMyStreet' app and Clerk will promote reporting potholes on Facebook and the HS newsletter. | Clerk/Cllr Malone |
| 116/2 | Once the Clerk has received costings for Village Gateways, the projects will be prioritised and costed for 26/27. | Clerk |

| RECEIPTS | Budget 23/24 | EOY 23/24 | Budget 24/25 | EOY 24/25 estimate | Budget 25/26 | EOY 25/26 estimate | Budget 26/27 |
|-----------------------------------|--------------|-----------------|--------------|--------------------|--------------|--------------------|--------------|
| Precept | 25056 | 25056 | 26058 | 26058 | 26271 | 26271 | 27059 |
| CIL | | 493 | 500 | 0 | | 16807 | 10000 |
| Bank Interest | 40 | 210 | 250 | 250 | 250 | 254 | 550 |
| Other | | | | | | 3886 | |
| PRECEPT INCOME | 25096 | 25760 | 26808 | 26308 | 26521 | 47218 | 37609 |
| GRANTS | | | | | | | |
| Litter Warden Grant | 8000 | 8398.52 | 8500 | 9221 | 11986 | 11987 | 11987 |
| TOTAL INCOME: | 33096 | 34158.37 | 35308 | 35529 | 38507 | 59205 | 49596 |
| Other Grants (Groundworks) | 4000 | 2590 | 5000 | 9470 | 0 | 0 | 0 |

Budget 2026-2027

And Forecasted Final Position 2025-2026

| Administration | 2025-26 Budget | Apr - Nov Actual | Dec | Jan | Feb | Mar | TOTAL | 2025-26 Variance | 2026-2027 Proposed Budget |
|-----------------------------|------------------|------------------|-----------------|-----------------|-----------------|-----------------|------------------|------------------|---------------------------|
| Clerk (Incl PAYE, pension) | 14700 | 8,219.00 | 1111.00 | 1111.00 | 1111.00 | 1111.00 | 12,663.00 | 2,037.00 | 14000 |
| Clerk WFH Expenses | 0 | 208.00 | 26.00 | 26.00 | 26.00 | 26.00 | 312.00 | -312.00 | 320 |
| Clerk Expenses | 50 | 109.00 | 0.00 | 0.00 | 0.00 | 0.00 | 109.00 | -59.00 | 50 |
| Litter Warden expenses | 300 | 200.00 | 25.00 | 25.00 | 25.00 | 25.00 | 300.00 | 0.00 | 300 |
| Training Courses | 250 | 0.00 | 0.00 | 150.00 | 0.00 | 0.00 | 150.00 | 100.00 | 250 |
| Insurance | 410 | 396.00 | 0.00 | 0.00 | 0.00 | 0.00 | 396.00 | 14.00 | 410 |
| Audit | 470 | 460.00 | 0.00 | 0.00 | 0.00 | 0.00 | 460.00 | 10.00 | 470 |
| Chairman's allowance | 100 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 100.00 | 100 |
| Clr Expenses/travel | 100 | 0.00 | 0.00 | 50.00 | 0.00 | 0.00 | 50.00 | 50.00 | 100 |
| Member subscriptions | 450 | 494.00 | 0.00 | 0.00 | 0.00 | 0.00 | 494.00 | -44.00 | 500 |
| IT/Website Admin Incl Ionos | 700 | 651.00 | 30.00 | 30.00 | 30.00 | 30.00 | 771.00 | -71.00 | 800 |
| Village Website Costs | 1000 | 89.00 | 18.00 | 18.00 | 18.00 | 18.00 | 161.00 | 839.00 | 500 |
| Scribe Accounting | 372 | 248.00 | 31.00 | 31.00 | 31.00 | 31.00 | 372.00 | 0.00 | 372 |
| Payroll | 240 | 160.00 | 20.00 | 20.00 | 20.00 | 20.00 | 240.00 | 0.00 | 240 |
| Grants/S137 | 500 | 500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 500.00 | 0.00 | 1000 |
| Hall hire | 260 | 160.00 | 20.00 | 20.00 | 20.00 | 20.00 | 240.00 | 20.00 | 260 |
| Planning consultant | 3000 | 0.00 | 375.00 | 0.00 | 625.00 | 0.00 | 1,000.00 | 2,000.00 | 2000 |
| Land rental | 1500 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,500.00 | 1500 |
| SUB TOTAL | 24,402.00 | 11,894.00 | 1,656.00 | 1,481.00 | 1,906.00 | 1,281.00 | 18,218.00 | 6,184.00 | 23,172.00 |

| Maintenance | Budget | Actual | Dec | Jan | Feb | Mar | TOTAL | Variance | Proposed Budget |
|---------------------------|-----------------|-----------------|-------------|-------------|-------------|-------------|-----------------|-----------------|-----------------|
| Other- repairs/lengthsman | 2,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,000.00 | 2000 |
| Defib (pads/batteries) | 200.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 200.00 | 400 |
| Tree works | 1,500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,500.00 | 1500 |
| Speed indicator placement | 1,500.00 | 1,213.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,213.00 | 287.00 | 1500 |
| SUB TOTAL | 5,200.00 | 1,213.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,213.00 | 3,987.00 | 5,400.00 |

PRECEPT SPEND TOTAL **29,602.00** **19,431.00** **28,572.00**

| Grant Spend | Actual received | Apr - Nov Actual | Dec | Jan | Feb | Mar | TOTAL | Variance | Proposed spend |
|---------------|-----------------|------------------|---------------|---------------|---------------|---------------|-----------------|-------------|----------------|
| Litter Warden | 9,091.00 | 6,056.00 | 757.00 | 757.00 | 757.00 | 757.00 | 9,084.00 | 7.00 | 9091 |
| | 9,091.00 | 6,056.00 | 757.00 | 757.00 | 757.00 | 757.00 | 9,084.00 | 7.00 | 9091 |

TOTAL SPI **37,663.00**

| Earmarked Reserves | Budget | Apr - Nov Actual | Dec | Jan | Feb | Mar | TOTAL | Variance | Proposed Reserves |
|-------------------------------|------------------|------------------|---------------|-------------|-------------|-----------------|-----------------|------------------|-------------------|
| Neighbourhood Plan | 3,000.00 | 210.00 | 0.00 | 0.00 | 0.00 | 0.00 | 210.00 | 2,790.00 | 3000 |
| Community Infrastructure Levy | 74.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 74.00 | 27206 |
| Westridge | 2,000.00 | 0.00 | 565.00 | 0.00 | | 1,200.00 | 1,765.00 | 235.00 | 2000 |
| Working Reserve | 15,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 15,000.00 | 20000 |
| New Speed Indicator | 4,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4,000.00 | 4000 |
| Glebe | 3,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,000.00 | 3000 |
| SUB TOTAL | 27,074.00 | 210.00 | 565.00 | 0.00 | 0.00 | 1,200.00 | 1,975.00 | 25,099.00 | 59,206.00 |

TOTAL SPEND **56,676.00** **13,317.00** **2,221.00** **1,481.00** **1,906.00** **2,481.00** **21,406.00** **35,270.00** **87,778.00**

Bank Balance Current
Bank Balance Savings

| | |
|--------------------------------------|----------|
| Bank Account as at 28 February 2026: | 58882 |
| Predicted spend Mar | 3,238.00 |
| Predicted EOY balance: | 55644 |

Earmarked reserves 26/27

| | |
|-----------------------|----------------|
| Working Reserve | £20,000 |
| CIL | £27,206 |
| Westridge Project | £2,000 |
| N Plan | £3,000 |
| Glebe project | £3,000 |
| Speed indicator | £4,000 |
| CFI | £8,371 |
| Total Reserves | £67,577 |

Income 26/27 **£49,596**
Unallocated reserves **£0**

Precept running cost 26/27 **£28,572**

Summary check

| | |
|--------------------|----------|
| Income | 49,596 |
| Expense - admin | (23,172) |
| - maintenance | (5,400) |
| - grant | (9,091) |
| NET for 26/27 | 11,933 |
| Reserve b/f | 55,644 |
| net for 26/27 | 11,933 |
| Reserves allocated | (67,577) |
| Reserve c/f | - |