

HIGHCLERE PARISH COUNCIL

Meeting of the Parish Council

Minutes of the Highclere Parish Council Meeting held at

Highclere Village Hall

Tuesday 12 December 2017 at 7pm

Members:

Cllr. Sally Izett (Chairman), Councillor Cllr. Brad Norton (Vice Chairman).

Councillor Mike Jenkins, Councillor Don Langan, Councillor Jane Smith, Councillor John Stoker.

In attendance:

Clerk to the Council Sue Edwards, Borough Cllr. Graham Falconer, representatives of Southern Water, one member of the public.

The Chairman welcomed everyone to the meeting.

95/17 Apologies for Absence.

Councillor Millie Nicholls, Councillor Mike York on holiday (*LGA 1972, Sch. 12, para 40*), Borough Cllr. John Izett, County Cllr. T. Thacker.

96/17 Declarations of Interest.

There were no declarations of interest.

97/17 To confirm accuracy and sign the Minutes of the Council Meeting held on 14 November 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, Cllr. Sally Izett.

98/17 To Progress Resolutions from 14 November (*Matters arising from the Minutes*).

40/17 Report on Environment.

Ditches in Highclere Street. Action: Cllr. Stoker said that a land agent was now managing the Estate. The Chairman will contact Highclere Estate regarding ditch clearance.

53/17 County & Borough Councillors Reports.

Trim Trail sign. The new sign pointing to the Trim Trail has been erected in Foxs Lane, funded by the parish council. Action completed.

Barred Routes Scheme. The Councillors previously 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. Pending.

Newtown Road recycling site. It has been confirmed that access for existing permit holders to the site will continue. Permit holders must display their existing permits and have been advised not to discard them.

55/17 Report on Environment. Thank you to Cllr. Falconer for his assistance in establishing the land ownership at the entrance to Great Penwood. The Clerk has informed the Forestry Commission that they are responsible for clearing fly tipping immediately next to their gate. A response is awaited.

70/17 Report on Environment

A34/A343 roundabout sponsorship. The Clerk has received information from BDBC regarding the sponsorship package. To sponsor the **Highclere Roundabout** for a period of two years with Year 1 cost of **£4000** (+vat) (includes signage cost and sponsorship cost) plus Year 2 cost of **£2000** (+vat) (includes sponsorship cost only). The Clerk asked if this would include planting shrubs and flowers but was informed that the sponsor will get 4 signs

on the roundabout (one on each arm) which are fully maintained for 2 years (i.e. cleaned if vandalized, re-installed if knocked down). There are no flowers or shrubs included.

Action: Cllr. Falconer to investigate who plants the roundabouts in Basingstoke and whether the sponsorship package is negotiable on the basis that there is less traffic on the A343 than there would be in the centre of Basingstoke.

71/17 Report on Roads and Transport

Lobbying for A343 to be downgraded to a 'B' road status. The Kit Malthouse MP planned meeting in Tadley on 24 November was postponed.

Report on Planning

84/17 Neighbourhood Planning.

The Chairman liaised with interested parties in the community to find a date for the meeting. It will be publicised on the parish council website, on the parish council Facebook page, in the church magazine, and on parish noticeboards. The Chairman will invite Highclere Church PCC and the Red House pub and ask them to put up a poster. Cllr. Norton suggested that East Woodhay parish council might be willing to send a representative as they are nearing completion of their Neighbourhood Planning process. The Chairman said that Ashford Hill and Headley, and Pamber have been designated as Neighbourhood Planning Areas. All neighbourhood plans can be viewed on the BDBC website under *Neighbourhood Planning*. An initial NP meeting will be held on Thursday 8th February at 7.00 p.m. in Highclere Village Hall.

89/17 Report on Roads and Transport

Footpaths. Cllr Stoker provided the Clerk with contact details. The Clerk liaised with HCC and a laminated map is to be produced.

Action: The Clerk to produce a laminated map.

99/17 Public Participation. There was one member of the public present.

100/17 Report on Environment.

Southern Water Tubbs Lane Scheme.

Cllr. Jenkins and Cllr. Norton, who took part in the re-instatement walk around the parish on 9 December 2017, said that the group had walked along Mount Road, Pantings Lane and Westridge to review the re-instatement works. The Southern Water representatives made notes about works still to be undertaken.

Peter Simmonds and Nick Marshall represented Southern Water at the parish council meeting. Peter Simmonds apologised for the unforeseen issues which arose from the use of three separate contractors and led to the project overrunning. However, 3600 metres of water mains have been laid. Verges have been sown with seed or re-turfed and ½ bag of daffodils have been planted (½ bag of daffodils has been donated to the parish council for the Lengthsman to plant). The work is now expected to be completed at the end of December. The Chairman asked if all residents are now connected to the water main. Peter Simmonds(PS) confirmed that this was the case and that there should be no change in water pressure. Cllr. Norton asked when the jointing (identified on a map supplied by Southern Water) would be taking place. Peter Simmonds confirmed that it was currently being undertaken and they would return to re-turf and re-seed as necessary. Cllr. Norton asked if they had a schedule and they confirmed that work would be taking place on Tubbs Lane on 13/12/17 and Pantings Lane on 18 and 19 December. The Chairman asked if there would be any road closures. Nick Marshall said that there may be road closures on Pantings Lane. Cllr Jenkins said that Southern Water had tried to re-instate verges but motorists were still driving over the area.

101/17 Report on Planning Planning Applications

17/03435/ADV	McDonalds Drive Thru	New sign
No comment.		
T/00486/17/TPO	81 Penwood Heights	Fell birch and re-plant
No comment.		
17/03893/HSE	Appletree House, Foxs lane	Erection of carport
No comment.		

All planning applications can be viewed on the parish council website at 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.

17/03555/FUL Fernecotes

Following the November parish council meeting, additional information was supplied to the parish council planning advisory working party who made a site visit. They informed the Borough Council of the additional changes to the Plan.

Cllr. Falconer said that a pre-planning application had been received from the shop at Woodlands who wish to convert the property into flats.

Financial Matters.

102/17 Precept Planning. The Clerk circulated briefing papers to explain the background to a Precept request of £17,910.

The parish council element of Band D council tax is currently (2017-2018) £21.88. An increase of 8.79% would result in an extra £1.92 per year per household.

Action: The Employment Working Party to recommend a salary level for the Clerk from 1 April 2018. The Salary Recommendation and Precept to be voted on at the January meeting.

103/17 Accounts for payment 12 December 2017.

Highclere Parish Council Bank Accounts balances at 30 November 2017:
Community current account £4821.03. Business Premium account £28250.37.
The bank statements were checked by Cllr. Jane Smith.

The Clerk requested VAT reclaim advice from the Hampshire Association of Local Councils regarding the tax paid on the speed indicator device. The following advice was received;
Non-VAT registered section 33 bodies are unable to quote a VAT registration number when purchasing from other EU Member States. As a result, they may well be charged VAT at source on such purchases. VAT charged by suppliers in other EU Member States is not recoverable, and refunds to non-VAT registered section 33 bodies are therefore restricted to VAT incurred on UK supplies and importations.

The Clerk consulted on all SID models with the Vice Chairman before placing the order and, in terms of the product features, technology and price, the chosen model was considered to be the best value for money even including the tax element.

The final NALC transparency fund payment has been received - £455.04. This payment will be made to the Clerk in the January payroll as it relates to the extra workload adhering to the Transparency Code.

Date incurred	Expenditure	Purpose	Ex VAT	VAT	Total	Online/
			£	£	£	cheque
20/11/17	Helping Hand	Two litter pickers	27.30	5.46	32.76	online
28/11/17	HALC	GDPR training	40.00	8.00	48.00	online
30/11/17	Premier Grounds	Replacing fence around the Jubilee tree	15.00	3.00	18.00	
30/11/17	Litter Warden	Nov Fuel Allowance	13.95	0.00	13.95	online
31/12/17	Clerk's Salary	December Salary	782.63	0.00	782.63	online
31/12/17	Litter Warden Salary	December Salary	465.00	0.00	465.00	online
31/12/17	HMRC	Tax & NI December 2017	40.53	0.00	40.53	Direct debit
	Smart Pension		18.83		18.83	Direct debit
	Employer contribution	Clerk's December pension	3.14		3.14	
12/12/17	S. Edwards	Clerk's expenses				online
		Travel to training & meetings	59.24	0.00	59.24	
		SLCC membership reimbursement	128.00	0.00	128.00	
02/12/17	BT	Parish telephone line	15.83	3.16	18.99	Direct debit

104/17 Correspondence Received.

A letter has been received from Highclere Welfare Charities concerning nominative trustees. It was proposed that Colin Corral and Mary McQuillan continue to be trustees.

Cllr. S. Izett put forward the Proposal which was seconded by Cllr. D. Langan.

The Council unanimously supported the Resolution.

A letter was received regarding the Electoral Review of Basingstoke & Deane: Warding Arrangements. The Clerk to put up a poster in the noticeboards.

105/17 Councillors Matters for Next Agenda. Voting on the Clerk's salary 2018-2019, Voting on the Precept Request. Neighbourhood Planning, SID installation.

106/17 Date of the next Council Meeting – 9 January 2018 Highclere Village Hall at 7.00pm.

Adjournment: there being no further business the meeting closed at 8.35pm

Signed _____ Position _____ Date _____

Actions

40/17 Report on Environment.

Ditches in Highclere Street. Cllr. Izett to contact Highclere Estate regarding ditch clearance.

53/17 County & Borough Councillors Reports.

Barred Routes Scheme. The Clerk to contact Cllr. Thacker.

55/17 Report on Environment. The Clerk to contact the Forestry Commission about fly tipping responsibilities.

70/17 Report on Environment. A34/A343 roundabout sponsorship. Cllr. Falconer to investigate who plants the roundabouts in Basingstoke and whether the sponsorship package is negotiable on the basis that there is less traffic on the A343 than there would be in the centre of Basingstoke.

Report on Planning. 84/17 Neighbourhood Planning.

Publicity for the initial NP meeting on Thursday 8th February at 7.00 p.m. in Highclere Village Hall (the Clerk and the Chairman).

89/17 Report on Roads and Transport. Footpaths. The Clerk to produce a laminated map.

Financial Matters. 102/17 Precept Planning. The Employment Working Party to recommend a salary level for the Clerk from 1 April 2018. The Precept to be voted on at the January meeting.

103/17 Accounts for payment 12 December 2017. A payment of £455.04, the Transparency Fund payment to be made to the Clerk in the January payroll.