

# HIGHCLERE PARISH COUNCIL

## Meeting of the Parish Council

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

#### Highclere Village Hall

**Tuesday 17 October 2017 at 7pm**

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

**In attendance:** Clerk to the Council Sue Edwards, Borough Cllr. John Izett.

The Chairman welcomed everyone to the meeting.

#### **63/17 Apologies for Absence.**

Councillor Mike Jenkins, Borough Cllr. Graham Falconer, County Cllr. Tom Thacker

#### **64/17 Declarations of Interest.**

There were no declarations of interest.

**65/17 To confirm accuracy and sign the Minutes of the Council Meeting held on 12 September 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.

#### **66/17 To Progress Resolutions from 12 September** *(Matters arising from the Minutes).*

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

##### **Ditches in Highclere Street.**

Cllr. Stoker emailed his contact at Highclere Estate again but had no reply.

**Action:** The Chairman to email the Estate manager.

##### **Grant Application Form.**

The Chairman has informed the Highclere Cemetery committee that they need to complete the Grant Application form when requesting financial support for grass cutting and she has also asked them to submit any requests before next year's Precept is discussed.

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

**Grass cutting Penwood Crossroads.** The Clerk emailed HCC and the grass has now been cut.

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

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

**Barred Routes Scheme.** Cllr. Thacker has supplied a HCC press release that has been published on the parish council website [www.highclerepc.uk](http://www.highclerepc.uk). The Councillors discussed if the funds could be used to extend the pavement along the Andover Road.

**Action:** The Clerk to investigate.

**Newtown Road recycling site** – Cllr. Thacker has emailed to say that an update is due soon.

##### **55/17 Report on Environment**

The Clerk contacted the Forestry Commission and has obtained local boundary maps. BDBC, The Forestry Commission and the National Trust have all said that the land at the gate A343/Great Penwood does not belong to them. The National Trust state that it was

'gifted' 18 years ago. The Clerk has emailed County Councillor Thacker to establish if the land is owned by Highways and is awaiting his advice.

#### **56/17 Report on Roads and Transport**

**Speedwatch.** The Clerk has promoted Speedwatch through the parish council website and the parish magazine.

**Speed Indicator Device.** Cllr. Norton and the Clerk are reviewing the quotes and specifications and intend to place the order next week.

**Soft Verges.** The Clerk asked Steve Goodall if bollards could be placed at the roadside. Pending a reply.

**Commuter parking.** The Clerk contacted the local police and the Forestry Commission.

**67/17 Public Participation.** There were no members of the public present.

#### **68/17 Reports from Borough and County Councillors**

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

Cllr. J. Izett explained that the results of a call for sites for building had been received. The Borough Council is required by Government to keep a list of potential future sites for residential and commercial development. There is an ongoing focus on land supply to service the demands of a growing population. 146 sites have been identified across the Borough and many sites are "greenfield." If they meet suitability, viability, availability tests they will be placed on a SHELAA list for the 2029 plan. SHELAA stands for Strategic Housing and Economic Land Availability Assessment and is part of the "call for sites" consultation by BDBC. SHELAA does not indicate council support at this stage for allocating or developing sites.

In Highclere 3 sites have been identified: land at Westridge 50 houses plus 15 houses; the Glebe 80-100 dwellings. Cllr. John Izett said that the best course of action for a community would be to produce a Neighbourhood Plan. Cllr. York suggested investigating the idea of a Neighbourhood Plan. Cllr. Stoker said that in the past this had been costed at £60,000. Cllr. John Izett said that there were grants available from BDBC to fund some of the costs. Cllr. Sally Izett said that the Westridge site had already been rejected because it is in an AONB area and because an electricity cable runs under the site. Cllr. Norton asked if the landowner had to be proactive, it was explained that there are active land agents looking for sites. Cllr. Sally Izett said that a Neighbourhood Plan is 3-4 years of work by a dedicated community team with some limited parish council involvement and then a Referendum of parishioners to endorse and adopt the plan. St. Mary Bourne has a recently adopted Neighbourhood Plan which could act as a template.

**Budget Process.** Cllr. John Izett said that BDBC have started the budget making process. The Clerk asked if the £335 grant to the Parish Council would be awarded in the next budget year. Cllr. J. Izett could not confirm whether this will be awarded.

**Refuse Collection.** Cllr. J. Izett explained that, as part of the tender process, weekly versus fortnightly bin collections was considered. Independent research of a sample of residents concluded that there was no support for fortnightly collections and no mandate to switch. For flat dwellers and large families' fortnightly collections could be a problem. Cllr. J. Izett said that a saving had been made on the new contract and so there was no need to change.

**Business Rates.** Government money has been made available to assist businesses. Pubs and small retailers had been selected to receive rateable discounts.

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

#### **69/17 Social Media Policy**

Cllr. Smith said that the Facebook page is completed but there is a requirement for more photographs. At the current time the page is set up as a newsfeed and is not interactive.

**Action:** The Clerk to send photographs to Cllr. Smith. The Clerk to produce an article for Facebook/liase with Cllr. Smith.

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

**S106 requests.** The Clerk and the Chairman walked around the parish and suggested some areas for the S106 application form.

**Action:** more suggestions for S106 form to the Clerk before 27 October 2017.

**A34 roundabout.** Cllr. York asked about improvements to the roundabout and the possibility of planting the roundabout. The Chairman said that the first step was to establish who owns the roundabout.

**Action:** The Clerk to investigate.

**Southern Water Tubbs Lane Scheme.** An update has been received via email from Southern Water:

**Andover Road** – *We have set up our traffic management now that SSE have completed their works. We are in the process of carrying out connections and service transfers onto the new main. This will continue for approximately three to four weeks at various points between the junctions of Tubbs Lane and Highclere Street.*

**Mount Road** – *Pending positive results of the testing carried out last week we will be carrying out a connection at the junction of Pantings Lane next Monday & Tuesday (three-way traffic lights). This will enable us to transfer the services in Mount Road onto the new main over the following week. The second connection at the junction of Tubbs Lane is scheduled to be carried out 1<sup>st</sup> or 2<sup>nd</sup> of November. We aim to complete all works in Mount Road during the school half term (20<sup>th</sup> Oct – 3<sup>rd</sup> Nov).*

**Westridge** – *The service transfers onto the new main have been completed. Some minor isolated excavations and verge / tarmac remedial works to be carry out.*

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

*Verge and tarmac Remedial works – Topsoil and turf works have commenced in Tubbs Lane / Star Lane and will progress around into Pantings Lane next week during half term. Mount Road and Westridge will follow.*

*Overall the main construction work is scheduled to be completed mid-November, and any outstanding remedial works by the end of November.*

**Litter.** The Clerk said that there had not been any more major fly tipping incidents in October. The usual fast food packaging is being dumped. BDBC litter pick on behalf of Hampshire Highways 2-4 times per year.

**Action:** The Clerk to produce a new Report Fly Tipping poster for the noticeboards.

**Lengthsman.** Cllr. Jenkins has informed the Clerk that work has been done which has not yet been invoiced. On the next worksheet there will be some more grass cutting, including around salt bins, sign cleaning and work on the fencing around the oak tree in the Glebe. Cllr. Stoker said that he had visited the Glebe and there is an RSPCA notice regarding the horses which are being fed with funds provided by the RSPCA. The field is owned by the Church of England and Carter Jonas is the agent. Cllr. Stoker said that there is ragwort in the field which should be sprayed.

**Action:** All councillors to email Cllr. Jenkins with suggested jobs for the Lengthsman.

**Recycling Centre.** Cllr. Thacker has emailed that he believes agreement has been reached between HCC and West Berkshire Council and a statement is due to be issued by Cllr. Humby.

**Plastics Recycling** An email has been received from the Chairman of Ashmansworth Parish Council suggesting placing a plastic recycling bin in Penwood on the car park next to the Trim Trail. Cllr. G. Falconer wrote via email that yoghurt pots where are collected but cannot be recycled he cited <https://www.basingstoke.gov.uk/plasticrecycling>. This matter is now closed.

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

**Speedwatch.** Cllr. Norton gave an overview of the Speedwatch activities since the last meeting. The Speedwatch team have been out 5 times in Foxs Lane, Penwood, Tubbs Lane, Star Lane and Flexford Close. The worst area for speeding was in Foxs Lane, near

the Penwood Heights entrance were 24% of drivers (74 vehicles) were driving more than 35mph and one was recorded at 46mph. 50mph was also recorded on A343 near Star Lane. In Tubbs Lane 8% of drivers were driving more than 35mph. Cllr. York asked if they could visit Pantings Lane and Tubbs Lane at school collection time. Cllr. Langan asked about the procedure if drivers exceeded the speed limit. Cllr. Norton explained that the drivers are sent a letter if they are repeat offenders. Cllr. York said that it is concerning to see many drivers still using mobile 'phones.

**Action:** Cllr. Izett asked the Clerk to mention the speed of the Clere School coaches to the new PCSO.

Cllr Izett referred to Hurstbourne Tarrant Parish Council minutes: *Councillors discussed Kit Malthouse's (MP) initiative to lobby for the A343 being downgraded to a 'B' road status. Given the strategic nature of the A343 link between Newbury and Andover and it remaining the only viable diversion route in the event of a road closure on the A34 or A303 trunk route it was considered highly unlikely that any downgrade of status would be accepted.*

*Councillors agreed it would be far more positive to work towards gaining a restriction of use on HGVs and articulated lorry traffic on the A343 between Newbury and Andover based on safety grounds given the steep gradients and sharp bends on that stretch of road. A letter would be sent to Kit Malthouse expressing support for that solution to be considered.*

**Action:** Cllr. Sally Izett to draft a supportive email to Kit Malthouse MP.

## 72/17 Report on Planning.

**Planning Protocol.** Cllr. York proposed that the previously circulated Planning Protocol be adopted. The proposal was seconded by Cllrs. Norton and Langan and the motion was supported unanimously by the council.

**Action:** The Clerk to post the Protocol on the parish council website.

The following planning applications have been received:

17/02993/HSE	Highclere Stud, Bungalow	No Comment
17/03195/HSE	Leacroft, Mount Road	No Comment
17/03244/HSE	Penwood Grange, Penwood Drove	No Objection
T/00366/17/TPO	Mount House Tubbs Lane	No Comment
T/00365/17/TPO	49 Penwood Heights	No Comment
17/02308/FUL	Little Chef, Tot Hill	No Comment

17/03244/HSE – the Council had no objection but commented it would be better if the timber backing could be continued, instead of the glazed panel insert, as the neighbour's garden could be overlooked.

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

**Action:** Councillors to investigate Neighbourhood Plans

## 73/17 Financial Matters.

**External Audit.** The Annual Return and Certificate of the External Audit produced by BDO were put before the Council. There were no matters which required the issuing of a separate issues arising report. Cllr. Sally Izett proposed that it was approved and Cllr. Langan seconded the motion and the Council unanimously agreed. Minute number 73/17 recorded the approval. The Annual Return and Certificate has been posted onto the HPC website.

**74/17 Summary statement of accounts.** A summary of the parish council expenditure for April-September was distributed to councillors at this meeting. £335 BDBC grant was received in 2017-2018.

### **75/17 Accounts for payment 16 October 2017.**

Highclere Parish Council Bank Accounts balances at 30 September 2017.  
Community current account £4146.46. Business Premium account £ 34795.33. The bank statements were checked by Cllr. D. Langan.

<b>Date incurred</b>	<b>Expenditure</b>	<b>Purpose</b>	<b>Ex VAT</b>	<b>VAT</b>	<b>Total</b>	<b>Online/ cheque</b>
			£	£	£	
13/09/17	HVH Rental	Room rental for PC meetings	60.00	0.00	60.00	Online
28/09/17	BDO	Audit	400.00	80.00	480.00	Online
30/09/17	Litter Warden	Sept Fuel Allowance	13.95	0.00	13.95	Online
31/10/17	Clerk's Salary	October Salary	782.43	0.00	782.43	Online
31/10/17	Litter Warden Salary	October Salary	465.00	0.00	465.00	Online
31/10/17	HMRC	Tax & NI October 2017	40.73	0.00	40.73	Direct debit
18/09/17	Clerk's expenses	Planning training BDBC	16.48	0.00	16.48	
	Smart Pension		18.83		18.83	Direct debit
	Employer contribution	Clerk's October pension	3.14		3.14	
02/10/17	BT	Parish telephone line	17.23	3.44	20.67	Direct debit

### **76/17 Correspondence Received.**

Email regarding Sandleford Park Monks Lane Newbury Berkshire  
Outline planning permission for up to 1000 new homes (Use Class C3); an 80 bed care housing facility (use class C2) as part of the affordable housing provision; a new 2 form entry primary school(use class D1); a local centre to comprise flexible commercial floorspace (retail falling into use classes A1-A5 up to 2150sqm and business falling into use class B1a up to 200sqm); the formation of new means of access onto Monks Lane; new open space including the laying out of a new country park; drainage infrastructure; walking and cycling infrastructure and other associated infrastructure works.  
Ref: 16/03309/OUTMAJ. Please note the decision on this application is made by West Berkshire Council

**77/17 Councillors Matters for Next Agenda.** Setting the Precept. Penwood grass cutting. Neighbourhood Planning.

**78/17 Date of the next Council Meeting** – 14 November 2017 Highclere Village Hall at 7.00pm.

**Adjournment:** there being no further business the meeting closed at 8.50pm

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

**Actions**

**40/17 Report on Environment.**

**Ditches in Highclere Street.** The Chairman to email the Estate manager.

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

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

**Barred Routes Scheme.** The Councillors discussed if the funds could be used to extend the pavement along the Andover Road. The Clerk to investigate.

**Newtown Road recycling site.** Cllr. Thacker to keep Council updated.

**55/17 Report on Environment.** A343/Great Penwood - County Councillor Thacker to establish whether the land is owned by Highways.

**69/17 Social Media Policy.** The Clerk to send photographs to Cllr. Smith. The Clerk to produce an article for Facebook/liaise with Cllr. Smith.

**70/17 Report on Environment**

**S106 requests.** More suggestions for S106 form to the Clerk before 27 October 2017.

**A34 roundabout.** The Clerk to investigate.

**Litter.** The Clerk to produce a new Report Fly Tipping poster for the noticeboards.

**Lengthsman.** All councillors to email Cllr. Jenkins with suggested jobs for the Lengthsman.

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

**Speedwatch.** The Clerk to mention the speed of the Clere School coaches to the new PCSO.

**Lobbying for A343 to be downgraded to a 'B' road status.** Cllr. Sally Izett to draft a supportive email to Kit Malthouse MP.

**72/17 Report on Planning.**

The Clerk to post the Protocol on the parish council website.

Councillors to investigate Neighbourhood Plans.