

HIGHCLERE PARISH COUNCIL

Meeting of the Parish Council

Minutes of the Highclere Parish Council Meeting held at

Highclere Village Hall

Tuesday 13 March 2018 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, Councillor Mike York.

In attendance:

Clerk to the Council Sue Edwards
Borough Cllr. Graham Falconer and County Cllr. T. Thacker (until 7.30pm).

The Chairman welcomed everyone to the meeting.

138/17 Apologies for Absence.

Cllr. Millie Nicholls (*LGA 1972, Sch. 12, para 40*),
Borough Cllr. John Izett.

139/17 Declarations of Interest.

There were no declarations of interest.

140/17 To confirm accuracy and sign the Minutes of the Council Meeting held on 13 February 2018. 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.

141/17 To Progress Resolutions from 13 February 2018 (*Matters arising from the Minutes*).

53/17 County & Borough Councillors Reports.

Barred Routes Scheme. There is no progress. Awaiting an update from Cllr. Thacker.

70/17 Report on Environment. A34/A343 roundabout sponsorship. Cllr. Falconer has contacted BDBC. Pending.

71/17 Report on Roads and Transport

Lobbying for A343 to be downgraded to a 'B' road status. The meeting arranged by Kit Malthouse MP has not been re-scheduled. Cllr. Izett to contact.

115/17 Report on Environment.

Southern Water Tubbs Lane Scheme. Cllr. M. York has tried to contact the parishioner regarding Pantings Lane. Completed.

Wash Water Noticeboard. Cllr. M. Jenkins has contacted the Lengthsman to arrange removal. Pending.

130/17 Bloor Homes signage. The Clerk contacted the East Woodhay parish clerk regarding removal of signage. Pending

133/17 GDPR. The Clerk circulated SLCC slides to all councillors.

135/17 Correspondence Received. Cllr. Izett to write to Thorngrove School. Pending.

142/17 Public Participation. One member of the public present.

143/17 Highclere Cemetery. The Chairman reported that she had met with Rev. C. Dale who had explained that within 2 years the Highclere Cemetery will be full for burials. Internment of ashes will still be possible. The Parish would have to decide if it wanted a civic

burial ground. Cllr. Falconer has investigated the situation with BDBC who confirmed that there is no legal requirement for either the Parish Council or BDBC to take over responsibility for the cemetery when it is full (as it is on private land at Highclere Castle). BDBC does not need to provide cemetery facilities anywhere in the Borough. If a Neighbourhood Plan is produced the team may wish to cover this issue. Cllr. Izett also made the Rector aware of the procedure for applying to the Parish Council for a grant to help fund grass cutting at the cemetery. The Clerk has provided Rev. Christine with the application form. The PCC need to apply for 2019-20 in September 2018 so that the Council can consider the request during Precept discussions.

144/17 Parish Council Elections.

The elections will be taking place on 3 May 2018. There is a briefing for parish clerks on 20 March 2018 at the BDBC offices.

145/17 Report on Planning

Neighbourhood Planning. Cllr. Stoker explained that he has met with Cllrs. Izett and York and Mr. Wall to discuss the feasibility of a Neighbourhood Plan. The 4 councillors and Mr. Wall have formed an advisory group to consider whether there should be a neighbourhood plan for Highclere Parish. The advisory group plan to report to the parish council at the July 2018 meeting. Cllr. Stoker had produced Terms of Reference for the group which he circulated (attached to the filed minutes).

Cllr. York proposed and Cllr. Norton seconded adoption of the Terms of Reference and the council unanimously agreed.

The recommendation of the feasibility study will be a maximum of 3 pages. It will consider the pros and cons of producing a neighbourhood plan. Cllr. Langan asked what weight the plan had with BDBC planning. Cllr. Izett said that it carried more weight than the village design statement. She also stated that production of a neighbourhood plan is an acknowledgement that there could be development of some sort in the parish in the future. A neighbourhood plan cannot be produced with the aim of preventing development.

Action: Cllrs. Stoker, Izett and York to meet with Mr. Wall. A preliminary meeting with BDBC's Neighbourhood Planning Team has also been arranged.

Action: Cllrs. Stoker, Izett and York to meet with Mr. Wall

Planning Applications. 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 of the parish council meeting. The HPC Planning Protocol is available on the parish council website.

The following planning applications were discussed:

18/00368/HSE	2 Highclere Street
No Comment.	
18/00447/HSE	Modern Cottage, Penwood
No Comment.	
18/00527/ROC	Brookfield's Physiotherapy Clinic
No Comment	
18/00696/RET	Hillside Farm, Andover Road
No Comment. Cllrs. Stoker and Jenkins had made a site visit.	

146/17 Reports from Borough & County Councillors

County Cllr. T. Thacker said that there was a 6% increase in the Hampshire precept. Hampshire County Council has supported the third runway at Heathrow.

Borough Councillor G. Falconer reported that the Environment Agency has said that they cannot work on the flooding at Treasure Hill.

There is a Boundary Commission Review which is likely to confirm 54 councillors for the Borough, wards of 7000 with 3 councillors in each ward. Burghclere, Highclere, St. Mary Bourne and East Woodhay are likely to become one ward which is a huge geographical area. BDBC is losing 6 councillors.

Manydown contracts have been awarded to a master developer.

147/17 Social Media Policy. Parish Council Facebook page.

Cllr. Smith and the Clerk had a meeting and the Facebook logo is now on the HPC website and the Clerk's emails (this links to the Facebook page).

Cllr. Smith said the poster advertising the Facebook page has reappeared on the Tubbs Lane noticeboard.

Action: Cllr. Smith to update the Facebook poster and post the Agenda on the Facebook page.

148/17 Report on Environment.

Southern Water Tubbs Lane Scheme. There are still three locations where remedial work is required:

1. Rattling covers on the Andover Road at the junctions with Tubbs Lane. Work to start next week under three-way lights for approximately a four-hour period.
2. Tarmac surface remedial work on the Andover Road - date still to be confirmed.
3. Remedial works on Paintings Lane outside the school to be undertaken at the same time as the Andover Road tarmac surface works as stated above in point 2.

Litter. The Chairman received an email from the Newbury Weekly News after a concerned resident had contacted the newspaper. The Keep Britain Tidy campaign has been considered and the Clerk contacted BDBC who said that a community litter pick on A343 would be unsafe. The remainder of the parish is kept very tidy by the litter warden.

Action: The Clerk to contact BDBC about a date for the litter pick on A343.

Lengthsman. Cllr. M. Jenkins said that a new system of booking the Lengthsman's time was being proposed by the Lead Parish. Each parish will place their advance booking. The nature of the work can be changed but if the work is completed by another body before the Lengthsman arrives e.g. grass cutting, the time booked may still be charged.

Action: Cllr. Jenkins to establish Highclere PC outstanding balance for 2017-18 and book final jobs for the year.

The Clerk to analyse the pattern of regular work over the last 12 months and suggest 2018-19 schedule.

Penwood Bus Shelter. The Clerk has contacted Spacemaster and they have quoted £270 including VAT (no price increase) to clean the bus shelter. The bus shelter is scheduled to be cleaned in late March but this is dependent on the weather.

Faulty BT manhole covers Foxs Lane. **Action:** The Clerk to contact BT

Flooding. **Action:** The Clerk to check on progress of Enquiry Reference: 21328730.

149/17 Report on Roads & Transport

Speedwatch. Cllr. Norton said that the scheme is still active and one more volunteer has signed up.

Speed Indicator Device. The Clerk said that the Speed Limiting Device has been moved to Penwood crossroads and has been positioned north and south facing. After discussion with Cllr. Jenkins, Cllr. Norton and the Chairman the decision was made to purchase two extra batteries. This means that the device can remain in place for two weeks and then immediately be re-sited with new batteries thereby ensuring maximum use.

Road Signs. The leaning Give Way sign at Penwood crossroads has been reported to HCC.

Pot Holes. Two large potholes on Foxs Lane, Treasure Hill and Mount Road.

Action: Clerk to report/check status.

Drains in Bartlett's Down Lane. Cllr. Stoker reported that work had been completed.

150/17 GDPR. NALC has produced a tool kit which is 63 pages long. The Clerk has begun a data audit and to draft data retention and data disposal policies which have been discussed with the Chairman. SLCC are producing templates for parish councils which hopefully should be user-friendly and should be released w/c 26 March 2018.

The ICO has confirmed Highclere Parish Council's Data Protection Registration - the new expiry date is 15/03/2019. A copy of the renewed entry with a Certificate has been supplied by ICO. The Clerk is designated as the Data Controller. Subscription is paid by direct debit.

Action: The Clerk to produce policies based on SLCC templates.

151/17 Financial Matters

The Clerk informed the Council that the Litter Warden's salary would be increased to the new national minimum wage from 1 April 2018 - £7.83.

Accounts for Payment.

Date incurred	Expenditure	Purpose	Ex VAT	VAT	Total	Online/ Cheque
			£	£	£	
28/02/18	Litter Warden	February Fuel Allowance	13.95	0.00	13.95	online
26/02/18	Premier Grounds	Installation of SID	150.00	30.00	180.00	online
27/02/18	Highclere Village Hall	Room rental	52.50	0.00	52.50	online
31/03/18	Clerk's Salary	March Salary	782.63	0.00	782.63	online
31/03/18	Litter Warden Salary	March Salary	465.00	0.00	465.00	online
31/03/18	HMRC	Tax & NI March	40.53	0.00	40.53	Direct debit
	Total Smart Pension	Clerk's February pension	18.83	0.00	18.83	Direct debit
	Employee's contribution	£3.14				
	Employer contribution	£15.69				
	S. Izett	Chairman's expenses	60.75	0.00	60.75	102023
13/03/18	Parish Clerk	SID batteries	279.80	0.00	279.80	online
		Stamps	7.80	0.00	7.80	online
02/02/18	BT	Parish telephone line	15.83	3.16	18.99	Direct debit
Current account £5637.39		Business Premium Account £22,255.62	Bank accounts checked and signed by Cllr. J. Smith			

152/17 Correspondence Received

Letter from BDBC regarding Electoral Review of Warding Arrangements.

Email from BDBC Basingstoke and Deane Borough Council. The Examiner's Report into the proposed CIL charges that the Borough Council intends to implement in respect of new development is available to view.

Email from BDBC - the Committee on Standards in Public Life (CSPL) has launched a call for evidence as part of its review into local government ethical standards. The Call for Evidence is open from 29th January to 18th May 2018.

Invitation from South East Water to a workshop examining the role their business should play in a changing society.

Email BDBC announcing Burghclere's Neighbourhood plan designation.

153/17 Councillor's matters to be included in the Agenda

GDPR, Neighbourhood Planning, May Parish Council elections, Annual Meeting of the Parish Council and the Parish Assembly 15 May 2018.

154/17 Date for next meeting of the Council – Tuesday 10 April 2018.

Adjournment: there being no further business the meeting closed at 8.30pm

Signed _____ Position _____ Date _____

Actions

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