



Minutes of the Highclere Parish Council Meeting

Westridge Studio

Tuesday 11 January 2022 at 7.30pm

Members Present: Cllr Norton (Chairman), Cllr York, Cllr Jenkins, Cllr Stoker, Cllr Smith, Cllr Leeson, Cllr Dierks

In attendance: Cllr Falconer (until 8pm)

Clerk: Amy White

The Chairman, Brad Norton welcomed everyone to the meeting.

1. 114/21 Apologies for Absence

Apologies received and accepted from Cllr Easton and Cllr Thacker.

2. 115/21 Declarations of Interest

None.

3. 116/21 To confirm accuracy and sign minutes of 14 December 2021

It was unanimously resolved that the Minutes be accepted as an accurate record. They were signed by the Chairman, Cllr Norton.

4. 117/21 Update on actions from 14 December 2021

99/21	Clerk to apply for County Councillor grant for a new bench. Actioned.	Clerk
104/21	Cllr Easton to send SID to Germany for repair. Not actioned.	Cllr Easton
100/21	Clerk to ask Whitchurch Clerk how they got their AONB signs for their Parish. Actioned- see item 124/21	Clerk

5. 118/21 Public Participation

No one from the public was in attendance.

6. 119/21 Reports from County and Borough Councillors

Cllr Falconer- updated the Council on the latest regarding the Wash Water planning application and reminded that individual objections are important as well as the HPC objection.

7. 120/21 Neighbourhood Plan update

Please see Colin Wall's report at the end of the minutes.

Cllr York updated on the NP meeting held 10/01; BDBC has asked for more input from the NP team on the proposed settlement boundary for Highclere. Cllr York reported that it will be hard to have a dialogue with BDBC until the call for sites deadline has passed and more is known regarding potential areas for development, in line with the Neighbourhood Plan.

Action: Clerk to communicate SPB discussion and decision to Robyn Milliner at BDBC.

8. **121/21 Recent Planning Applications (comments in bold):**

The planning group met in advance of the full meeting to discuss process.

21/03016/HSE (Response sent 03/01/2022: **Objection**; Having revisited the height and size of the proposed garage we feel it is not in keeping with local area and overshadows adjoining garages).

- 21/03513/FUL (Response sent 21/12/2021: **No Comment**)
- T/00613/21/TPO at 34 Penwood Heights Penwood Highclere (Response sent 03/01/2022: **No Comment**)
- 21/01210/FUL Land At Mount Meadow Pantings Lane Highclere (Deadline 12/01/22: **Comment: happy with the build other than the height of the garage, which is a concern**)
- 21/03664/FUL at Plantation Cottage, Westridge Highclere (Deadline 26/01/22: **No Comment**)
- 21/03676/HSE at 25 Penwood Heights Penwood Highclere RG20 9EY (Deadline 27/01/22: **No comment**)
- 21/03394/OUT Watermill Bridge: HPC agreed the objection document to send to BDBC, drafted by consultant Steve Lees. This is available on the HPC website and will also be logged onto the BDBC planning portal.

Action: Clerk to place reminder on Facebook and website for individuals to send in their own objections.

9. **122/21 Roads and Transport Update**

- a. **SID:** The SID has not yet been sent off for repair.
- b. **AONB signs update:** The Clerk has received information on how to obtain AONB signs to place in the Parish. Whitchurch Town Council and their local conservation group have been very helpful in providing information on the signage. Cllrs Smith and Easton will recommend places where the signs could be located for the next meeting.

10. **123/21 Environment**

Taking Pride in Highclere: Cllr Dierks and Cllr Smith have created a poster reminding people to check trees and verges.

Cllr Smith has completed the signs for the footpaths which will be placed on footpaths 737/736.

Action: Clerk to add poster to Facebook and website

124/21 Village Bench: The council agreed to purchase the bench in this link:

<https://uk.glasdon.com/lowther-seat> The Clerk has applied for a County Councillor grant to cover the cost but will proceed with the purchase regardless of the grant being awarded.

Action: Clerk to purchase Lowther bench, with HPC logo on both sides of the metal ends.

Cllr Smith brought up an issue raised by a parishioner of the bus stop along the 343 towards Andover and the speed of the traffic when crossing the road. Cllr Smith will advise the parishioner to contact Cllr Thacker.

125/21 Lengthsman: 15 hours for Highclere in February. Cllr Jenkins will collate a list of jobs to send.

11. 126/21 Website update- improvements and data

The website now has a search function and calendar. Cllr Dierks and the Clerk are working to create links to the Highclere Society website and Parish magazine.

12. 127/21 Finance update

The Clerk presented the following items for payment:

11-Jan-22	Clerk's expenses	Zoom, ionos	£ 16.99
11-Jan-22	VAT	Zoom, ionos	£ 3.40
11-Jan-22	Admin & Office incl payroll	Red76 for Dec	£ 12.00
11-Jan-22	VAT	Red76 for Dec	£ 2.40
11-Jan-22	Hall Hire	Westridge Studio 11/01/22 Meeting	£ 15.00
11-Jan-22	Community Funded Initiative	50% payment Speed Awareness Project to Hampshire County Council	£ 8,008.92
11-Jan-22	Neighbourhood Plan	Invoice 1208 Planet	£ 165.00
11-Jan-22	VAT	Invoice 1208 Planet	£ 33.00
11-Jan-22	Clerk's Salary		£ 740.19
11-Jan-22	Litter Warden Exps		£ 13.95
11-Jan-22	Litter Warden salary		£ 446.62
11-Jan-22	PAYE	HMRC Month 10	£ 225.83
11-Jan-22	Pension contribution		£ 69.84
11-Jan-22	Other	AADEFIB replacement defib packs for Westridge Studio defib	£ 99.00
11-Jan-22	VAT	AADEFIB replacement defib packs for Westridge Studio defib	£ 19.80

Total: £ 9,871.94

Bank Balance as at 31/01/2022:

Business Account:	<u>£63899.52</u>
Community Account:	<u>£461.19</u>

The 9 month finances can be viewed at the end of the minutes.

128/21 Precept Decision: The Council agreed to raise the precept in line with HCC and BDBC at the inflation rate of 4%. **This equates to £24092 for 2022/23.**

Explanation: After a 17.5% increase in 20/21 to raise funds for the speed awareness project, in year 21/22 no increase was made.

The increase in the Parish element of the council tax payment on a Band D property (how the tax base is calculated) from 2021/22 to 2022-23 will be approx. £1 for the year.

Precept History

2021/2022 Precept

Precept Amount	Band D properties	Contribution per property
£23,165.00	763.6	£30.34

2022/2023 Precept

Precept Amount	Band D properties	Contribution per property
£24,092.00	768.7	£31.34

Further info can be found here:

<https://www.basingstoke.gov.uk/rte.aspx?id=1429&Area=Highclere>

Action: Clerk to request £24092 precept for 2022/2023 from BDBC.

13. 129/21 Correspondence Received

The Clerk has received an email from Kevin Pearson- the noticeboard on Tubbs Lane has a crack in the leg- it is likely a car has driven into it. Kevin will fix the board. Any materials needed will be funded using the grant received from Cllr Thacker in March 2021.

Cllr Norton has received an email from Phil Wrigley, Highclere Society Chair, asking for a joint collaboration for the Queen's Jubilee celebration and support for a static SID. HPC agreed to support collaboration for the Queen's Jubilee celebration but not to support a static SID; this has been explained before and the Council's position has not changed.

Action: Cllr Norton to relay council decision to Phil Wrigley.

14. 130/21 Items to take forward to next meeting:

Projects for 2022/23- Clerk to send out reminder for ideas.

131/21 Date of the next Council Meeting Tuesday 8th February at Westridge Studio.

Signed _____ Position _____ Date _____

Actions from 11 January 2021 Meeting

120/21	Clerk to communicate SPD discussion and decision to Robyn Milliner at BDBC.	Clerk
121/21	Clerk to place reminder on Facebook and website for individuals to send in their own objections.	Clerk
123/21	Clerk to add Winter Taking Pride in Highclere poster to Facebook and website	Clerk
124/21	Clerk to purchase Lowther bench, with HPC logo on both sides of the metal ends.	Clerk
128/21	Clerk to request £24092 precept for 2022/2023 from BDBC.	Clerk
129/21	Cllr Norton to relay council decision to Phil Wrigley.	Cllr Norton

Highclere Neighbourhood Plan – Progress update – January 11th 2022- Colin Wall

A meeting is planned for Jan 10th by Zoom. See below.

Community Survey

Work on Final version delayed due to pressure of other Planning work. Final copy should be complete this month. I will send it to Amy for publishing.

Some additional analysis has been done by David Skyrme which will be made available for publication at the same time as the main report.

Call for Sites

The Call for Sites was revised and issued on January 5th. The document and a news item appear on the PC website and Facebook page, and a hard copy is posted in the Village Hall noticeboard. It also appears in this month's (Jan) Parish magazine distributed w/beg Jan 3rd, and a dedicated email was sent out by Highclere Society to all members Jan 5th. We await developments (!).

Next Steps

This month we will be making an application for (even) more grant-funding for the subsequent Site Assessment.

It was further decided at the December meeting that the NPSG will submit an objection to the Watermill Bridge application, but based purely on NP considerations.

A meeting was held yesterday (Mon 11th Jan) over Zoom to discuss our response to the Borough's Policy Unit request for more feedback on their potential proposal of a Settlement Policy Boundary for Highclere Village. It is likely that the meeting will have identified basic principles and red lines which might apply to any subsequent meeting with Basingstoke.

HIGHCLERE PARISH COUNCIL

Receipts and Payments - 2020/21

RECEIPTS	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
Precept	£ 11,582.50					£ 11,582.50							£ 23,165.00
Litter Warden Grant	£ 7,181.46												£ 7,181.46
Other Grants				£ 8,947.00									£ 8,947.00
Other								£ 2,388.26					£ 2,388.26
VAT Recovered		£ 1.23				£ 1.40			£ 1.56				£ 4.19
Bank Interest	£ 18,763.96		£ 1.23	£ 8,947.00		£ 11,583.90	£ 469.65		£ 2,389.82				£ 42,155.56

PAYMENTS	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
Clerk's salary	£ 743.49	£ 743.49	£ 729.23	£ 729.23	£ 740.09	£ 739.89	£ 739.89	£ 739.89	£ 739.89	£ 740.19			£ 7,399.60
Pension contribution	£ 43.65	£ 139.68	£ 69.84	£ 69.84	£ 69.84	£ 69.84	£ 69.84	£ 69.84	£ 69.84	£ 69.84			£ 742.05
PAYE	£ 222.23	£ 234.98	£ 222.23	£ 236.63	£ 225.63	£ 225.63	£ 225.63	£ 225.63	£ 225.63	£ 225.83			£ 2,271.05
Litter Warden Salary	£ 446.82	£ 446.82	£ 446.82	£ 446.62	£ 446.82	£ 446.82	£ 446.82	£ 446.82	£ 446.82	£ 446.62			£ 4,467.60
Litter Warden Exps	£ 13.95	£ 13.95	£ 13.95	£ 13.95	£ 13.95	£ 13.95	£ 13.95	£ 13.95	£ 13.95	£ 13.95			£ 139.50
Clerk's expenses	£ 16.99	£ 27.18	£ 128.98	£ 5.00	£ 22.99	£ 51.26	£ 38.07	£ 16.99	£ 5.00	£ 16.99			£ 329.45
Training Courses													£ -
Insurance				£ 325.88									£ 325.88
Audit		£ 240.00				£ 200.00							£ 440.00
Chairman's allowance													£ -
Clr Expenses/Travel							£ 22.50						£ 22.50
Member Subscriptions	£ 391.79												£ 391.79
Admin & Office incl payroll	£ 12.00	£ 12.00	£ 12.00	£ 12.00	£ 12.00	£ 12.00	£ 12.00	£ 1,012.00	£ 612.00	£ 12.00			£ 1,708.00
Grants & Sec 137													£ -
Reserves	£ 331.35				£ 225.00								£ 556.35
Speed Indicator Placement		£ 60.00											£ 60.00
Hall Hire			£ 15.00	£ 15.00	£ 15.00			£ 15.00	£ 30.00	£ 15.00			£ 105.00
Neighbourhood Plan	£ 195.00			£ 300.00	£ 120.00		£ 857.45	£ 90.00	£ 547.50	£ 185.00			£ 2,274.95
VAT	£ 187.03	£ 15.40	£ 28.20	£ 63.40	£ 124.80	£ 50.82	£ 149.93	£ 23.80	£ 125.73	£ 58.60			£ 827.71
Grant Refund													£ -
Other (Repairs, Lengthman)					£ 250.00				£ 71.66	£ 99.00			£ 420.66
Community Funded Initiative	£ 2,592.30	£ 1,693.50	£ 1,920.51	£ 2,217.61	£ 2,266.12	£ 1,810.41	£ 2,576.28	£ 2,654.12	£ 2,888.22	£ 9,871.94			£ 8,008.92
													£ 30,491.01

Printed: 11/01/2022

Run rate minus Capital expense £ 30,491
% of Budget spent 59%

Reserves 331.35 Litter Bin Replacement
225.00 Bus Shelter Clean
556.35

Total

Salary

Clerk	£ 7,399.60
PAYE	£ 2,271.05
Pension	£ 742.05
Litter Warden	£ 4,467.60
Litter Expenses	£ 139.50
Total	£ 15,019.8

BUDGET	% of Budget
23165.00	100%
7181.46	100%
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BUDGET	% of Budget
17000.00	53%
9450.00	79%
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6700.00	67%
167.40	83%
200.00	165%
	0%
3400.00	96%
4500.00	98%
1700.00	0%
5000	45%
6400.00	61%
1800.00	1139%
1000.00	0%
5450.00	102%
864.00	7%
5000	210%
12130.00	19%
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1000.00	42%
18000.00	53%
£51,401.40	59%