



Minutes of the Highclere Parish Council Meeting

Highclere Village Hall

Tuesday 09 July 2024 at 7.30pm

Members Present: Cllr Norton (Chairman), Cllr Bartholomew, Cllr Doe, Cllr Maclver, Cllr York

Clerk: Amy White

Present: One parishioner

The Chairman, Brad Norton welcomed everyone to the meeting.

1. 25/24 Apologies for Absence

Cllr Thacker was absent. Apologies received from Cllr Izett and Cllr Easton.

2. 26/24 Declarations of Interest

Cllr Bartholomew declared an interest in the planning application for Bears Cottage and did not participate in the discussion on item 8.

3. 27/24 To agree Minutes of Annual Meeting held on 11 June 2024

The Minutes of 14 May 2024 were agreed as a true record and signed by the Chairman.

4. 28/24 Matters arising from Annual Meeting held on 11 June 2024

| Number | Action | Person |
|--------|--|------------------|
| 90/23 | Cllr Norton to create wording for leaflet to be sent to Penwood residents regarding a possible tree survey. Not actioned- move to September | Cllr Norton |
| 16/24 | Clerk will apply for a grant to put towards a bench for Woodlands Store, Penwood, which has been discussed at previous meetings. In action. | Clerk |
| 17/24 | Clerk will send screening draft to BDBC upon wording confirmation received from PLANet. Actioned. | Clerk |
| 18/24 | Cllr Doe to lead the website refresh and to report updates at subsequent meetings. Actioned | Cllr Doe |
| 19/24 | Cllrs to send to Clerk communication and project ideas by 28 June. Actioned. Clerk will send ideas to full council for consideration. | All Cllrs |
| 19/24 | Cllr Bartholomew to ask Highclere Society whether they will join a meeting with the PC in September to improve joint working. Actioned- this is more of a joint action with the website project- see item 10. | Cllr Bartholomew |
| 20/24 | Cllr Bartholomew to contact the landowner of footpath 736 to request they cut the hedge asap. Actioned and completed. | Cllr Bartholomew |
| 21/24 | Cllr Norton to restate HPC's objection on 24/00379/PIP application. Actioned. | Cllr Norton |

5. 29/24 Co-option of new councillor

Mark Taylor presented himself as a candidate for co-option.

Nominated by: Cllr Bartholomew

Seconded by: Cllr MacIver

Full council voted for Mr Taylor to join HPC. Mr Taylor was duly co-opted onto Highclere Parish Council.

Cllr Taylor will attend online new councillor training on 23 July.

6. 30/24 Public participation

No one present.

7. 31/24 Reports from County and Borough Councillors

Cllr Izett sent a brief update email to the council. He is keeping the council informed of potential enforcement action on ChurchLane/Seven Stones Lane where work is continuing without planning permission. The council agreed to a watch and wait approach with the landowners, but keeping in close contact with Cllr Izett.

8. 32/24 Planning

- a) Working party: It was agreed that Cllr York would lead the planning working party, with Cllr Taylor, Cllr Doe and Cllr MacIver involved. Going forward the Clerk will send all applications to the working party who will form a response in advance of the full council meeting, if the deadline allows. If the deadline will pass before a meeting, the group will send their recommendation via email to all councillors and the response submitted within the deadline. Any tree applications will be sent to Cllr Easton for a recommended response. The process for sending in a response has changed and the Clerk will now upload directly onto the planning portal.

Training: Planning training is available via HALC. The Clerk will send all dates and options to the council. Councillors were encouraged to attend at least one option.

b) Planning Applications considered:

- 24/01105/FUL at Highclere Stud Lane To Highclere Stud- response sent 28 June: No objection
- 24/01377/HSE at Bears Cottage Tubbs Lane Highclere: Response to be sent: Objection

9. 33/24 Neighbourhood Plan

The NPSG is in the process of applying for the Locality grant for 2024/25. There is no other update since the screening submission on 24 June 2024.

10. 34/24 Website- update on website meeting with Highclere Society

Cllr Doe has met with 3 members of Highclere Society to discuss a new village website and new HPC website (the HPC website would have a .gov.uk domain, as is now preferred by the government).

The quote for a village website is £1400.

The quote for the HPC website refresh and update would be £2500.

Full council agreed for Cllr Doe to pursue both websites, subject to any further costs identified which will need to be approved.

11. 35/24 Footpaths

Path 736 is now clearer. The hedge on the A343 at Flexford cottage is still overgrown.

Action: Cllr Bartholomew will identify the owners of the hedge on the A343 which needs cutting.

12. 36/24 Finance update

- a) The Clerk presented items for payment for June, added at the end of the Minutes.

Unity Bank Balance at 30 June 2024: £51409.38

Action: Cllr Maclver will investigate other savings accounts rather than CCLA.

The Clerk presented the Q1 update (at end of Minutes).

The Clerk has sent in the grant application form to BDBC for a new bench at Woodlands Stores. Confirmation is needed from the owner that they are happy to have the bench at the front of the Stores. The Clerk will pursue with the landowner.

13. 37/24 Items to take forward to subsequent meeting

Standard items. SID. Project ideas. Savings account. Roles and responsibilities document.

Date of next Meeting Tuesday 10 September Highclere Village Hall 7:30pm

Signed _____ Position _____ Date _____

Actions from 11 June 2024 Meeting

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|---------------|--|-------------------------|
| 90/23 | Cllr Norton to create wording for leaflet to be sent to Penwood residents regarding a possible tree survey | Cllr Norton |
| 35/34 | Cllr Bartholomew will identify the owners of the hedge on the A343 which needs cutting. | Cllr Bartholomew |
| 36/24 | Cllr Maclver will investigate other savings accounts rather than CCLA. | Cllr Maclver |