



Minutes of the Highclere Parish Council Meeting

Westridge Studio

Tuesday 08 February 2022 at 7.30pm

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

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 (illness) and Cllr Thacker.

2. 115/21 Declarations of Interest

None.

3. 116/21 To confirm accuracy and sign minutes of 11 January 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 11 January 2021

104/21	Cllr Easton to send SID to Germany for repair: Not actioned, current issue with VAT payable.	Cllr Easton
120/21	Clerk to communicate SPB discussion and decision to Robyn Milliner at BDBC. Actioned	Clerk
123/21	Clerk to add Winter Taking Pride in Highclere poster to Facebook and website. Actioned	Clerk
124/21	Clerk to purchase Lowther bench, with HPC logo on both sides of the metal ends. Actioned	Clerk
128/21	Clerk to request £24092 precept for 2022/2023 from BDBC. Actioned	Clerk
129/21	Cllr Norton to relay council decision to Phil Wrigley. Actioned	Cllr Norton

5. 118/21 Public Participation

No one from the public was in attendance.

6. 119/21 Reports from County and Borough Councillors

Cllr Falconer and Cllr Thacker were not present.

7. 120/21 Neighbourhood Plan update and discussion re settlement policy boundary

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

The NP Team and two HPC councillors will be meeting on Friday 11 February to agree a proposal for the Highclere Settlement Policy Boundary, to take back to BDBC for discussion on 15th March. The NP Team will look for HPC to ratify at the 08 March meeting.

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

1. 21/03576/HSE Heatherwold, Deadmoor Lane Newtown (Response sent 21/01/2022: **No Comment**)
2. 21/03751/HSE Leeham, Pantings Lane (Response sent 21/01/2022: **No Comment**)
Response to reconsidered following re-evaluation of plans
3. 21/03763/ROC Pirates Cottage, Tubbs Lane, Highclere (Response sent 21/01/2022: **Objection**)
4. 21/03818/HSE Hollington Cottage (Response sent 28/01/2022: **No Objection**)
5. 21/03200/HSE Old Honeyway Tubbs Lane Highclere (Response sent 24/01/2022: **No Comment**)
6. T/00653/21/TPO 33 Penwood Heights Penwood Highclere (Response sent 28/01/2022: **No Objection**)
7. 21/03864/HSE Woodstock, Tubbs Lane, Response sent 08/02/2022: **No Objection**)
8. 22/00040/TDC (Land at Griffons Court, Mount Close, Deadline 22/02/2022 Response to be sent by 22/02/2022: **Objection**, based on recent Housing Needs Assessment (see our website).

9. 122/21 Roads and Transport Update

SID: Cllr Easton has discovered that to send off the SID, the VAT cost of the SID is chargeable. To decide whether to pursue at next meeting.

AONB Signs: In principle, HCC has approved the proposed location on the A343 North, for an AONB sign- see image below. The Clerk is waiting for confirmation on whether the AONB will pay for the cost of the sign, and who covers the installation cost.

Action: Clerk to follow up on AONB signs.



The Clerk has received a complaint regarding the poor road surface on the section of A343 from the Wash Water roundabout to the Penwood crossroads. The Clerk has reported it to HCC and asked Cllr Thacker to provide updates.

The Clerk has received correspondence from parishioner whether any counter-speeding initiative will be considered along Foxes Lane, through the Community Infrastructure Fund. This will be added to a list of project considerations at the next meeting.

10. 123/21 Environment

Taking Pride in Highclere: No update.

Village bench in Highclere: The Clerk has received a quote from Scofell of £789.20 Excl Vat for the removal of the current paving slabs and installation of new concrete slabs and the bench. The bench is on order with Glasdon at a cost of £546.99, with HPC logos added to the sides. The Clerk has been informed that a grant of £546.99 has been approved from Cllr Thacker towards the cost of the bench. HPC is very grateful to Cllr Thacker for this grant.

11. 126/21 Website update

Website Visitors

	11 th Jan	8 th Feb	Mar	Apr	May	June	July
Site Sessions	191	239					
Unique Visitors	122	148					
Avg Session time	8m 42s	7m 31s					
New Visitors	105	122					
Returning Visitors	17	26					

	Pages	Jan	Feb	Mar	Apr	May	June	July
Most visited pages	Homepage	120	153					
	Blog	48	59					
	NP Call for sites (blog)	33	11					
	Neighbourhood Plan	36	48					
	Planning	23	37					
	Meeting minutes	22	50					
Most popular Traffic Source	Google	1	104					
	Direct to the site address	2	51					
	Facebook	3	7					
Geographic location of visitors	UK	182	238					
	USA	5	4					
	Europe	2	4					
	South America	1						
	India/Asia	1						

Website Subscribers

	11 th Jan	8 th Feb	Mar	Apr	May	June	July
Contacts	21	24					

Work completed:

1. New Community menu item with Pop out options for
 - a. Highclere Society
 - b. Church
 - c. Village Hall
 - d. Westridge
2. Update Useful contacts to Report a problem with links to Hampshire & Basingstoke Websites ([link](#)).

Priorities for the coming month

- a. Page templates to enable Clerk and Cllr Dierks to produce new pages
- b. Review mailing options from the website – frequency/subjects

Other Ideas

- Include AONB codes for any building/planning applications within the zone e.g. materials used, colours, cladding, tiles etc. – In village statement
- Page about precepts from 'About' menu option

Decisions required

1. A4 page for noticeboard to advertise new website as well as Facebook and Twitter/- Agreed. Cllr Smith to amend current draft.
2. Add detail re HPC Footpaths? Link to [Hampshire Rights of Way map](#) etc.- Agreed for future.

12. 127/21 Finance update

The Clerk presented the following items for payment:

9-Feb-22	Other (Repairs, Lengthsman)	Steve Lees Consultancy for Watermill Bridge planning application	£ 1,500.00
9-Feb-22	Clerk's expenses	ionos	£ 5.00
9-Feb-22	VAT	ionos	£ 1.00
9-Feb-22	Admin & Office incl payroll	Red76 for Jan	£ 12.00
9-Feb-22	VAT	Red76 for Jan	£ 2.40
9-Feb-22	Hall Hire	Westridge 08 Feb Meeting	£ 15.00
9-Feb-22	Clerk's Salary		£ 739.89
9-Feb-22	Litter Warden salary		£ 446.82
9-Feb-22	Litter Warden Exps		£ 13.95
9-Feb-22	PAYE	HMRC Month 11	£ 225.83
9-Feb-22	Pension contribution		£ 69.84
9-Feb-22	Hall Hire	Westridge 11 Feb Meeting	£ 15.00

Total: £ 3,046.73

Bank Balance as at 31/01/2022:

Business Account: £51,899.52

Community Account: £2,589.25

13. 129/21 Correspondence Received

Already covered.

14. Queen’s Jubilee celebration- plans for June celebration and to agree budget

The current proposal is for the celebration to be held at Glebe Feld, 12:30 on 5th June. The event will be free.

The Council agreed to add a line in the 2022/23 budget of £1k towards costs involved.

15. 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 March at Highclere Village Hall.

Signed _____ Position _____ Date _____

Actions from 11 January 2021 Meeting

122/21	Clerk to follow up on AONB signs.	Clerk
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Highclere Neighbourhood Plan – Progress update – February 8th 2022

A meeting was held Jan 10th by Zoom.

Settlement Policy Boundary

The Jan 10th meeting was to confirm the line to take at the Jan 28th meeting with B&D. It was agreed to largely listen to why they felt Highclere should have an SPB and the apparent paradox of having an NP focused on the Parish but a Housing Requirement based on the Highclere Village settlement alone.

The Jan 28th meeting was held and has been documented elsewhere to various PC members. As a result the PC has been given the responsibility of providing a detailed response by mid to late March, and we would recommend a target of March 15th at the latest. A meeting to address SPB details is to be held on Friday Feb 11th at 2pm in the Westridge Studio.

Following that meeting a formal paper will be submitted to the PC for circulation before and approval at the March PC.

Call for Sites

The Call for Sites was revised and issued on January 5th and was repeated in Feb's Parish magazine. Up to now we have had submissions for 10 (TEN) sites, and have no more expected, but since four of those were unexpected, who knows.

Next Steps

We had planned to be making an application for (even) more grant-funding for the subsequent Site Assessment. After some discussion we have decided that at this time we will not continue with that application. We may apply in the coming financial period instead.

Our consultants have completed and passed to us the first Draft Skeleton Plan, which has yet to be distributed to the SG. It will be sent after this Friday's meeting to allow the right focus to be kept.