

HIGHCLERE PARISH COUNCIL

Minutes of the Highclere Parish Council Meeting held remotely, via Zoom.app

Tuesday 13 April 2021 at 7.30pm

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

In attendance: Kevin Hyde, Hampshire Highways

Clerk: Amy White (not present, minutes taken via recording of meeting)

The Chairman, Brad Norton welcomed everyone to the virtual meeting.

1. 195/20 Apologies for Absence

Apologies accepted from Cllr Izett and Cllr Falconer.

2. 196/20 Declarations of Interest

Cllr Stoker declared an interest in the planning item and recused himself from any discussion.

3. 197/20 To agree and sign the Minutes of the Council Meetings of 09 March 2021

It was unanimously resolved that the Minutes be accepted as an accurate record. They will be signed by the Chairman, Cllr Norton, once current Covid restrictions allow.

4. 198/20 Matters Arising from 09 March 2021

163/20	Cllr Easton to confirm sign locations with Brian Harling. Not actioned.	Cllr Easton
181/20	Clerk to arrange a zoom call with Cllr Jenkins and Kevin Hyde to move project forward. Actioned. See item 6.	Clerk/Cllr Jenkins
183/20	Cllr Leeson to investigate feasibility of reopening of Rights of Way. Actioned. See item 8.	Cllr Leeson
185/20	Clerk to ask Colin Wall for updates on NP for website. Actioned-work in progress- see item 10.	Clerk
186/20	Cllr Norton to clarify the voucher scheme with the contact at Openreach. Actioned, see item 11.	Cllr Norton
187/20	Cllrs Dierks and Leeson to investigate website upgrade for the next meeting. Actioned, see item 12.	Cllrs Dierks, Leeson

5. 199/20 Public Participation

No members of the public were present.

6. Roads and Transport

200/20: Community Funded Initiative, with Kevin Hyde from Hampshire Highways

(Updated plans are a separate pdf alongside the minutes).

- Kevin has identified some bollards that will need replacing (plan 1B). The question was asked if it should be Hampshire Highways who replace them as part of maintenance. **It was agreed HPC should consider replacement all of the bollards within the CFI project, rather than wait for HCC to replace them.** However, Kevin will also investigate cats eyes as an alternative.
- The location of the gateways has been changed from the original plans, to nearer the bridge at Seven Stones.
- HPC decided on option 1 for the Welcome to Highclere signs (plan 3). Cllrs were reassured that the Highclere Parish Council logo would be appropriate in size and durability.
- Kevin Hyde explained the contingency (only used if necessary and in agreement with HPC) and maintenance charges (maintenance to be provided by HCC) which were accepted by the council. It was confirmed that any unused contingency costs would not be included in the final settlement invoice.
- Date of commencement is subject to the ordering of signs, gateways etc but likely to be in the 2nd half of 2021.

Action: Kevin Hyde to remove the verge master bollards from plan 1B, investigate cats eyes as an alternative, and update the pricing.

7. **201/20 Reports from County and Borough Councillors**

None due to purdah.

8. **Environment**

202/20 Footpaths- update on Rights of Way access in Highclere PC

Cllrs Leeson and Stoker walked Drovers Way a couple of weeks ago. Most of the overgrown path can be cleared fairly easily. With consent of both landowners, HPC could effect the clearing of this RoW. Cllr Stoker has had verbal agreement from one landowner and will meet with the other post May 17th (Covid restrictions). The Lengthsman would be able to do this job with HPC's next set of allotted hours in 2021.

Action: Cllr Stoker to update council on discussion with the other landowner before commencing any clearing.

203/20 Cllr Dierks had sent out a "Pride in our community" project plan to the council in advance, raising subjects such as improving the appearance of the parish with a litter pick. Feedback is needed from all councillors, as there is the potential to discuss this at the Annual Parish Meeting.

Action: All Cllrs to feedback on Cllr Dierks' "Pride in our community" ideas ASAP.

9. **204/20 Recent Planning Applications:**

- 21/00828/HSE at Crimble Cottage, Tubbs Lane, Highclere: **No comment**
- 21/00835/HSE at Hollington Cross Farm, Bartletts Down Lane Hollington Cross: **No comment**

10. 205/20 Neighbourhood Plan update

Colin Wall provided the following NP update:

We have now received the final version of the Housing Needs Analysis from AECOM, and will be reviewing it soon, before adding to the website.

No further meetings have taken place, but the following streams are active:

- *Local Green Spaces – PlanET have asked for a list and map of possible green spaces and a map of and photos from valued viewpoints – ongoing.*
- *PlanET have our current Draft NP and are translating the Objectives and Policies into a form which will pass inspection – ongoing.*
- *PlanET are working on developing a Community Questionnaire designed to further test the validity of the Objectives and Policies and provide evidence for us to use to modify them in line with Community views.*

The outstanding grant money has been returned to Locality (Groundwork) and will be re-applied for as soon as possible.

11. 206/20 Broadband update

Cllr Norton has an outline cost from Openreach. Volunteers have been recruited to assist with the project and break it into localised areas. Cllr Norton has asked for a more accurate cost. There is no new information on the voucher scheme. Installation of the fibre is not limited to Openreach- other installation providers are available.

12. 207/20 website update

Cllrs Dierks and Leeson sent pricing plans for a website design company, Wix, in advance to the council, with the aim of improving HPC’s website and content. Layout via Wix is simple and it is a user-friendly design. Both Cllrs talked the council through the ideas for a new website and the administration required. After the initial set up, the Clerk would be responsible for the updating of the site going forward.

HPC agreed to go ahead with the project and associated cost of up to £1000 for the initial set up.

Please see separate website presentation, alongside minutes [here](#).

Action: Cllrs Dierks, Leeson and Clerk to have meeting to initiate Wix website set up.

13. Financial Matters

208/20 Accounts for Payment, April:

The Clerk presented the following items for online payment via email to all councillors.

Date incurred	Expenditure	Purpose	Ex VAT	VAT	Total
07/04/2021	Glasdon	New Litter Bin for Penwood	331.35	66.27	397.62
16/03/2021	Planet	Neighbourhood Plan- reviewing HNA	135.00	27.00	162.00
31/03/2021	Planet	Neighbourhood Plan-Vision & Objective work	60.00	12.00	72.00

06/04/2021	HALC	Associate Fee	391.79	78.36	470.15
14/04/2021	HMRC PAYE	Tax & NI April 2021			209.48
27/04/2021	Litter Warden Salary	April Salary			446.82
14/04/2021	Litter Warden Expenses	Travel expenses for March	13.95		13.95
27/04/2021	Clerk's Salary	April Salary			743.49
14/04/2021	Clerk Pension	Salary Sacrifice to Royal London Pension			43.65
14/04/2021	Clerk's Expenses	ionos mail storage (Apr) and Zoom.Pro (Mar)	16.99	3.40	20.39

Total £2,579.55

Bank Balance as at

12/04/2021:

Community Account:

£5080.26

Business Account:

£37743.96

209/20 Confirmation of salary increase for Litter Warden.

The Clerk has written to the litter warden to confirm their salary increase for 2021/22, in line with the national living wage.

14. 210/20 To approve updated policies for 2021/2022

This will be moved to the meeting on 04 May 2021.

15. 211/20 Annual Meeting and Annual Parish Meeting

This will be held via zoom on 04 May 2021.

All Cllrs to send the Clerk items for adding to the annual parish meeting presentation.

The meeting finished at 10pm.

**16. 212/20 Date of the next Council Meeting (Annual Meeting AND Annual Parish Meeting):
04 May 2021.**

Signed _____ Position _____ Date _____

Actions from April Meeting

163/20	Cllr Easton to confirm sign locations with Brian Harling.	Cllr Easton
200/20	Kevin Hyde to remove the verge master bollards from plan 1b, investigate cats eyes as an alternative, and update the pricing.	Clerk/Kevin Hyde
202/20	Cllr Stoker to update council on discussion with the other landowner next to Drovers Way before commencing any clearing.	Cllr Stoker
203/20	All Cllrs to feedback on Cllr Dierks' "Pride in our community" ideas ASAP.	All Cllrs
207/20	Cllrs Dierks, Leeson and Clerk to have meeting to initiate Wix website set up.	Cllrs Leeson, Dierks, Clerk