



## Minutes of the Highclere Parish Council Meeting

### Highclere Village Hall

Tuesday 19 April 2022 at 7.30pm

**Members Present:** Cllr Norton (Chairman), Cllr Stoker, Cllr Leeson

**In Attendance:** Cllr Graham Falconer, 3 parishioners

**Clerk:** Amy White

The Chairman, Brad Norton welcomed everyone to the meeting.

**1. 145/21 Apologies for Absence**

Apologies received from Cllrs Smith and Dierks. Cllr Thacker absent.

**2. 146/21 Declarations of Interest**

None.

**3. 147/21 To confirm accuracy and sign minutes of 08 March 2022**

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

**4. 148/21 Update on actions from 08 March 2022**

140/21	Clerk to follow up on AONB signs. <b>Actioned- in progress.</b>	Clerk
140/21	Clerk to purchase SID from Westcotec. <b>Actioned- SID is on order</b>	Clerk
140/21	Clerk to ringfence £5k funds for Westridge 2022/23 <b>Actioned.</b>	Clerk
	Clerk to ringfence £10k for CFI for Foxs Lane 2022/23 <b>Actioned.</b>	Clerk

**5. 149/21 Reports from County and Borough Councillors**

A parishioner present raised a question on the status of the Wash Water (Watermill Bridge) development. Cllr Falconer responded that it is likely to be at least 6 months to a year until this application reaches Development Control committee. The parishioner was invited to read HPC's detailed response on the BDBC planning portal.

Cllr Falconer reported BDBC has had a lot of recent success with prosecuting fly tippers.

**6. 150/21 Confirmation of Councillors after no-contest election, roles and vacancies**

The Clerk confirmed the councillors elected are:

Penwood Ward:

James Leeson

Janine Dierks  
Jane Smith

Highclere Ward:  
Brad Norton  
John Smith

There are currently two vacancies. The Clerk has advertised on Facebook, website and via the Highclere Society. The 2022/23 projects discussed in the March meeting may have to be scaled back due to the lack of current councillors able to move them forward.

**Action:** Clerk to keep advertising for new Councillors.

**7. 151/21 Neighbourhood Plan update**

Please see Colin Wall's report at the end of the minutes. Colin will send notes from the meeting held on 15/04 regarding SPB; the NP team will be looking for HPC to support the decision at a subsequent meeting.

**8. 152/21 Recent Planning Applications (comments in bold):**

- **22/00704/HSE** 27 Penwood Heights Penwood Highclere Hampshire RG20 9EY (response sent 31/03/22: **No objection**)
- **22/00692/HSE** Bowman House Church Lane Highclere (response sent 04/04/22: **No objection**)
- **22/00717/HSE** Oak View Tubbs Lane (response sent 31/03/22: **No objection**)
- **22/00842/HSE** Zell Cottage Bartletts Down Lane Hollington Cross (response sent 08/04/22: **No objection**)
- **22/00929/LBC** Zell Cottage Bartletts Down Lane Hollington Cross (response sent 08/04/22: **No objection**)
- **21/03763/ROC** Pirates Cottage Tubbs Lane (response sent 14/04/22: **Objection**)

**22/00416/HSE** at Thackit Eaves, Andover Road. After communication with the homeowners, HPC has sent in a revised response to BDBC.

*Please see the Basingstoke and Deane portal for full responses from HPC.*

Mike York and Colin Wall of the NP team attended a meeting hosted by Whitchurch Town Council regarding the land supply data used by Government to allocate housing need. This will be discussed once minutes and notes from the meeting are sent to the Clerk.

**9. 153/21 CIL Funding request**

Mike York, Trustee of Westridge studio attended the meeting to request that the CIL funding received by HPC is used for the purchase of tables and chairs for Westridge Studio. The Clerk confirmed that she was satisfied that the request met the requirements for use of the funding (see <https://www.basingstoke.gov.uk/cil-town-and-parish-council>). Full council agreed to the proposal (see quote at the end of the minutes)

**10. 154/21 Confirmation of noticeboard repair, Tubbs Lane**

The Clerk has received a message from Kevin Pearson that he will repair the noticeboard on Tubbs Lane, which has been damaged (likely by a car). The Clerk has confirmed to Mr Pearson the £500 grant from County Councillor Tom Thacker to be used for materials, with receipts.

#### 11. 155/21 Finance update

The Clerk presented the following items for payment:

19-Apr-22	Clerk's salary	Includes 2021/22 back pay	£ 927.07
19-Apr-22	Pension contribution	Salary sacrifice £44.75, Employer contribution £26.85)	£ 71.60
19-Apr-22	Litter Warden salary	Includes fuel allowance	£ 485.15
19-Apr-22	Litter Warden Exps	From Feb 2022	£ 13.95
19-Apr-22	Neighbourhood Plan	Meeting at Westridge Studio	£ 15.00
19-Apr-22	Neighbourhood Plan	Planet- site assessment	£ 1,400.00
19-Apr-22	VAT	Planet- site assessment	£ 280.00
19-Apr-22	Clerk's expenses	Ionos (£5) and Wix (£114 yearly website fee)	£ 119.00
19-Apr-22	Clerk's expenses	Travel Home-BDBC Office 30 miles @45ppm. Parking.	£ 14.70
19-Apr-22	VAT	Ionos (£1) and Wix (£22.80)	£ 23.80
19-Apr-22	IT incl payroll, Microsoft	Red76 March invoice	£ 12.00
19-Apr-22	VAT	Red76 March invoice	£ 2.40
19-Apr-22	IT incl payroll, Microsoft	Red76 resubmission fee due to salary change	£ 31.00
19-Apr-22	VAT	Red76 resubmission fee due to salary change	£ 6.20
19-Apr-22	PAYE	HMRC Month 1 (£242.47) plus £114.41 from March	£ 356.88
		Total:	£ 3,758.75

**Bank Balance 31 March 2022    Community: £3198.08**  
**Business: £36900.90**

End of year finance: Please see the attached report at the end of the minutes.

#### 12. 156/21 Update to Councillor Code of Conduct and Councillor Expenses

Cllr Norton explained to the councillors that they were entitled to claim £372 per year after a recent remuneration panel decision at BDBC (see News section website for information). All councillors agreed not to claim expenses as the role is voluntary; the Clerk reminded all regarding claiming petrol costs for any event they attended. The Chairman is entitled to receive £745 per year. He also declined.

#### 13. 157/21 Correspondence Received

No other correspondence has been received.

#### 14. 158/21 Items to take forward to subsequent meeting:

Meeting with Chair of Highclere Society; Minutes of Whitchurch Meeting of 19/04/22.

#### 15. 159/21 Date of Annual Meeting and Annual Parish Meeting Tuesday 10<sup>th</sup> May, 7:30pm, Highclere Village Hall.

Signed \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_

### Actions from 19 April 2022 Meeting

150/21	Clerk to keep advertising for new Councillors	Clerk
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## Colin Wall: Neighbourhood Plan Report

### Highclere Neighbourhood Plan – Progress update – April 15<sup>th</sup> 2022

#### *Settlement Policy Boundary*

Various NP/PC/Cllr meetings have been held on the topic and we finally met with B&D Planning Policy over MS Teams on Wed March 9<sup>th</sup>. While this did not give us everything we might have wanted the result, as per my note of March 16<sup>th</sup> showed that B&D are flexible. Subsequent communication has confirmed two points :

- Regardless of our Housing Requirement, our presence on Tier 4 (Small Villages) of the Settlement hierarchy means that we will be required to have an SPB
- If JPP's appeal for 26 houses off the Andover Road is allowed, then Highclere's Housing Requirement will be reduced to ZERO.

Both these points clearly impact the development of the NP. A meeting to discuss is scheduled for Tuesday 15<sup>th</sup> 7pm at the Westridge Studio.

#### *Call for Sites*

The Call for Sites was completed and the site details sent for assessment in late February. The results have been received and will be discussed at the meeting described above to find a strategy for us to move forward. This will combine our approach to :

- SPB delineation – where the lines are drawn,
- SPB multiplicity – more than one non-contiguous SPBs, and
- Qualifying developments – why not 5+ both inside and outside an SPB?

#### *Next Steps*

Our consultants have completed and passed to us the first Draft Skeleton Plan, which has now been distributed to the SG. Given time we may discuss it at the April 15<sup>th</sup> meeting. If not another will be convened.

Depending on the outcome of the April 15<sup>th</sup> meeting, it may be that a Parish Consultation Meeting may be required on the Sites for adoption into the NP. Given that the JPP Appeal is still not officially started, and could take months to complete, the timing of such a meeting will be difficult.

### End of Year Finances:



**HIGHCLERE PARISH COUNCIL**

Receipts and Payments - 2021-22

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										£ 546.99		£ 7,181.46
Other Grants			£ 8,947.00						£ 2,388.26				£ 9,493.99
Other								£ 469.65					£ 2,388.26
VAT Recovered						£ 1.40			£ 1.56			£ 1.38	£ 469.65
Bank Interest	£ 18,763.96	£ -	£ 1.23	£ 128.98	£ 5.00	£ 22.99	£ 51.26	£ 16.99	£ 5.00	£ 16.99	£ 5.00	£ 1.38	£ 42,703.93

PAYMENTS	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
Clerk's salary	£ 743.49	£ 743.49	£ 743.49	£ 729.29	£ 740.09	£ 739.89	£ 739.89	£ 739.89	£ 739.89	£ 740.19	£ 739.89	£ 739.89	£ 8,879.38
Pension contribution	£ 43.65	£ 139.68	£ 69.84	£ 69.84	£ 69.84	£ 69.84	£ 69.84	£ 69.84	£ 69.84	£ 69.84	£ 69.84	£ 69.84	£ 881.73
PAYE	£ 222.23	£ 234.98	£ 222.23	£ 236.63	£ 225.63	£ 225.83	£ 225.83	£ 225.83	£ 225.83	£ 225.83	£ 225.83	£ 225.83	£ 2,722.71
Litter Warden Salary	£ 446.82	£ 446.82	£ 446.82	£ 446.82	£ 446.82	£ 446.82	£ 446.82	£ 446.82	£ 446.82	£ 446.82	£ 446.82	£ 446.82	£ 5,361.24
Litter Warden Exps	£ 13.95	£ 13.95	£ 13.95	£ 13.95	£ 13.95	£ 13.95	£ 13.95	£ 13.95	£ 13.95	£ 13.95	£ 13.95	£ 13.95	£ 153.45
Clerk's expenses	£ 16.99	£ 27.18	£ 128.98	£ 5.00	£ 22.99	£ 51.26	£ 38.07	£ 16.99	£ 5.00	£ 16.99	£ 5.00	£ 5.00	£ 399.45
Training Courses													£ -
Insurance			£ 325.88										£ 325.88
Audit		£ 240.00				£ 200.00							£ 440.00
Chairman's allowance													£ -
Clir 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	£ 12.00	£ 52.00	£ 1,772.00
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	£ 15.00	£ 15.00	£ 30.00	£ 15.00	£ 30.00		£ 135.00
Neighbourhood Plan	£ 195.00		£ 300.00	£ 300.00	£ 120.00	£ 857.45	£ 90.00	£ 547.50	£ 165.00	£ 1,404.00			£ 3,678.95
VAT	£ 187.03	£ 15.40	£ 28.20	£ 63.40	£ 124.80	£ 50.82	£ 149.93	£ 23.80	£ 125.73	£ 58.60	£ 3.40	£ 354.36	£ 1,185.47
Grant Refund													£ -
Other (Repairs, Lengthsman)					£ 250.00				£ 71.66	£ 99.00	£ 1,500.00	£ 584.77	£ 2,505.43
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	£ 2,886.22	£ 9,871.94	£ 3,046.73	£ 11,891.43	£ 45,429.17

Printed : 19/04/2022

Run rate minus Capital expense £ 45,429  
% of Budget spent 88%

Reserves 331.35 Litter Bin Replacement  
£ 225.00 Bus Shelter Clean  
556.35

Total Reserves Spent

Ring Fenced Projects

**Salary**

Clerk	£ 8,879.38
PAYE	£ 2,722.71
Pension	£ 881.73
Litter Warden	£ 5,361.24
Litter Expenses	£ 153.45
<b>Total</b>	<b>£ 17,998.51</b>

BUDGET	% of Budget
23165.00	100%
7161.46	100%
	#DIV/0!
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	#DIV/0!

BUDGET	% of Budget
11700.00	76%
945.00	93%
	#DIV/0!
6700.00	80%
167.40	92%
200.00	170%
200.00	0%
340.00	96%
460.00	98%
170.00	0%
50.00	45%
640.00	61%
150.00	118%
100.00	0%
545.00	102%
864.00	7%
50.00	270%
12130.00	30%
	#DIV/0!
	#DIV/0!
1000.00	251%
16900.00	107%
<b>£51,401.40</b>	<b>88%</b>

## Quote for tables and chairs for CIL funding:

Date: 4 February 2022 at 10:18:46 GMT

To: [york.md@talktalk.net](mailto:york.md@talktalk.net)

Subject: Office Furniture Online Quote - Q7088336(OFO-WESTTRIDGE)Ver.2

Office Furniture Online

Quote Reference Q7088336(OFO-WESTTRIDGE)Ver.2

04 February 2022

Westridge studio



Michael York - chairman

07950753060

[york.md@talktalk.net](mailto:york.md@talktalk.net)

Dear Michael

Thank you for your enquiry - please find your prices below.

Code	Item	Price	Qty	Total
 33001O	<b>GopakT Economy Folding Tables</b> Dimensions W x D x H: 915W x 685D x 698H mm Colour: Durham Oak Estimated lead time: 10 -15 working days	£74.00	10	£740.00
 271040B	<b>Swift Vinyl Conference Chair Black Frame (Pack of 4 Chairs)</b> Colour: Blue Estimated lead time: Next Working Day (if ordered by 4pm)	£144.00	10	£1,440.00

VAT £436.00

Prices Include FREE Delivery To Ground Floor\*

\*Items with installation are delivered and installed anywhere in your building provided that access is not restricted.

**Total £2,616.00**

Maximum discount applied online as standard.