



Minutes of the Highclere Parish Council Meeting

Highclere Village Hall

Tuesday 12 September 2023 at 7.30pm

Members Present: Cllr Norton (Chairman), Cllr York, Cllr Stoker

Clerk: Amy White

In attendance: 2 parishioners

The Chairman, Brad Norton welcomed everyone to the meeting.

1. 43/23 Apologies for Absence

Cllr Easton and Cllr Falconer sent their apologies.

2. 44/23 Declarations of Pecuniary Interest

None.

3. 45/23 To agree Minutes of Meeting held on 11 July 2023

The Minutes of 11 July 2023 were agreed as a true record and signed by the chairman.

4. 46/23 Matters arising from Meeting held on 11 July 2023

Number	Action	Person
32/23	Clerk to advertise for new councillors. Actioned.	Clerk
36/23	Clerk to add information on Facebook and website re reporting antisocial behaviour to 101. Actioned	Clerk
37/23	Cllr Easton to work on the data retrieval of SID over summer. Actioned- see item 9.	Cllr Easton
38/23	Cllr Stoker will investigate footpath 741 and whether there is any value in changing the gate or improving the stile. Actioned: Cllr Stoker recommended no action.	Cllr Stoker

5. 47/33 Public participation

Two parishioners complained about the overgrown hedge at Westridge, and asked a question about the trees and coronation benches planned but not yet installed - Cllr York replied on behalf of Westridge. Clerk advised parishioners to speak to owners of a property whose hedge they feel is sticking out onto the road in the first instance, or to report to HCC. Owners have already given the hedge a trim.

6. 48/23 Reports from County and Borough Councillors

No County or Borough Councillor was present.

7. 49/23 Recent Planning Applications (comments in bold):

Please see [the Basingstoke and Deane portal](#) for full responses from HPC.

- 22/03266/FUL Manor Farm Old Burghclere Newbury- Response sent: *No Objection*
- 23/01767/OUT Watermill Bridge/Common Farm- Response sent: *Objection*
- 23/02044/HSE at Westridge Oaks, Star Lane Highclere- Response Sent: *Objection*
- 23/01996/HSE at Westridge Oaks, Star Lane Highclere- Response sent: *Objection*
- 23/02212/PIP at Land At Griffons Court Mount Close Highclere (Deadline 19 September 2023). *Response to be sent in due course.*

Cllr Norton has shared a draft of the Common Farm/Watermill Bridge Appeal (APP/H1705/W/23/3326191) document that consultant Steve Lees has provided. HPC is happy with the document and this will be sent to the Appeal department at BDBC planning.

Local Plan Update: HPC and EWPC will be having a meeting with BDBC regarding the Local Plan on 24 October 2023.

8. 50/23 Neighbourhood Plan update

Colin Wall provided an update on the NP, included at the end of the Minutes.

The council was satisfied that Cllrs York and Stoker, both on the NP group, can agree the site selection on behalf of the council at the meeting on 13 September so as not to hold up any decision making process and to progress the Neighbourhood Plan.

9. 51/23 Roads and Transport

SID Update: Cllr Easton has managed to get the data download to work but the times and dates in the resulting file are not yet aligned.

Clerk informed the council that Premier Grounds has given notice on providing the service to move the SID and charge the batteries. The Clerk is looking for another contractor.

Road resurfacing update: Cllr Thacker has confirmed that the resurfacing of the A343 from Wash Water to the Penwood crossroads will start from 25-29 September.

Bartletts Down Lane flooding issue: Cllr Stoker confirmed HCC has cleared the drains, however the run off from the land will soon cause these to fill up again. The Clerk and Cllr Stoker will liaise with Ashmansworth PC and East Woodhay PC and associated landowners to work to find a solution to the issue, as well as reporting the problem to HCC.

Action: Clerk will also request to HCC that the drain outside the Highclere church is cleared as well as reporting the issue with run off on Bartletts Down Lane.

10. 52/23 Footpaths

The landowner has confirmed that they have cleared the ditch footpath 734. HCC has been informed so that they can organise work to be completed on the bridge.

11. 53/23 Westridge project update

Cllr York confirmed that the hedges will be trimmed. No further updates.

12. 54/23 Finance update

The Clerk presented the following items for payment for August (paid) and September (to approve):

Date Invoiced	Budget Line	Explanation	Amount
27-Aug-23	Pension contribution	Nest (Direct Debit)	£ 75.28
27-Aug-23	Clerk's Salary		£ 908.96
27-Aug-23	Litter Warden Salary		£ 536.80
27-Jul-23	IT/Website Admin incl Ionos	Ionos invoice 203037370898 (Direct Debit)	£ 6.00
27-Jul-23	VAT	Ionos invoice 203037370898 (Direct Debit)	£ 1.20
27-Jul-23	Payroll	Red76 Payroll Inv 6656	£ 16.00
27-Jul-23	VAT	Red76 Payroll Inv 6656	£ 3.20
30-Jun-23	Neighbourhood Plan	Planet Invoice 1268	£ 650.00
30-Jun-23	VAT	Planet Invoice 1268	£ 130.00
27-Aug-23	PAYE	HMRC Month 5	£ 408.95
			£
			2,736.39

Date Invoiced	Budget Line	Explanation	Amount
10-Sep-23	Hall Hire	HVH from 2022-2023	£ 90.00
27-Aug-23	Payroll	Red76 Payroll Inv 6878	£ 16.00
27-Aug-23	VAT	Red76 Payroll Inv 6878	£ 3.20
28-Aug-23	IT/Website Admin incl Ionos	Ionos invoice 203037835028 (Direct Debit)	£ 6.00
28-Aug-23	VAT	Ionos invoice 203037835028 (Direct Debit)	£ 1.20
31-Jul-23	Neighbourhood Plan	Planet Invoice 1272	£ 632.50
31-Jul-23	VAT	Planet Invoice 1272	£ 126.50
27-Sep-23	Pension contribution	Nest (Direct Debit)	£ 75.28
27-Sep-23	Clerk's Salary		£ 741.15
27-Sep-23	Litter Warden Salary		£ 536.80
27-Sep-23	PAYE	HMRC Month 6	£ 326.76
12-Sep-23	Clerk's expenses	Printer toner	£ 32.41
12-Sep-23	VAT	Printer toner	£ 6.48
			£
			Total: 2,594.28

Bank Balance at 31 August 2023:

Community Acc: £ 2247.63

Business Acc: £42716.65

The Clerk advised that HPC is running at 34% of budget at the 6 month mark.

13. 55/23 Items to take forward to subsequent meeting

Broadband, 6 month finance update.

14. 56/23 Date of next Meeting Tuesday 10th October, Highclere Village Hall 7:30pm.

Signed _____ Position _____ Date _____

Actions from 12 September 2023 Meeting

Number	Action	Person
51/23	Clerk will request to HCC that the drain outside the Highclere church is cleared as well as reporting the issue with run off on Bartletts Down Lane.	Clerk

Highclere Neighbourhood Plan – Progress update – September 12th 2023

Plan document

Following PlanET’s review of our latest Plan (v.5), David Skyrme and CW have reviewed and commented on their comments, with results to be discussed at the NP mtg on Wednesday 13th September.

Site Selection

With the two strands of work initiated before our last report being complete – David Skyrme to review his earlier assessment of sites against NP objectives, and Nick White to summarise our concerns with the Navigus work – a meeting was held with Navigus to agree a way forward. This was very constructive and Navigus have since delivered a revised, final assessment.

We now have :

- The assessment against objectives,
- The Navigus sustainability assessment, and
- The numerical result of the Parish-wide consultation on site preference.

In our last report we had indicated that when we had those items we would be able to make our decision on which site to allocate in the Plan.

Next Steps

We will publish the chosen site in an NP Update to be circulated in the Parish Magazine and the Society newsletter. If the PC would wish to confirm the decision before it is published we would hope some mechanism for doing that could be found which did not involve waiting until October 10th.

The meeting on Sep 13th will consider the issues above as well as how to complete our tasks on Valued Green Spaces and Views, along with some wording issues on a couple of draft Policies.