



Minutes of the Highclere Parish Council Meeting

Westridge Studio

Tuesday 12 March 2024 at 7.30pm

Members Present: Cllr Norton (Chairman), Cllr Bartholomew, Cllr Stoker, Cllr Easton

Clerk: Amy White

Present: Cllr Falconer, Cllr Izett, Colin Wall, one parishioner

The Chairman, Brad Norton welcomed everyone to the meeting.

1. 83/23 Apologies for Absence

Cllr Thacker was absent. Apologies received from Cllr Doe, Cllr York and Cllr MacIver.

2. 84/23 Declarations of Interest

None.

3. 85/23 To agree Minutes of Meeting held on 06 February 2024

The Minutes of 06 February 2024 were agreed as a true record and signed by the Chairman.

4. 86/23 Matters arising from Meeting held on 06 February 2024

	Action	Person
82/23	Clerk to request precept from BDBC. Actioned.	Clerk
87/23	Clerk to send Register of Interests for new councillors to BDBC. Actioned	Clerk
89/23	Cllr Norton to write to MP Kit Malthouse to express HPC's disappointment at the Watermill Bridge Appeal decision. Not actioned as BDBC decision is to pursue Judicial Review of decision.	Cllr Norton
90/23	Clerk to obtain a quote from arboriculturist for tree inspections in Penwood Heights Actioned. The Clerk has contacted Naturally Trees (www.naturallytrees.co.uk) who would provide one report with trees mapped out, which could be sent to all 84 households. The cost would be up to approx. £2000 Next steps: Contact residents in Penwood Heights to ask if this is something that they would be willing to engage in. Cllr Norton will word the document.	Clerk

5. 88/23 Public participation

None.

6. 89/23 Reports from County and Borough Councillors

Cllr Izett will be replacing Cllr Falconer as our borough councillor, should he be elected on 02 May 2024.

7. 90/23 Recent Planning Applications (comments in bold):

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

- 24/00249/FUL Land Park View House Church Lane Highclere- *No comment*
- 24/00271/HSE at Staddlestones Penwood Drove Penwood - *No comment*
- 24/00272/HSE at Staddlestones Penwood Drove Penwood Highclere- *No comment*
- 24/00347/OOBC Sandleford Park West Warren Road Newbury- *Comment on infrastructure*
- 24/00235/HSE at Oaklea Penwood Road Wash Water Newbury Hampshire - *No comment*
- 24/00379/PIP at Land To The South Of Hillside Andover Road Highclere- *Objection*
- 24/00209/FUL Tot Hill Services, Mcdonalds Drive Thru A34- *No objection*
- T/00098/24/TPO at Pirates Cottage Tubbs Lane Highclere- *objection*
- T/00117/24/TPO at 81 Penwood Heights Penwood Highclere Hampshire RG20 9EZ- *No objection*
- T/00131/24/TPO at Barncourt Star Lane Highclere- *No comment*

8. 91/23 Neighbourhood Plan update

Colin Wall provided the following report:

After many emails back and forth between the B&D's Planning Policy Unit, our Borough Councillors, the PC, the NPSG and our consultants, PlanET it is clear that B&D are digging their heels in over their Settlement Study conclusions and the implications for us, that the Highclere "settlement" is where the Housing Requirement (10) must be met. They have refused a meeting to discuss this.

As a result we, the NPSG, are left with a difficult but urgent decision to make on how best to proceed if indeed proceed is what we do. Crucially, we would be unwise to make any such decision without the full backing of the PC.

As of this report therefore, we would ask the PC to consider the six options available to us and let us know their views on each. The NPSG meets tomorrow (Wed 13th) to consider the options and your views with the objective of finding a path which we can all support and a result we can work towards.

The six options are :

1. *Push back on B&D's position with the attached information.*
2. *Continue with the current option, which includes the allocation in Penwood and an SPB on both Highclere Village and on Penwood, and address the requirement for the Highclere Village additional ten homes when the updated local plan is adopted.*
3. *Take out the allocation and the SPBs and address the requirement for ten homes when the updated local plan is adopted.*
4. *Identify a site within/adjacent to the proposed BDBC Highclere SPB which meets the requirements of the updated Local Plan.*
5. *Don't allocate any sites in the NP, don't update the NP when the Local Plan is adopted and allow BDBC to allocate a site.*
6. *Discontinue the development of the NP altogether and disband the NPSG.*

After a discussion on the pros and cons of the options, full council agreed for the NPSG to pursue option 4. Council felt that this option would lead to a swifter implementation of the NP, thereby providing the planning security that a NP can offer.

9. Confirmation of roles of councillors

The Clerk updated the roles of the current councillors on the document which will be placed on the website in the 'Meet Your Councillors' section.

10. 92/23 Lengthsman- next visit 03 April 2024

Jobs to be completed- cleaning village gateways.

11. 96/23 Finance update

The Clerk presented the following items for payment for March:

March 2024 Payments

Date Invoiced	Budget Line	Explanation	Amount
21-Feb-24	Westridge Project	Gardens by James Dean- deposit for purchase of laurel hedging PAID	£ 600.00
21-Feb-24	VAT	Gardens by James Dean- deposit for purchase of laurel hedging PAID	£ 120.00
20-Feb-24	Westridge Project	Penwood Nurseries- trees PAID	£ 277.50
27-Feb-24	Payroll	Red76 Payroll Inv 8367	£ 16.00
27-Feb-24	VAT	Red76 Payroll Inv 8367	£ 3.20
23-Feb-24	Training Courses	Shrewsbury ALC Fundamentals For Councillors - Maclver & Bartholomew	£ 105.00
23-Feb-24	Westridge Project	Gardens by James Dean- Purchase of laurel hedging and trees for Westridge	£ 1,580.00
23-Feb-24	VAT	Gardens by James Dean- Purchase of laurel hedging and trees for Westridge	£ 316.00
28-Feb-24	IT/Website Admin incl Ionos	Ionos invoice 203040750045 (Direct Debit)	£ 6.00
28-Feb-24	VAT	Ionos invoice 203040750045 (Direct Debit)	£ 1.20
7-Mar-24	Hall Hire	Westridge Studio hire for HPC meeting Inv 469	£ 20.00
27-Mar-24	Litter Warden Salary		£ 536.80
27-Mar-24	Clerk's salary		£ 790.69
27-Mar-24	Pension Contribution	Nest (Direct Debit)	£ 80.50
27-Mar-24	PAYE	HMRC Month 10	£ 347.71
11-Mar-24	Speed Indicator Placement	Premier Grounds SID movement Inv 2497	£ 280.00
11-Mar-24	VAT	Premier Grounds SID movement Inv 2497	£ 56.00
11-Mar-24	IT/Website Admin incl Ionos	Amazon- toner cartridge for Clerk printer	£ 47.49
11-Mar-24	VAT	Amazon- toner cartridge for Clerk printer	£ 9.50
Total:			£ 5,193.59

Bank Balance at 01 March 2024:

Community Acc: £ 5627.97

Business Acc: £43610.29

The Clerk presented the final budget (attached to the end of the Minutes).

Full council agreed to the budget for 2024/25.

The Clerk recommended that HPC moves to an accounting package which will improve efficiency compared to using Excel spreadsheets. The Clerk has had a free trial of Scribe, an accounting package recommended to town and parish councils, and a zoom call with an expert to go through the capabilities. As such the Clerk is confident that this is an appropriate tool to use going forward.

The cost will be £31 per month and an initial set up cost of £249.

Full council agreed to the new accounting software for 2024/25.

CIL

The Clerk confirmed she has received, and is satisfied with, the grant form from Westridge Studio for £2616 to cover the cost of the trees and laurel hedging planted at the front of Westridge. The trees and hedge costs have been placed in the CIL budget line.

HPC currently has **£2881** of CIL funds. **£2457.50** has been allocated to CIL for 2023/24. Therefore there is **£423** left to spend by 2027.

The Clerk will complete a CIL grant form in June/July for BDBC.

12. 97/23 Items to take forward to subsequent meeting

Annual Meeting and Annual Parish Meeting, SID, Footpaths.

98/23 Date of next Meeting Tuesday 09 April Highclere Village Hall 7:30pm.

Signed _____ Position _____ Date _____

Actions from 12 March 2024 Meeting

Number	Action	Person
90/23	Cllr Norton to create wording for leaflet to be sent to Penwood residents regarding a possible tree survey.	Cllr Norton

Budget 24/25

RECEIPTS	Budget 23/24	Projection EoY 23/24	Budget 24/25
Precept	25,056	25,056	25,506
CIL		493	
Bank Interest	40	402	405
Total income	25,096	25,951	25,911

Precept Income 2024/25	£25,911
Precept Running Expense 2024/25	(£25,363)
Net Precept I&E 2024/25	£548

GRANTS - not part of income	Budget 23/24	Projection EoY 23/24	Budget 24/25
Litter Warden Grant	8,000	8,399	8,500
Other Grants	4,000	10,000	5,000
Other			
Total Grants	12,000	18,399	13,500

Bank Account as at 11 March 2024:	£49,238
Predicted spend to end March	(£4,196)
Predicted EoY balance:	£45,042

PAYMENTS	Budget 23/24	Projection EoY 23/24	Budget 24/25
Precept Running Costs			
Clerk's salary incl PAYE	12,044	12,074	12,900
Employer Pension contribution	328	348	370
Clerk's expenses	100	40	50
Litter Warden Exps	300	240	240
Training Courses	50	105	100
Insurance	400	341	400
Audit	450	450	470
Chairman's allowance	745	100	100
Cllr Expenses/Travel	100	-	50
Member Subscriptions	400		410
IT/Website Admin incl Ionos	250	200	250
Accounting Software (NEW)			621
Payroll	192	204	192
Grants & Sec 137	500	-	2,000
Speed Indicator Placement	600	1,300	1,500
General Reserves	545		
Hall Hire	150	210	210
Planning (consultants)	2,000	1,400	3,000
Other (Repairs, Lengthsman, Maintenance)	1,000	1,520	2,500
TOTAL PRECEPT RUNNING COSTS	20,154	18,532	25,363

Start of 2024/25:	£45,042	
Less approx £8000 Groundworks	(£8,000)	(£8000 Groundworks Grant to be returned April 2024)
Plus Precept	£25,506	
Total Start of Year	£62,548	

Opening Balance, April 2024	£62,548
Plus	
Bank Interest, est	£405
Less	
Precept Running Costs	(£25,363)
Westridge Project	(5,000)
Neighbourhood Plan	(5,000)
CIL	(423)
Tree Survey (Penwood)	(2,000)
Closing Balance, March 2025	£25,167
of which	
Working Reserve	£15,000
Unallocated Reserve	£10,167
Total Reserve	£25,167

check	
EoY Balance, March 2024	£45,042
Return of Grant	(£8,000)
Total Income	£25,911
Total Grants	£13,500
Total Expense	(£25,363)
Grant Expense	(£13,500)
Allocated Reserves	(£12,423)
Working Reserve	(£15,000)
Total	£25,167

Grant Expenditure	Budget 23/24	Projection EoY 23/24	Budget 24/25
Litter Warden Salary	8,000	7,752	8,500
Groundworks Grant	10,000	2,000	5,000
TOTAL GRANT EXPENDITURE	18,000	9,752	13,500

RESERVES/EARMARKED	Budget 23/24	Projection EoY 23/24	Budget 24/25
Neighbourhood Plan	8,000	6,088	5,000
Defib for Penwood	2,000	750	
Community Infrastructure Levy	2,388	2,458	423
Westridge Project	5,000	595	5,000
Tree Survey			2,000
TOTAL RESERVE EXPENDITURE	17,388	9,891	12,423
TOTAL PAYMENTS:	55,542	38,175	51,286

2022/2023 Precept

Precept Amount	Band D properties	Contribution per property	Increase on previous year	% increase on previous year
£24,092.00	768.2	£31.36	£0.91	

2023/2024 Precept

Precept Amount	Band D properties	Contribution per property	Increase on previous year	% increase on previous year
£25,056.00	768.2	£32.62	£1.25	

2024/25 Precept

Precept Amount	Band D properties (projection)	Contribution per property	Increase on previous year	% increase on previous year
£25,506.00	774	£32.95	£0.34	2%



Grant Application Form

	Name of Group/Organisation	
1.	Name and address of person who should be contacted regarding this application	Title...Mrs..... First Name....Sally..... Surname...Izett..... Address.....Bottle RowFoxy Lane.....Penwood..... Town..Newbury.....County..Berkshire..... Post Code..RG20 9EP..... Tel: .01635 254400..... E-mail.....sally.izett@gmail.com.....
	PROJECT/INITIATIVE	The Westridge Studio Car Park and Open Spaces Project
2.	What project/initiative are you requesting Grant Aid for? Please itemise how the grant money would be spent?	The Grant for our project is to be spent on purchasing 6 trees and 30 hedging plants, stakes and ties, hiring a contractor to remove obstructions and unwanted or dead shrubs on the site, prepare the ground for planting and plant the trees and shrubs
3.	How will this project/initiative benefit the residents of Highclere?	The project will enhance the grounds around the Studio and help to create a safe, welcoming and attractive area for the residents of Highclere to enjoy. It will benefit the local community and enable them to come together for community events and activities.
4.	How much Grant Aid are you requesting from Highclere Parish Council?	£2,616
5.	Please give details of any other grants awarded or applied for.	As part of this project a County Councillor's Grant for £1,000 has been applied for to replace a broken Memorial Garden Bench and to install new signage for the Studio.

	GROUP/ORGANISATION DETAILS	The Westridge Trust
6.	What are your main aims and objectives?	To oversee the running of the Westridge Studio and to encourage the local community to participate, shape and understand the world in which we live through the arts, in all its forms, and through activities which promote health and well-being. We aim to foster a happier, healthier and more inclusive community.
7.	Where do your main activities/projects take place?	At the Westridge Studio
8.	Are you a registered charity?	If Yes please give charity number: 1169481
9.	Size of group/organisation, e.g. number of staff and/or members?	4 Trustees including a Chairman and Treasurer A Management Committee comprising 4 Trustees and 3 volunteers Meetings are held at regular intervals and minutes are taken. The AGM is held at the end of the year.
10.	Do you charge a subscription? If so, what is your annual subscription?	No
11.	Any other relevant information.	

Please ensure you enclose the following documents with this form:

- Copy of the Full Accounts
- Quotations/papers outlining cost of project/initiative
- Background information about your group/organisation

Please confirm that you have read and understand the Grants Policy: **YES/NO**

Yes

WESTRIDGE TRUST				
CHARITY NUMBER 1169481				
RECEIPTS & PAYMENTS ACCOUNT				
FOR THE YEAR ENDED 31 MARCH 2023				
	UNRESTRICTED FUNDS			TOTAL FUNDS
	2023	2023	2023	2022
	General fund	Fabric fund	Total funds	
	£	£	£	
RECEIPTS				
Donations received	135	-	135	1,015
Grants	1,000	-	1,000	9,500
Fundraising events	1,265	-	1,265	1,239
Rental income	11,115	-	11,115	5,250
Interest	64	-	64	3
Total receipts	13,579	-	13,579	17,007
PAYMENTS				
Bank charges	103	-	103	102
Broadband charges	575	-	575	623
Cleaning	1,688	-	1,688	677
Gardening	1,065	-	1,065	405
Insurance	1,415	-	1,415	1,362
Other professional fees	6	-	6	102
Light & heat	740	-	740	517
Loan repayment	-	2,000	2,000	17,000
Repairs & maintenance	1,347	-	1,347	1,024
Software	144	-	144	144
Studio equipment	1,112	-	1,112	3,032
Subscriptions	55	-	55	35
Water rates	73	-	73	60
	8,323	2,000	10,323	25,083
Asset purchases			-	
Additions to land and buildings	-	-	-	-
Total payments	8,323	2,000	10,323	25,083
Excess of receipts over payments	5,256	(2,000)	3,256	(8,076)
Cash funds at 1 April 2022	25,000	8,080	33,080	41,156
Transfers between funds	(5,256)	5,256	-	-
Cash funds at 31 March 2023	£25,000	£11,336	£36,336	£33,080