

## HIGHCLERE PARISH COUNCIL

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

**Tuesday 10 November 2020 at 7.30pm**

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

**In attendance:** Cllr Thacker (8-8:15pm), Cllr Falconer (from 8:15pm-8:50pm)

**Clerk:** Amy White

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

- 95/20 Apologies for Absence**  
No apologies received.
- 96/20 Declarations of Interest**  
No declarations made.
- 97/20 To confirm accuracy and sign the Minutes of the Council Meeting 13 October 2020.**  
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.
- 98/20 Matters Arising from 13 October 2020**

Item No.	Action	Owner
207/19	Cllr Easton to clarify Speedwatch signage request from Brian Harling before any decision can be made. <b>Actioned. Clarified what signage required.</b>	Cllr Easton
76/20	Clerk to send Cllr Thacker current highways issues to pass on to Steve Goodall's replacement. Cllr Thacker to update HPC on the status of the barred routes scheme. <b>Actioned- see report, item 6.</b>	Clerk Cllr Thacker
82/20	Cllrs Easton, Smith and Leeson to arrange to meet at viewports (high viz required). <b>Actioned- see CFI item 7.</b>	Cllrs Easton, Smith, Leeson
86/20	Cllrs Norton and Leeson to investigate further interest in Highclere with a view to contacting Openreach for potential costs. <b>Actioned: Facebook campaign launched</b>	Cllrs Norton & Leeson
87/20	Cllrs Leeson Dierks and the Clerk to liaise over current and old website to improve access and visibility. <b>Actioned. See Agenda item 11</b>	Cllrs Leeson, Dierks and Clerk

- 99/20 Public Participation**  
No members of the public were present.

## 6. **100/20 reports from Borough and County Councillors**

**Cllr Thacker:** will be raising the flooding issue on the A343 south of Highclere with Highways on 11/11/20.

Cllr Jenkins raised the outstanding issue of flooding in Highclere street due to a blocked culvert.

Lengthsman- there has been no firm commitment on the continuation of the scheme but Cllr Thacker feels it is hopeful and is very supportive of the continuation.

There is no update on the barred routes scheme.

**Cllr Falconer:** Regarding the fencing at Crawley and Grantham House, it will be made clear by BDBC that if fences are not removed, legal proceedings will be taken against the properties.

Cllr Falconer has arranged a meeting with the Chairpersons of Highclere, Burghclere, Echinnswell and East Woodhay with MP Kit Malthouse and the police borough commander on 02 December, regarding rural policing. There will be an update on this at the next full council meeting.

The Clerk asked Cllr Falconer if there was a contact at BDBC she could ask regarding the continuing issue with the bin at Woolton Hill recreation ground not being emptied by Hart council.

**Action:** Cllr Falconer to send Clerk the name of the contracts manager at BDBC to enquire about the continuing issue of the litter bin at Woolton Hill not being emptied by Hart Council.

## 7. **Roads and Transport**

### **101/20: Update on SID**

The SID has been sited on Foxes Lane and has been working fine. Cllr Easton has sent a graph to the council on the current data. At least 60% of drivers in a 12 hour period are speeding.

**Action:** Cllr Easton will set up a list of SID locations to get the best data.

### **102/20 Community Funded Initiative**

Community Speedwatch team would like speedwatch signs on every road into the village. However, this would need to be feasible alongside the CFI initiative (see below). The idea of the CFI is to reduce the amount of confusing and/or unnecessary signage in Highclere.

**Action:** Clerk: To check with Kevin that community speedwatch signs can be added to the new signage; Cllr Easton: to liaise with Brian Harling re specifics of signage and feasibility.

## 8. **Environment**

### **103/20 Footpaths, stiles etc**

Cllr Dierks has created a couple of slides of HPC footpaths and current issues logged with HCC. Cllr Dierks suggested adding a map of our 5.5 miles of footpaths onto the website and/or noticeboards.

**Action:** Cllr Dierks to research ideas for highlighting the footpaths in the Parish.

## 9. **104/20 Recent Planning Applications:**

- 20/02756/HSE at Palady Spring, Andover Road Wash Water- **No comment**
- 20/02767/HSE at 4 Byeways Highclere- **No comment**
- 20/02786/HSE at Brookfields House, Westridge Highclere- **No comment**
- SHELAA development site at Common Farm, Enborne- Cllr Norton will respond to Member of the Public regarding their concern raised about this site.
- 20/02868/HSE Wayside Cottage, Andover Road. **Objection:**

- The two sections of the report that they wish to be removed are concerned with development a detailed scheme of works and the monitoring of the scheme and certification that any remaining or imported material is free from contamination.
- The report only examines four small sites arranged in the central part of the site. Conclusions were drawn on the potential effect on grazing animals using human data and references from popular magazines rather than peer reviewed scientific information. HPC does not consider that this report allows the removal clauses 6 & 7, which are there to oversee and manage the removal of toxic material from the site.
- Since contaminants, in particular heavy metals, may be concentrated in herbage, it is important that monitoring of the site is continued in accordance with clause 6(b) including the nomination of an approved competent person to oversee the works, monitor the activities and provide certification that the site is free from contamination, to ensure that any risks to future users of the land are minimised.
- The Clerk has received an email from a Member of the Public regarding concern over local SHELAA sites, including Glebe Field, and whether the Neighbourhood Plan will be able to provide any protection from development. This led to a discussion on SHELAA sites (BDBC identified sites for possible development).
- **Actions:**
  - Cllr Norton to ask Colin Wall (Neighbourhood Plan lead) to provide a response to the Member of the Public about SHEELA sites, particularly Glebe Field.
  - Cllr Norton will respond to Member of the Public regarding their concern raised about the Common Farm site in Enborne.

#### **10. 105/20 Neighbourhood Plan update**

Cllr Stoker updated the council on the latest work; please see the update at the end of the minutes.

#### **11. 106/20 Broadband update since advertising**

Two adverts were placed on the HPC Facebook page with a view to gaining more interest in a broadband scheme. 8 more requests have been received but there was a delay in the advertising (which should now be resolved); it is hoped more people will be reached.

**Action:** Cllr Jenkins to make contact with the Parish magazine for potential advertising. Cllr Leeson offered to assist with the copy.

#### **12. 107/20 Website compliance update**

The Clerk is due to join a website compliance meeting with other Clerks in November. The BDATPC website also uses HugoFox as the website provider so it is thought the accessibility limitations are acceptable for the HPC website.

**108/20** Cllr Leeson has made contact with the owner of highclerevillage.com website; currently when searching for Highclere on Google, the old highclerevillage.com website comes up as the first result. This website is no longer updated and the council would like the HPC website to be the first result seen. Cllr Leeson is waiting for the owner to confirm that the old site can be removed.

### 13. Financial Matters

#### 109/20 Accounts for Payment, November:

The Clerk presented the following items for payment via email to all councillors. Approved by Cllrs Norton, Jenkins and Stoker via email.

Date incurred	Expenditure	Purpose	Ex VAT	VAT	Total	Online/ Cheque/DD
			£	£	£	
10/11/2020	HMRC PAYE	Clerk Tax & NI			150.08	online
28/11/2020	Litter Warden Salary	November Salary			540.64	online
10/11/2020	Litter Warden Expenses	Travel expenses for October	13.95		13.95	online
27/11/2020	Clerk's Salary	November Salary			760.40	online
28/10/2020	Clerk's Expenses	ionos mail storage	5.00	1.00	6.00	online
<b>Total</b>					<b>1471.07</b>	

#### Current bank balance as at 10/11/20:

Business Savings Account: £53968.65

Current Account: £1879.11

**110/20 Draft Budget Discussion:** Discussion was held on the precept for 21/22 financial year. The Council will review the precept with the aim of ring-fencing any increase for the next year at or below the current rate of inflation.

### 14. 111/20 Correspondence

The Clerk has received the following items for discussion:

- BDATPC is holding an online meeting re BDBC's Local Plan and the Government White Paper on planning. None of the Council were able to attend and the invitation will be sent to Colin Wall.
- The Clerk has received a request from Burghclere to borrow the Community Speedwatch SID; this was received pre lockdown 2.0 and speedwatch activities are suspended. This will be considered at another date.

### 15. 112/20 Update on OneDrive document storage

The Clerk has been sending links to OneDrive for councillors to view documents, however the majority of the council were content to stick with the current process of the Clerk sending documents over email rather than accessing documents from OneDrive.

### 16. 113/20 Items to carry forward to next meeting

- Rural policing update from Cllr Norton

- Budget setting for 2021/2022
- Broadband update
- Website compliance update
- CFI update

The meeting finished at 9:45pm.

**17. 114/20 Date of the next Council Meeting: 08 December 2020**

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

**Actions for November Meeting**

<b>100/20</b>	Cllr Falconer to send Clerk the name of the contracts manager at BDBC to enquire about the continuing issue of the litter bin at Woolton Hill not being emptied by Hart Council.	<b>Cllr Falconer/Clerk</b>
<b>101/20</b>	Cllr Easton will set up a list of SID locations over the next 6 weeks to get the most useful data.	<b>Cllr Easton</b>
<b>102/20</b>	Clerk: To check with Kevin that community speedwatch signs can be added to the new signage. Cllr Easton: to liaise with Brian Harling re specifics of signage and feasibility.	<b>Clerk</b> <b>Cllr Easton</b>
<b>103/20</b>	Cllr Dierks to research ideas for highlighting the footpaths in the Parish.	<b>Cllr Dierks</b>
<b>104/20</b>	Cllr Norton to ask Colin Wall (Neighbourhood Plan lead) to provide a response to the Member of the Public about SHEELA sites, particularly Glebe Field.  Cllr Norton will respond to Member of the Public regarding their concern raised about the Common Farm site in Enborne.	<b>Cllr Norton</b>  <b>Cllr Norton</b>
<b>106/20</b>	Cllr Jenkins to make contact with the Parish magazine for potential advertising. Cllr Leeson offered to assist with the copy.	<b>Cllr Jenkins/Dierks</b>
<b>108/20</b>	Cllr Leeson to update council on removal of highclerevillage.com website.	<b>Cllr Leeson</b>

**Neighbourhood Plan update from Colin Wall:**

As at our last report, pre-Lockdown1, we were in the Community Engagement stage and planning to hold a workshop with our consultants on 24th March, to plan the scope and scale of further, more focused engagements, and to define our approach to Housing Needs surveys, Parish-wide Questionnaires and Site Identification.

The arrival of Covid-19 halted all such engagement and even after the lifting of most restrictions, we have been reluctant to engage in gatherings of any size, particularly considering Highclere's age demographics.

We have, however, held two Zoom meetings of the Steering Group where we have discussed what our approach should be to further engagement. It was decided that we should pursue a number of strands of work :

- discuss with B&D the impact on Housing requirement of the Planning for the Future White Paper – **they said too early to say, hence**
- commission a Housing Needs Analysis from Locality (the NP funding quango) – **we are attempting to get that off the ground soon**
- respond to the White Paper consultation – **done**
- respond to the B&D Local Plan Update Consultation – **done**
- examine other areas NPs to identify policies we could plagiarise to support our own objectives – **ongoing**
- engage with our consultants, PlanET, to identify evidence needed to support the current HNP objectives – **yet to start**
- from these last two, build towards a Parish-wide evidence-gathering questionnaire – **2021.**

On the finance side, we returned unused 19/20 funds to Locality, rescheduled future expenditure and re-applied to allow a smooth budgetary transition between fiscal years. The 20/21 grant came through on 24 June at £5670.

**END**