

## HIGHCLERE PARISH COUNCIL

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

Tuesday 09 June 2020 at 7.30pm

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

**In attendance:** Clerk: Amy White, Cllr Falconer (from 20:00)

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

**1. Apologies for Absence**

**17/20** Apologies received from Cllr Nicholls. Cllr Falconer joined at 20:00. No apologies from Cllrs Thacker and Izett.

**2. Declarations of Interest**

**18/20** None.

**3. To confirm accuracy and sign the Minutes of the Council Meeting 12 May 2020.**

**19/20** It was unanimously resolved that the Minutes be accepted as an accurate record. They were signed by the Chairman, Cllr Norton after the meeting.

**4. Matters Arising from 12 May 2020**

**20/20**

Item No.	Action	Owner
166/19	Clerk to draft letter to Old Honeyway and neighbouring house to request footpath is maintained. <b>Actioned by owners.</b>	Clerk
183/19	Clerk to clarify some of the proposed ideas with Kevin Hyde and report back to HPC. Actioned. <b>Actioned but on hold due to Covid-19</b>	Clerk
187/19	Clerk to send SID update to Highclere Society Newsletter. Clerk and Cllr Easton to resolve SID reliability issue. <b>Not actioned due to Covid-19</b>	Clerk Clerk/Cllr Easton
207/19	Cllr Easton to clarify Speedwatch signage request from Brian Harling before any decision can be made. <b>Not Actioned, more clarification needed.</b>	Cllr Easton
06/20	Cllr Easton to clarify exact signage requirements with the CSW team. <b>Actioned, Cllr Easton taking over the signage requirements.</b>	Cllr Easton
07/20	Clerk to contact HCC to report signs to be collected. <b>Actioned</b>	Clerk

**5. Public Participation**

**21/20** No members of the public were virtually present.

**6. Roads and Transport**

**22/20** No update this month.

**7. Environment**

**23/20 Footpaths:** Cllr Stoker reported footpath 733 has a dangerous overhanging branch and a tree leaning on another which is likely to need some attention. This will be the responsibility of Highclere PC, not HCC as it is not the section which is a Right of Way.

**Action:** Cllr York to meet with Mr Pope (landowner) to look at the trees on footpath 733 and decide whether HPC will need tree surgeons to quote for work.

**24/20 Lengthsman:** Due to budget cuts and priority changes in 2020/21 HCC is unable to undertake the priority cutting list. The Lengthsman has made a start cutting the priority footpath list and will continue to do some of the paths with his allotted hours.

**25/20 Litter:** The Litter Warden has reported 3 incidents of fly tipping, all of which have been reported to BDBC and been removed.

**8. Report from Cllr Graham Falconer**

**26/20** Cllr Falconer gave a verbal update on current applications including Hillside Farm, and Crawley House on the Andover Road.

**9. Recent planning applications**

**27/20** There have been no planning applications this month.

**10. Financial Matters**

**28/20 Audit:** The Clerk presented the findings of the internal audit on 11/05/20. Overall the Council was commended for good document keeping. The letter is on the [website](#) and any recommendations are to be actioned by the Clerk.

**29/20 Annual Governance Statement:** This is part of the AGAR form (also available to view on the website) and requires the council to agree that it is satisfied with financial procedures. The Council unanimously agreed to the Statement and the Clerk will prepare to send the form to the external auditors (PKF LittleJohn).

**Action:** Clerk to send AGAR form to external auditors.

**30/20 Accounts for Payment:**

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

Date incurred	Expenditure	Purpose	Ex VAT	VAT	Total	
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			£	£	£	Online/ Cheque/D D
09/06/2020	HMRC PAYE	Clerk Tax & NI			142.45	online
27/06/20	Litter Warden Salary	June Salary			540.64	online
12/05/20	Eleanor Greene	Internal Audit			240.00	online
27/06/20	Clerk's Salary	June Salary			725.31	online
09/06/20	Clerk's Expenses	IONOS Mail Storage and Zoom	14.99	3.00	17.99	online
<b>Total</b>					<b>1666.39</b>	

**Bank statements:**

**Community Current Account 29/05/20: £1151.81**

**Business Savings Account 29/05/20: £46662.63**

**11. Parish Council Vacancy**

**31/20** One of the recommendations from the internal audit was to ensure the vacancy is advertised at regular intervals.

**Action:** Clerk to advertise the vacancy on Facebook and the Highclere Society Newsletter.

**12. To agree to update the HPC statutory documents as per Transparency Code**

**32/20** The Clerk advised the council that the statutory documents need to be updated for 2020/21. The council unanimously agreed for all documents to be updated.

**Action:** Clerk to update statutory documents on the website.

**13. Correspondence received**

**33/20** The Clerk mentioned correspondence had been received from a Parishioner complaining about the campervan regularly parked up in the layby next to the postbox on the Andover Road. It was agreed to report this to the PCSO to see if any action needs to be taken.

**Action:** Clerk to report campervan in layby to PCSO.

The meeting finished at 8:35pm.

**34/20 Date of the next Council Meeting: 07 July 2020**

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

**Actions from Meeting 09/06/20:**

<b>Item No.</b>	<b>Action</b>	<b>Owner</b>
<b>23/20</b>	Cllr York to meet with Mr Pope to look at the trees on footpath 733 and decide whether they will need tree surgeons to quote for work.	<b>Cllr York</b>
<b>29/20</b>	Clerk to send AGAR form to external auditors.	<b>Clerk</b>
<b>31/20</b>	Clerk to advertise the councillor vacancy on Facebook and the Highclere Society Newsletter.	<b>Clerk</b>
<b>32/20</b>	Clerk to update statutory documents on the website.	<b>Clerk</b>
<b>33/20</b>	Clerk to report campervan in layby to PCSO.	<b>Clerk</b>