

## HIGHCLERE PARISH COUNCIL

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

Tuesday 08 September 2020 at 7.30pm

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

**In attendance:** Clerk: Amy White, Cllr Izett (from 20:00), one parishioner

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

**1. Apologies for Absence**

**56/20** Apology from Cllr Easton who is attending a family matter. Cllr Falconer is on holiday. No Apologies from Cllr Thacker or Cllr Nicholls.

**2. Declarations of Interest**

**57/20** None.

**3. To confirm accuracy and sign the Minutes of the Council Meeting 07 and 21 July 2020.**

**58/20** It was unanimously resolved that the Minutes be accepted as an accurate record. They were digitally signed by the Chairman, Cllr Norton after the meeting.

**4. Matters Arising from 07 July 2020 (no actions from 21 July)**

**59/20**

Item No.	Action	Owner
<b>183/19</b>	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>	<b>Clerk</b>
<b>187/19</b>	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>	<b>Clerk Clerk/Cllr Easton</b>
<b>207/19</b>	Cllr Easton to clarify Speedwatch signage request from Brian Harling before any decision can be made. <b>Actioned but on hold to discuss next meeting.</b>	<b>Cllr Easton</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>Actioned- Cllrs Norton and York met Stuart from Greentips, who will quote for work.</b>	<b>Cllr York</b>
<b>29/20</b>	Clerk to send AGAR form to external auditors. <b>Actioned</b>	<b>Clerk</b>
<b>31/20</b>	Clerk to advertise the councillor vacancy on Facebook and the Highclere Society Newsletter. <b>Actioned but will be ongoing.</b>	<b>Clerk</b>
<b>32/20</b>	Clerk to update statutory documents on the website. <b>Actioned</b>	<b>Clerk</b>
<b>33/20</b>	Clerk to report campervan in layby to PCSO. <b>Actioned.</b>	<b>Clerk</b>

**5. Public Participation**

**60/20** No other members of the public were virtually present except the observing parishioner.

**6. Roads and Transport**

**61/20:** No update from Cllr Easton due to her absence from the meeting. The Clerk contacted the company the SID was purchased from and has been given instructions on testing it before it is sent off. The Clerk is now waiting for the Lengthsman to be available to put the battery in the SID again to complete the testing.

**7. Environment**

**62/20 Footpaths**

**Action: Cllr Stoker will contact the landowner of footpath 736 to ask for it to be cut back.**

**63/20 Lengthsman**

The Lengthsman has been and completed tasks set by Cllr Jenkins. Next set of hours are in October 2020.

**8. 64/20 Litter Warden Report**

The Litter Warden was unable to attend the meeting due to technical issues with Zoom. Fly tipping appears to have increased in recent weeks and the Warden is having to place other large quantities of litter in his own and neighbours' bins. This is not acceptable. The Clerk has contacted BDBC with specifics of litter issues. The Warden is asking for 2 new bins to help with the rubbish collection by BDBC. Cllr Izett was keen to hear of the issues and will work with the Litter Warden to make sure any issues are being dealt with appropriately. He praised the hard work of the Litter Warden and that his efforts were greatly appreciated.

**Action: Clerk to put the Litter Warden and Cllr Izett in touch to communicate litter issues.**

**9. 65/20 Recent Planning Applications:**

20/02042/HSE Hylands- deadline 01/09/20 (Comments made to BDBC)

20/02062/HSE Wendover- deadline 10/09/20 (No Comment)

T/00300/20/TPO September Cottage- deadline 10/08/20 (No Comment)

**10. 66/20 Grants to consider for Approval**

**Homestart NW Hampshire- Grant request: unspecified**

Consideration of the grant request had been made via email prior to the meeting. At the meeting it was agreed by full council to award £100.

**Victim Support- Grant request: £50**

Having read the financial information provided by Victim Support, it was agreed by full council not to award the grant. HPC has an agreed policy of a maximum of £100 per year grant awarding; a grant was already made to the Red House at the start of the Coronavirus epidemic for leaflet printing and it was agreed this was enough.

**Action: Clerk to contact both charities to inform them of the decisions.**

## 11. 67/70 Reports from Borough and Country Councillors

Cllr Izett reported that the Covid situation is being managed well in Hampshire and Basingstoke.

Parishes will soon be consulted on the Local Plan to put their thoughts on what should be included.

The planning white paper is currently moving forward; officers at BDBC will be sending a paper to government asking for Parishes to be consulted as this could affect Neighbourhood Plans, which are an important part of a Parish's ability to have a say in planning decisions.

Climate change: the commitment is for the borough to be carbon neutral by 2030. Cllr Izett will send information on this to the PC.

## 12. Financial Matters

### 68/20 Accounts for Payment:

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

### Accounts for Payment Sept 2020

Date incurred	Expenditure	Purpose	Ex VAT	VAT	Total	Online/ Cheque/DD
			£	£	£	
01/09/2020	HMRC PAYE	Clerk Tax & NI			142.45	online
01/08/2020	Litter Warden Salary	September Salary			540.64	online
01/09/2020	Litter Warden Expenses	Travel expenses for August	13.95		13.95	online
01/09/2020	Clerk's Salary	September Salary			725.31	online
01/09/2020	Clerk's Expenses	ionos mail storage	3.00	0.60	3.60	online
<b>Total:</b>					<b>1425.95</b>	

### Current bank balances as at 08/09/20:

Business Savings Account: £46379.61

Current Account: £2181.75

A copy of the 2020-21 six-month PC finances was circulated to the PC in advance and is saved separately in [the minutes section of the website](#).

## 13. 69/20 Correspondence

Cllrs Norton and York have met with two members of Highclere Society to clear up confusion regarding the planning process and the role that the Parish Council, as a public body and tier of government, plays in the consultation process compared to Highclere Society as a residents' association.

It was agreed by all councillors at the meeting that further collaboration between Highclere Society and the Parish Council would be useful and would, therefore, be considered further.

Cllr Norton will maintain contact with the four local Parishes (East Woodhay, Burghclere, Ashmansworth and Newtown) since the Newtown Road HWRC issue to ensure future improved communication and working together.

**14. 70/20 Items to carry forward to next meeting**

- Website compliance
- Meetings going forward (virtual)
- Clerk salary inflationary increase discussion
- HPC-specific emails for councillors and document storage for HPC going forward.

The meeting finished at 8:30pm.

**15. 71/20 Date of the next Council Meeting: 13 October 2020**

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

**Actions for September Meeting**

Item No.	Action	Owner
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>Actioned but on hold to discuss next meeting.</b>	Cllr Easton
44/20	Cllr Stoker will contact the landowner of footpath 736 to ask for it to be cut back.	Cllr Stoker
46/20	Clerk to put the Litter Warden and Cllr Izett in touch to communicate litter issues.	Clerk
48/20	Clerk to contact both charities requesting grants to inform them of the decisions.	Clerk

