

HIGHCLERE PARISH COUNCIL

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

Tuesday 13 October 2020 at 7.30pm

Members Present: Cllr Norton (Chairman), Cllr Jenkins, Cllr York, Cllr Stoker, Cllr Smith, Cllr Easton, Cllr Thacker (until 8pm), Cllr Falconer (from 8pm-8:50pm)

In attendance: Clerk: Amy White, two parishioners (to be co-opted), one observer.

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

1. Apologies for Absence

72/20 Cllr Nicholls was unable to join.

2. Declarations of Interest

73/20 Both Cllrs Easton and Smith declared an interest in Pirates Cottage planning application.

3. To confirm accuracy and sign the Minutes of the Council Meeting 08 September 2020.

74/20 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.

4. Matters Arising from 08 September 2020

75/20

Item No.	Action	Owner
183/19	Clerk to clarify some of the proposed ideas with Kevin Hyde and report back to HPC. Actioned. Actioned- see item 9	Clerk
187/19	Clerk to send SID update to Highclere Society Newsletter. Clerk and Cllr Easton to resolve SID reliability issue. Actioned- SID appears to be working as normal.	Clerk Clerk/Cllr Easton
207/19	Cllr Easton to clarify Speedwatch signage request from Brian Harling before any decision can be made. Actioned but on hold to discuss next meeting.	Cllr Easton
44/20	Cllr Stoker will contact the landowner of footpath 736 to ask for it to be cut back. Actioned.	Cllr Stoker
46/20	Clerk to put the Litter Warden and Cllr Izett in touch to communicate litter issues. Actioned.	Clerk
48/20	Clerk to contact both charities requesting grants to inform them of the decisions. Actioned	Clerk

5. 76/20 Report from Tom Thacker, Hampshire County Councillor (amended item number due to Cllr availability)

Cllr Thacker gave a verbal report on the approved HCC Rural Programme.

There remains support for the Lengthsman scheme, currently up to and including 2022/2023. The Rural Communities Fund is expanding eligibility to include climate change

issues. Please see this link for more information:

<https://democracy.hants.gov.uk/documents/s56863/2020-09-18%20EMCRA%20Rural%20Affairs%20Rural%20Programme%20update%20and%20priorities.pdf>

Steve Goodall (of HCC Highways) is no longer operating in the local area.

Action: Clerk to send Cllr Thacker current highways issues to pass on to Steve Goodall's replacement.

Action: Cllr Thacker to update HPC on the status of the barred routes scheme.

77/20 Report from Graham Falconer, BDBC Borough Councillor

Cllr Falconer updated the PC on Borough issues, in particular fly-tipping: 3 people have recently been fined a total of £6000 for fly tipping.

He also reported on the latest planning updates, including Hillside Farm and Crawley House. Decisions can be found on the planning portal of the BDBC website.

Cllr Falconer will soon be meeting with MP Kit Malthouse and Cllr John Izett to discuss broadband fibre to property options.

6. 78/20 Resignation of Councillor

Cllr Nicholls has written to the Chairman to inform him of her resignation. The Parish Council thanks Cllr Nicholls for everything she has done and wishes her well.

This leaves the PC at a membership of six councillors. The desired number is eight. Vacancies have been advertised both on Facebook and the village noticeboards. Two parishioners have expressed an interest in joining.

7. 79/20 Co-option of councillor to vacant position

HPC was pleased to co-opt James Leeson and Janine Dierks to both vacant positions on the Council. Cllr Leeson signed his acceptance of office form during the meeting, witnessed by the Clerk. The Clerk received in advance Mr Leeson's declaration of pecuniary interests which will be sent to BDBC. Ms Dierks will send her completed forms to the Clerk.

Action: Clerk and Cllr Dierks to ensure forms are signed and registered with BDBC. Clerk to send forms for Cllr Leeson to BDBC.

8. 80/20 Public Participation

No other members of the public were virtually present except the observer.

9. Roads and Transport

81/20: Update on SID

The SID has been sited on Foxes Lane and has been working fine. The Clerk has sent the latest data to Cllr Easton for processing.

No update on the Community Speedwatch signs.

82/20 Community Funded Initiative update and allocating councillors to project

HCC is now able to recommence delivery of the project, initiated with HCC earlier in 2020. Cllrs Easton, Smith and Leeson will meet to go to suggested viewpoints and discuss speed awareness options, prior to meeting with Kevin Hyde of HCC.

Action: Cllrs Easton, Smith and Leeson to arrange to meet at viewpoints (high viz required).

10. Environment

83/20 Footpaths, stiles etc

Cllrs Dierks and Smith will assist Cllr Stoker in walking the footpaths to check for any issues. Cllr Jenkins asked for any footpaths that need cutting back to be reported to him to report to the Lengthsman (next set of 7.5 hours is in November).

11. 84/20 Litter Warden Report

The Litter Warden has spoken to BDBC’s environmental enforcement officer to explain local fly tipping issues. The process needed for successful prosecution was explained. HPC continues to be very grateful to the Litter Warden for the hard work and care taken to keep the Parish tidy.

12. 85/20 Recent Planning Applications:

- 20/02540/HSE at Ashridge, Pantings Lane Highclere- **No Comment**
- 20/02418/HSE at Tanbury, Tubbs Lane Highclere- **No Comment**
- 20/02378/FUL at The Old School House, Church Lane Highclere- **Comment:** Need information on the height of the greenhouse.
- 20/01664/TDC Pirates Cottage Tubbs Lane, Highclere- **Objection** as per previous response, including how the amendments do not address any of the original concerns. The new landscaping will make the proposal even worse. (See planning portal for full HPC response).

13. 86/20 Broadband interest in Highclere

Cllr Norton reported on local interest in improved broadband in Highclere via the NextDoor app. 75 households have expressed interest. Cllr Norton will send this interest to the Openreach portal who will then investigate costs associated with upgrade and whether vouchers from HCC are still valid and can be used. Cllr Leeson will assist with this project.

Action: Cllrs Norton and Leeson to investigate further interest in Highclere with a view to contacting Openreach for potential costs.

14. 87/20 Website compliance

The Clerk explained the new accessibility regulations affecting Parish Council websites. Currently, Hugo Fox is able to provide some accessibility options but there are still limitations. HPC now has an accessibility statement on the website explaining these and that any information required can be given by the Clerk. Cllr Dierks and Leeson have website expertise and will assist with some website maintenance.

Action: Cllrs Leeson, Dierks and the Clerk to liaise over current and old website to improve access and visibility.

15. Financial Matters

88/20 The Clerk presented the new NALC recommended inflationary pay increase for Clerks. A pay increase was proposed by Cllr Norton and seconded by Cllr Jenkins. Full Council agreed to approve the pay increase, which will be backdated to April 2020.

	2019 rate	2020 rate
	SC 16	SC 16
52 weeks	23369.00	24012.00
weekly	449.40	461.77
hourly	12.15	12.48
15 hours	182.19	187.20
Annual	9473.92	9734.59

Litter warden supervision	482.70	482.70
Salary	9956.62	10217.29
Home Office allowance	475.00	475.00
Total Salary	10431.62	10692.29

89/20 Accounts for Payment:

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

Accounts for Payment October 2020

Date incurred	Expenditure	Purpose	Ex VAT	VAT	Total	
			£	£	£	Online/ Cheque/DD
13/10/2020	HMRC PAYE	Clerk Tax & NI			183.19	online
13/10/2020	Litter Warden Salary	October Salary			540.64	online
13/10/2020	Litter Warden Expenses	Travel expenses for September	13.95		13.95	online
13/10/2020	Clerk's Salary	Oct Salary incl pay increase & home office			946.17	online
13/10/2020	Clerk's Expenses	ionos mail storage & Zoom.pro	16.99	3.40	20.39	online
23/09/2020	PKF Littlejohn	External Audit Fee	200.00	40.00	240.00	online
17/09/2020	Greentips	Tree removal along footpath	650.00	130.00	780.00	online

Current bank balances as at 13/10/20:

Business Savings Account: £57968.65

Current Account: £655.80

90/20 The Clerk confirmed the second tranche of the precept (£11589.04) has been received.

91/20 The Clerk confirmed the Audit for 2019/20 was successfully completed and signed off by the external auditor, PKF Littlejohn.

16. 92/20 Correspondence

The Clerk has received the following items for discussion:

- BDBC climate emergency update, options for involvement: This was mentioned by Cllr Thacker in his HCC update. HPC will review to decide what options might be followed up.
- BDBC Climate Survey (posted to Facebook and website): Cllr Norton will respond on behalf of HPC.

Action: Cllr Norton to respond to BDBC climate emergency consultation.

- Email from Chairman of Ashmansworth PC to HCC re flooding along A343, Highclere: This has been passed to Cllr Thacker who will send this to Steve Goodall's replacement at HCC.
- **Action** to send Cllr Cox's email to Cllr Thacker.

17. 93/20 Items to carry forward to next meeting

- preliminary budget setting for 2021/2022
- broadband update
- CFI update
- Speedwatch data and signs
- Neighbourhood Plan update
- Website update

The meeting finished at 9:55pm.

18. 94/20 Date of the next Council Meeting: 10 November 2020

Signed _____ Position _____ Date _____

Actions for October Meeting

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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.	Clerk Cllr Thacker
82/20	Cllrs Easton, Smith and Leeson to arrange to meet at viewpoints (high viz required).	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.	Cllrs Norton & Leeson
87/20	Cllrs Leeson Dierks and the Clerk to liaise over current and old website to improve access and visibility.	Cllrs Leeson, Dierks and Clerk