

HIGHCLERE PARISH COUNCIL

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

Tuesday 12 January 2021 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 Falconer (until 8pm), Cllr Thacker (until 8pm)

Clerk: Amy White

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

1. 136/20 Apologies for Absence

No apologies received.

2. 137/20 Declarations of Interest

No declarations made.

3. 138/20 To agree and sign the Minutes of the Council Meetings of 08 December 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.

4. 139/20 Matters Arising from 08 December 2020

| | | |
|---------------|---|--------------------------------|
| 101/20 | Cllr Easton will set up a list of SID locations over the next 6 weeks to get the most useful data. Actioned and sent to Lengthsman. | Cllr Easton |
| 102/20 | Cllr Easton: to liaise with Brian Harling re specifics of signage and feasibility. Actioned- see item 7. | Cllr Easton |
| 104/20 | Cllr Norton will respond to Member of the Public regarding their concern raised about the Common Farm site in Enborne. Move to next meeting update. | Cllr Norton |
| 122/20 | Cllr Easton and Clerk to obtain quotes and information regarding SIDS to present to PC in January. Actioned- see item 7 | Cllr Easton & Clerk |
| 123/20 | Cllr Easton to confirm Community SpeedWatch signs with Alpha Graphics and send to Kevin Hyde. Actioned- see item 7 | Cllr Easton |
| 124/20 | Cllr Dierks will continue to research options for upgrading footpath signs and try and make contact with Hartley Whitney Parish for examples of good signage. Ongoing. | Cllr Dierks |
| 125/20 | Clerk to speak to Litter Warden to make sure he has enough support. Actioned. Litter Warden continuing to work throughout lockdown 3.0. | Clerk |
| 127/20 | Cllr Norton to initiate survey with Openreach in the New Year. Actioned- the application to Openreach was submitted on 29/12/20, should have more news at Feb meeting. | Cllr Norton |
| 130/20 | Cllr Dierks will look at the information included on the website and update/amend as necessary, in conjunction with the Clerk- ongoing. Actioned | Cllr Dierks, Clerk |

5. 140/20 Public Participation

No members of the public were present.

6. Reports from Borough and County Councillors

141/20 Cllr Falconer updated the PC on the latest planning decisions. The DC committee meets 13/01/21 to discuss the Griffins Court application and Hillside Farm application. Cllr Falconer will enquire about the permitted usage of the field on the left of the A343 just after the Wash Water roundabout as there appears to be a lot of material dumped there.

Cllr Norton has recently held a meeting with other local Parish Council Chairs and the issue of the 5-year land supply has been raised. Cllr Falconer confirmed that BDBC's land supply come from the identified SHELAA sites.

142/20 Cllr Thacker was unable to provide any updates on the highways flooding issue raised at the last meeting. However, the new area engineer for Highclere will be responsible for the whole stretch of the A343 from Andover to Newbury which will help with any overlap of areas needing attention along that stretch. Cllr Thacker reported there is still grant money available for Parish projects such as replacing noticeboards, speeding projects, new benches etc. The Clerk will ask for more information to see if HPC can make use of the grants.

Action: Clerk to ask Cllr Thacker for more info on grant monies available.

7. Roads and Transport

143/20: Community Funded Initiative Update

The Clerk has received and sent to councillors the quote from HCC for the speeding project plans. The PC agreed the plans look good; a big thank you to Kevin Hyde for his hard work and judgement on what is appropriate for Highclere. It was decided to post the plans on the website and ask for any comments to be sent to the Clerk. At the February meeting the PC hopes to give the go-ahead for the project. Please see the website for further details on the plans. The Clerk will feedback to Kevin Hyde the following questions:

- Is it worth getting the road painted with regards to the need for continual maintenance and whether the current surface can even be used.
- What the 20% maintenance fee covers, for how long, and by whom.
- Who holds the 20% contingency money
- What happens to the redundant signage (assuming there will be some)

Action: Clerk to ask additional info from Kevin Hyde re CFI project.

144/20 Update on SID

The Clerk provided a quote from Westcotec the preferred supplier for HCC SIDs. Overall the costs for a new SID would be in the region of £3500 using lead batteries. A solar panel SID would cost an extra approx. £600. There was a discussion on whether it is in our interests to buy a new one or keep using the current one, and whether to explore having a permanently mounted one, similar to Hurstbourne Tarrant. A permanent SID would need to be considered in the overall CFI project. Concerns were raised over 'driver fatigue' if the SID is permanently placed.

Action: Clerk to research whether it would be possible for HPC to have a permanently mounted SID and to confirm the pole locations used in Highclere (some are not used, although part of the licence agreement, due to being easily knocked by traffic).

Cllr Easton has confirmed the style of the Community Speedwatch signs. It was thought four signs would suffice. The design will be passed to Kevin Hyde to be placed in appropriate locations during the CFI project.

Action: Clerk to action CSW signage info to Kevin Hyde.

8. Environment

145/20 Footpaths, stiles etc

Due to work commitments of councillors there has been no progress on footpath advertising, for example on the website. This will be an ongoing item.

9. 146/20 Recent Planning Applications:

- 20/03119/FUL at Alma Farm Westridge Highclere RG20 9RY- **no comment**
- 20/03366/HSE at The Wellhouse 1 Arkwright Close Highclere RG20 9PD- **no comment**

10. 147/20 Neighbourhood Plan update

Please see the update at the end of the minutes, provided by Colin Wall. Cllr York, on behalf of the NP group asked HPC if it could ringfence another £5000 to ensure the completion of the document. **This was agreed** and the total amount of money now ringfenced for the NP is **£12130**. This will be reflected in the 2021/22 budget.

11. 148/20 Broadband update

Cllr Norton has received approximately 94 responses from the Parish and has contacted BT Openreach. There is a 28 day wait so HPC hopes to have an update on next steps at the next meeting.

12. 149/20 website update

Cllr Dierks has made some excellent suggestions on updating and improving the current website. The information on the site will be made more concise and user-friendly. She will work alongside the Clerk to continue to improve the site. Cllr Leeson has created some new logo suggestions for the website/Twitter/Facebook. The final design will amend the current blue and white HPC logo.

A discussion was held on what HPC is trying to achieve with the website, as it is, in essence a formal requirement for the Parish to have statutory documents, including minutes, available to the public. It is hoped that by advertising the projects HPC is involved in, for example the Openreach/broadband and the Community Funded Initiative, more online traffic will be directed to the website to encourage community engagement.

13. Financial Matters

150/20 Accounts for Payment, January:

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

| Accounts for Payment | | | | | | |
|-----------------------------|--------------------|----------------|---------------|------------|--------------|-----------------------|
| Date incurred | Expenditure | Purpose | Ex VAT | VAT | Total | Payment Method |
| | | | | | | |

| | | | | | | |
|------------|------------------------|---|-------|-------|--------|--------------------------------|
| 11/01/2021 | Premier Grounds | SID moving x 3 | 90.00 | 18.00 | 108.00 | online |
| 11/01/2021 | HMRC PAYE | Clerk Tax & NI | | | 150.28 | online |
| 23/12/2020 | Cllr Expenses | Cllr Leeson Facebook advertising | | | 24.50 | Authorised 23/12/20 |
| 27/01/2020 | Litter Warden Salary | January Salary | | | 540.64 | online |
| 11/01/2020 | Litter Warden Expenses | Travel expenses for December | 13.95 | | 13.95 | online |
| 27/01/2020 | Clerk's Salary | January Salary | | | 760.20 | online |
| 11/01/2020 | Clerk's Expenses | ionos mail storage (Jan) and Zoom.Pro (Dec) | 16.99 | 3.40 | 20.39 | online |

Total 1509.96

Bank Balance as at 01/01/2021:

Community Account: £2823.46

Business Account: £49970.00

Latest accounts are available on the website alongside these minutes.

151/20 Precept Discussion:

Having received the confirmed tax base for BDBC, HPC **agreed** to keep the precept for 2021/22 at the same rate as 2020/21, to be **£23165**.

Action: Clerk to complete and send precept request form to BDBC by 30 January 2021.

14. 152/20 Correspondence/ Clerk update

The Clerk confirmed that Cllrs Leeson and Dierks will attend new councillor training, provided by Hampshire Association of Local Councils (HALC) virtually on 19 Jan 2021.

15. 153/20 Items to carry forward to next meeting

- Budget setting for 2021/2022
- Broadband update- Cllr Norton
- SID upgrade proposals- Cllr Easton
- Alpha sign/CFI update- Cllr Easton & Clerk

The meeting finished at 9:45pm.

16. 154/20 Date of the next Council Meeting: 09 February 2021

Signed _____ Position _____ Date _____

Actions from January Meeting

| | | |
|---------------|--|--------------------|
| 104/20 | Cllr Norton will respond to Member of the Public regarding their concern raised about the Common Farm site in Enborne. Move to next meeting update. | Cllr Norton |
| 142/20 | Clerk to ask Cllr Thacker for more info on grant monies available. | Clerk |
| 143/20 | Clerk to ask additional info from Kevin Hyde re CFI project. | Clerk |
| 144/20 | Clerk to research whether it would be possible for HPC to have a permanently mounted SID and to confirm the pole locations used in Highclere (some are not used, although part of the licence agreement, due to being easily knocked by traffic). Clerk to action CSW signage info to Kevin Hyde. | Clerk |
| 151/20 | Clerk to complete and send precept request form to BDBC by 30 January 2021. | Clerk |

Update from Colin Wall, Neighbourhood Plan

Highclere Neighbourhood Plan – Progress update – January 8th 2021

Our last report in November described a number of strands of work that had been planned as possible during the Covid restrictions in operation at that time. A further Zoom meeting was held in December, and progress had been made, but two external events have now caused us to modify our plans: the recent countrywide lockdown and the expected submission of a large development proposal affecting the field behind Rutherford Close. As a result our plans and the supporting rationale are as shown below.

1. Commissioning a Housing Needs Analysis (HNA) from Locality – we successfully applied for this work to be done. It is being performed by AECOM and directly funded by Locality. It was initiated on Dec 18th 2020 and we are hoping for preliminary data outputs around the end of January.
These outputs and the final report which will appear around the end of February will enable the NP to initiate a search for development sites which might deliver against that statement of need.
We will obviously provide the PC with any information of value arising, to support any objection they may make to the JPP proposals, as and when they appear.
We would also ask for the PC's approval for the NP to share HNA outputs with the Highclere Society team that will likely be taking similar action.
2. Depending on the nature of the HNA output we may ask PlanET to initiate a site search. We would also then need to decide whether or not to commission further Technical Grant support from Locality for AECOM or PlanET to perform Site Assessments on any proposed sites.
We are assured that the progression of HNP activities into this area of work might

have a material bearing on planning applications despite the absence of a five-year land supply in the B&D Local Plan.

3. Examine other areas NPs to identify policies we could plagiarise to support our own objectives – this work has now been paused and we are asking PlanET to do some work on rounding out the policy groups. They will then use that, along with our current Vision and Objectives, to create a questionnaire outline in preparation for a Summer round of community engagement.

Although there is uncertainty surrounding any output from the HNA, the pace of developing the HNP could well be increased as a result, and potentially dramatically, over the course of the year and into next year. There is significant work that the team would have done last year which has been precluded by the Covid restrictions but which could have put the Parish in a better current position with respect to planning applications that might run counter to the Parish vision. Regaining time and the momentum by outsourcing some of that work inevitably comes at a cost.

We currently have funds available and the possibility of further direct funding of activities by Locality. However, it is possible that towards the end of fiscal 21/22 that the momentum we have been desperate for all along is put at risk because of a shortfall of funds. That would be severely damaging to the viability of the Plan and whatever support might have been built up in the Parish.

We would therefore ask that the PC consider including a ring-fenced figure in the 21/22 budget to support that eventuality. Although any suggested figure will be at best a guess, we know that a figure of £5000 would not only allow for significant support to be used to build and maintain momentum, but give the HNP team a big morale boost at a time when progress has been difficult.