



## Minutes of the Highclere Parish Council Meeting

### Highclere Village Hall

Tuesday 14 September 2021 at 7.30pm

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

**In attendance:** Two members of the public (7:30pm and 8pm)

**Clerk:** Amy White

The Chairman, Brad Norton welcomed everyone to the meeting.

**1. 49/21 Apologies for Absence**

Apologies received and accepted from Cllr Falconer, Cllr Izett, Cllr Thacker, Cllr Dierks, Cllr York and Cllr Easton.

**2. 50/21 Declarations of Interest**

None.

**3. 51/21 To confirm accuracy and sign minutes of 06 July 2021**

It was unanimously resolved that the Minutes be accepted as an accurate record. They were signed by the Chairman, Cllr Norton.

**4. 52/21 Update on actions from 06 July 2021**

|              |   |                     |
|--------------|---|---------------------|
| <b>20/21</b> | Cllr Smith will laminate footpath numbers on card to place on paths, perhaps with the Take Pride in Highclere logo. <b>Not actioned</b> - Cllr Dierks to nominate some footpath numbers for Cllr Smith to start with. | <b>Cllr Smith</b>   |
| <b>35/21</b> | Cllr Easton to research whether we can purchase new batteries from the UK rather than Germany. <b>Actioned</b> . Clerk has purchased a battery.   | <b>Cllr Easton</b>  |
| <b>37/21</b> | All Councillors to send Cllr Jenkins Lengthsman jobs. <b>Actioned</b> .   | <b>All Cllrs</b>    |
| <b>38/21</b> | Cllr Smith to assist Cllr Dierks for Facebook/website marketing for Take Pride in Highclere initiative. <b>Actioned</b> : Cllr Smith has created a poster for adding to Facebook and the website.                     | <b>Cllr Smith</b>   |
| <b>39/21</b> | Cllr Jenkins to find out who owns the bench which may need to be removed due to health and safety. <b>Actioned</b> : It belongs to HPC.   | <b>Cllr Jenkins</b> |

**5. 53/21 Public Participation**

Two members of the public were present in relation to a planning application in item 10.

**6. 54/21 Reports from County and Borough Councillors**

None of the Borough or County Councillors were present.

**7. Roads and Transport**

**55/21 SID Update: Cllr Easton**

In Cllr Easton's absence, the Clerk updated the PC on the status of the SID: Cllr Easton has identified the issues with the poor battery life; it might be possible to have two batteries working at the same time to combat this issue. Cllr Easton will continue to work on the settings and update in October. The Clerk has bought one replacement battery and will purchase another to pass to Cllr Easton.

**8. 56/21 New Community Safety Patrol Officer and Police Community Support Officer**

Joshua Revett is the new PCSO for Highclere. He can be contacted on [joshua.revett@hampshire.police.uk](mailto:joshua.revett@hampshire.police.uk). The recent vandalism at Thorngrove School has been reported to him, as has the 'mystery flasher' at Penwood. He hopes to come and join a meeting soon. He has provided the following update for Highclere:

*PCSO Josh Revett is the new PCSO for the Rural West of Basingstoke this includes Highclere, Burghclere and Kingsclere and is taking over from PCSO Ireland who is moving to Gosport in October.*

*One of the main priorities in rural crime is related to the theft of ATVs and machinery from farms, there is an ongoing operation to try to stop this at all costs called Operation Slid. As the police, we believe it to be an organised crime network doing these thefts and are in the process of building intelligence to identify the suspects.*

*PCSO Josh Revett has an ongoing project about thefts from vehicles in rural car parks these include The Chase Woods in East Woodhay, Beacon Hill and White Hill. I have been working with numerous agencies to try to gain signs and maybe even CCTV in these car parks to minimise these theft from vehicles.*

*The police want to encourage to report anything that seems out of the ordinary, no matter how seemingly unimportant you might think it is. This is due to the fact it assists the police in building a broad library of intelligence that they can act on. Please provide information of suspicious persons or vehicles in the area and unknown drones. It is very easy to either report to Hampshire Constabulary this can be done on the telephone calling 101 or report to the Hampshire Police.*

Our CSPO is Louise Hall, she can be contacted on: [Louise.Hall@basingstoke.gov.uk](mailto:Louise.Hall@basingstoke.gov.uk). She does not have any police powers.

**9. 57/21 Environment**

Cllr Jenkins reported that the priority footpaths have been cleared.

**58/21 Take Pride in Highclere**

Cllr Dierks and Smith have created a poster to be added to Facebook and the website asking parishioners to cut back their hedges.

**Action:** Clerk to add hedge poster to Facebook and website.

### **59/21 Bench along A343 near the Red House:**

The bench belongs to the Parish Council. It was decided to get the bench repaired or removed (if possible, due to the concrete base) and then to decide whether to repair or replace it.

**Action:** Clerk to get the bench on A343 either removed or repaired by Jason Ebury.

### **10. 60/21 Recent Planning Applications:**

- 21/01865/LBC (Response submitted: Objection)
- 21/02037/HSE (Response submitted: No Comment)
- 21/02196/HSE (Response submitted: No Comment)
- 21/02330/LDP (Response submitted: N/A)
- 21/01296/HSE (Response submitted: Objection)
- 21/02342/HSE (Response submitted: Comment)
- 21/02373/HSE (Response submitted: No Comment)
- T/00369/21/TPO (Response submitted: No Comment)
- 21/02449/RES (Response submitted: Comment)
- 21/02455/FUL (Response submitted: Objection)
- 21/02474/HSE: Mr Cathcart, owner of the property submitting the application, came to explain the current fencing application; the previous permission was granted for a wall. *The PC advised the applicant to ensure that the application was in line with Basingstoke and Deane planning standards. The PC agreed to object to the current application due to Basingstoke and Deane protocols not being adhered to regarding fencing along Highways.*
- 21/02527/FUL: Mr Harry Birch from Fowler Architecture and Planning joined the meeting to explain the application in more detail. The PC queried the value of placing the driveway on agricultural land. They asked for confirmation of whether the land is agricultural and therefore would there need to be an application on change of use.  
Response Submitted 15/09/21:

*1. We are concerned that the land is agricultural and is not part of Plantation Cottage garden and no change of use has been applied for.*

*2. Extending an open field offers no benefit in either drainage or visibility onto the lane.*

*3. We are concerned that this development might provide an opportunity to develop the piece of land at some future date in an AONB.*

- To confirm planning protocol for 2021-2022 (document available on request)  
The Clerk will send out Cllr Norton's suggestions. It was agreed that there should be a lead member of the planning working party to formulate a response for the Clerk to send to the planning officer at BDBC.

**Action:** Clerk to amend policy and update the website.

### **11. 61/21 Neighbourhood Plan update**

Colin Wall provided the following NP update:

#### *Community Survey*

*Since our last report, all activity has been focused on getting the Vision and Objectives Survey and its associated marketing complete. The current status is as follows:*

- *The Survey is complete, printed, sent to the distributors. It will be enveloped and addressed for delivery to every dwelling in Highclere.*
- *It was due to go out for delivery on Monday 13<sup>th</sup> September, so should reach homes and businesses some time this week.*
- *The Survey has already been trailed in a Parish magazine article and notices will also appear on Nextdoor, a news item on the PC website (and the FB page?) and via an email to all members of the Highclere Society.*
- *All the additional marketing will contain a link to the SurveyMonkey page to encourage a higher response rate, although drop-off boxes for paper responses will be available at The Red House and Penwood Stores from 14<sup>th</sup>. A notice on the PC noticeboard outside HVH will direct residents to post the survey at the Hall. All three drop-off locations are noted on the Survey itself.*
- *We await the avalanche of response.*

#### *Development Sites*

- *We consulted with PlanET on whether a St Mary Bourne-style approach – defining scale and style of development, but no sites – could work as well as nominating our own. Their response was firmly that nominating sites was the way to go.*
- *We are hearing that the B&D Planning Officer assessing the JPP proposal for 26 houses is minded to Grant permission, seemingly against almost all the planning rules and relevant High Court judgements. This appears to have entered a hiatus due to the scale of backlash from and transmitted through Borough Councillors. We await developments (no pun intended).*
- *The Bewley Homes draft proposal at Common Farm for 340 dwellings is receiving firm opposition from every quarter. No application yet.*

*We have a meeting with B&D on Wednesday 15<sup>th</sup> to discuss the Stage 2 results from the Settlement Study. You may be sure that both these two schemes will be raised to try and ascertain the impact they would have on the developing NP.*

*In summary, we are moving where we can and waiting where we must.*

#### **12. 62/21 Broadband update**

The 2 volunteers who have taken on the project have not had any communication from Chris Priestley for a few weeks and are attempting to re-establish contact.

#### **13. 63/21 website update**

Cllrs Leeson and Dierks have engaged Chris Munroe, a consultant who also assisted with the Facebook advertising campaign for broadband in Highclere, to assist with the site. It is now at a stage where we can go live within a month. Cllr Leeson demonstrated the site and features. The PC was pleased with the progress.

#### 14. 64/21 New policy: Safeguarding Children and Vulnerable Adults

The PC approved the new policy presented by the Clerk, subject to clarifying the term 'vulnerable adult'. This will be placed on the website and at Highclere Village Hall. All users of the Hall will be made aware of the policy.

**Action:** Clerk to amend policy, laminate and put in in Highclere Village Hall.

#### 15. Financial Matters

##### 65/21 Accounts for Payment, September:

The Clerk presented the following items for payment :

| Date incurred | Expenditure            | Purpose  | Ex VAT | VAT          | Total            | Method |
|---------------|------------------------|--|--------|--------------|------------------|--------|
| 27/09/2021    | HMRC PAYE              | Tax & NI Sept 2021 (Employer NIC £12.75)   |        |              | 225.83           | online |
| 27/08/2021    | Red76                  | Payroll Service Aug  | 12.00  | 2.40         | 14.40            | online |
| 27/09/2021    | Litter Warden Salary   | Sept Salary  |        | 0.00         | 446.82           | online |
| 14/09/2021    | Litter Warden Expenses | Travel expenses for Aug  |        | 0.00         | 13.95            | online |
| 27/09/2021    | Clerk's Salary         | Sept Salary  |        | 0.00         | 739.89           | online |
| 27/09/2021    | Clerk Pension          | HPC payment to Clerk Pension   |        | 0.00         | 69.84            | DD     |
| 14/09/2021    | Clerk's Expenses       | ionos mail storage (£6), high vis jacket for Litter Warden (£9.19), battery for SID (£44.49) | 51.26  | 8.42         | 59.68            | online |
| 26/08/2021    | Planet                 | Neighbourhood Plan: Profile Print & Copy leaflet printing                                    | 161.88 | 0.00         | 161.88           | online |
| 13/09/2021    | PKF Little John        | External Audit Completion  | 200.00 | 40.00        | 240.00           | online |
|               |                        |  | Total: | <b>50.82</b> | <b>£1,972.29</b> |        |

**Bank Balance as at 31/08/2021:**

**Community Account: £2390.22**

**Business Account: £57456.15**

Accounts for Payment in August were signed off retrospectively.

**66/21 Audit:** The Clerk has received notice from the external auditors, PFK LittleJohn that the audit is considered complete for 2020-21. A notice of completion, as well as the certificate, is on the website.

#### 16. 67/21 Correspondence Received

The Clerk reported two complaints from Parishioners:

##### **Speeding, the lack of visibility of a Speed Indicator Device, question regarding a fixed SID:**

Parish response: regarding a fixed SID, Hampshire County Council advises against one, as research has shown driver fatigue reduces its impact when located on one place. The SID is usually moved every two weeks, however the recent lockdowns and battery issues have meant the SID is currently out of action; it will be up and running again by October. The PC is also committed to the speed awareness project, signed off in March, which will improve signage for speed awareness along the A343 in Highclere. Details can be found here:

<https://www.highclerepc.uk/community/highclere-parish-council-6542/community-engagement/>

**Planning Enforcement:** The PC discussed the concerns expressed by the Parishioner of a lack of consistency in planning application comments. It was agreed that an email response would be provided via the Clerk. The PC adheres to the planning protocol, which can be found on our website.

**Action:** Clerk to respond to both Parishioners.

**17. 68/21 Items to take forward to next meeting:**

Standard items.

The meeting finished at 9:40pm.

**69/21 Date of the next Council Meeting** Tuesday 12<sup>th</sup> October at Highclere Village Hall.

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

**Actions from September Meeting**

|              |  |              |
|--------------|--|--------------|
| <b>58/21</b> | Clerk to add hedge poster to Facebook and website.                                 | <b>Clerk</b> |
| <b>59/21</b> | Clerk to get the bench on A343 either removed or repaired by Jason Ebury.          | <b>Clerk</b> |
| <b>64/21</b> | Clerk to amend safeguarding policy, laminate and put in in Highclere Village Hall. | <b>Clerk</b> |
| <b>67/21</b> | Clerk to respond to both Parishioners  | <b>Clerk</b> |