



Minutes of the Highclere Parish Council Annual Meeting

Highclere Village Hall

Tuesday 14 May 2023 at 7:30pm

Present: Cllr Norton, Cllr York, Cllr Easton, Cllr Bartholomew, Cllr Doe, Cllr Maclver

Clerk: Cllr Easton

Cllr York opened the meeting.

1. To elect the Chairman of the Parish Council

The Clerk has received no other nominations for Chair. Cllr York proposed Cllr Norton, Cllr Maclver seconded. Motion carried. The Council voted unanimously for Cllr Norton as Chairman.

Cllr Norton was duly elected as chairman and proceeded to chair the rest of the meeting.

2. To elect the Vice Chairman of the Parish Council

The Clerk has received no other nominations for Vice Chair. Cllr Norton proposed Cllr York, Cllr Bartholomew seconded. Motion carried. The Council voted unanimously for Cllr York as Vice Chair.

Cllr York was duly elected as Vice Chair.

3. Confirmation of councillors

The Clerk has updated the document of current councillor responsibilities. This sits on the website and will be updated yearly.

4. To review and adopt updated version of: Standing Orders; Code of Conduct; Financial Risk Assessment; Asset Register; Freedom of Information; Rules of public participation; Social Media Policy, Safeguarding Policy

The above policies were approved for 2024-25 with no amendments.

The NALC Model Financial Regulations have been updated (April 2024) – the HPC version will be amended accordingly and brought to full council in June 2024.

All policies are available on the website.

5. Declarations of Interest

None

6. **03/23 To agree Minutes of meeting held on 09 May 2023 (Annual Meeting) and 09 April 2024**

The Annual Meeting Minutes of 09 May 2023 and Minutes of 09 April 2024 were agreed as a true record and signed by the Chairman.

7. **04/23 Update on actions from 09 April 2024**

Number	Action	Person
90/23	Cllr Norton to create wording for leaflet to be sent to Penwood residents regarding a possible tree survey- move to June mtg.	Cllr Norton
105/23	Clerk, Cllr Bartholomew and Cllr Doe to meet with Highclere Society on 28 May to discuss ways of cross working. Actioned- Clerk and Cllr Doe to attend next Highclere Society Meeting on 28 May.	Clerk, Cllr Doe, Cllr Bartholomew
105/23	Cllr Bartholomew to initiate email discussion with Highclere Fete website creator and Clerk/Cllr Doe to discuss websites. Actioned- meeting with Highclere Society on 28 th May.	Cllr Bartholomew
106/23	Cllr Bartholomew to investigate the issue of the Glebe field further. Actioned- there is nothing to suggest the Church cannot restrict access to the field – the footpath is the only Right of Way, not the field boundary, which has been accessed historically by residents. No further action to be taken.	Cllr Bartholomew
109/23	Clerk to approve costs for plaques with Westridge. Approval sent.	Clerk

8. **Financial Matters**

The Clerk presented in advance the items for payment approval for May; this is at the end of the Minutes.

Bank Rec as at 30 April 2024:

Barclays: £21973.64

Unity: £34938.89

Total: £56912.53

The 1st tranche of precept (£12753) and litter warden grant (£9220.64) has been received. The Clerk has written to Barclays to close down the business savings account.

9. **To confirm response to planning applications received since last meeting:**

- *24/00820/HSE Little Havers Penwood Road Wash Water- Response to be sent: No objection*
- *T/00220/24/TPO 1 Four Oaks Highclere- Response to be sent: No objection*
- *24/00249/FUL Land At Park View House Church Lane Highclere (Response sent: No objection)*
- *24/00773/AGPD Land At Oakley Farm Penwood Road Wash Water Response sent: (Response sent: No objection)*

10. **15/ Date of next Meeting Tuesday 11th June , Highclere Village Hall 7:30pm.**

Signed _____ Position _____ Date _____