



Minutes of the Highclere Parish Council Meeting

Westridge Studio

Tuesday 11 February at 7.30pm

Members Present: Cllr York (chair), Cllr Bartholomew, Cllr Easton, Cllr Maclver

In attendance: Cllr Izett

Also present: One member of the public

Clerk: Amy White

1. 102/24 Apologies for Absence

Cllr Taylor was absent.

2. 103/24 Declarations of Interest

None.

3. 104/24 To agree Minutes of Meeting held on 14 January 2025

The Minutes of 14 January 2025 were agreed as a true record and signed by the Chairman, Cllr York.

4. 105/24 Matters arising from Meeting held on 03 December 2024

Number	Action	Person
100/24	FP7 signpost is broken at the A343 entrance- Clerk to report. Actioned.	Clerk

5. 106/24 Public participation

None.

6. 107/24 Reports from County and Borough Councillors

Cllr Izett updated the council on the current status of the devolution of Hampshire County Council, which has been accepted into the priority programme. A decision on how Hampshire county is geographically split up should be decided in Autumn.

There has been a 37% increase in BDBC housing demand, making the land supply 2.94 years. In Summer 2025 there will be a new Regulation 18; Summer 2026 new Regulation 19; Local Plan adoption scheduled for Winter 2027.

Planning: Cllr Izett has chased for a decision on the Highgates, Seven Stones retrospective application (24/02904/RET).

7. 108/24 HPC Action Plan finalisation

Cllr York led the council through the action plan, and names were added to objectives.

Action: Clerk to join CPRE for £60p/y.

Action: Clerk and Cllr York to write up final plan for website.

8. 109/24 Planning

For full responses, please visit the Basingstoke and Deane planning page.

- 25/00109/PIP Land At Westridge Highclere (Response sent: Objection)
- 25/00193/HSE Springfield Andover Road (Deadline 25 February 2025)
A response will be sent by the deadline.

9. 110/24 HPC Emails and website

The Clerk explained the need for parish councils to move to .gov.uk emails, are recommended by NALC (note it is not yet a legal requirement):

...using a .gov.uk domain for council business, emails, and website is a sign of good practice, trust and professionalism. Local councils with a .gov.uk domain can benefit from:

- *Robust security measures and monitoring for cyber vulnerabilities by the Cabinet Office.*
- *Emails that are immediately recognisable as legitimate and trustworthy by the recipient.*
- *Separation of personal and professional communications. Recipients will always understand the capacity in which the email is sent.*
- *Administrative control over email accounts for easy management of change (new joiners, leavers, sudden absences) and Freedom of Information and Subject Access Requests.*
- *Peace of mind that the council's .gov.uk domain will never be sold to another organisation should it not be renewed on time.*

The Clerk presented the council with three options to consider to change both the website and email addresses to .gov.uk:

1. Netwise/parishcouncilwebsites:

10 email addresses and new website: £440 annually with one off set up fee of £700. **Total £440 p/y (One off set up fee Excl)**

Pros: All email and website in one place, easy to administer, simple format, excellent customer service.

Cons: High set up cost.

2. Netwise/parishcouncilwebsites:

10 email addresses and same website: £240 (email addresses), Wix yearly fee £170. **Total £410 p/y**

Pros: all [.gov.uk](https://www.gov.uk), cheaper (no set up cost)

Cons: Wix is not easy to administer, Clerk does not use functionality of Wix as a) not needed b) not v techy c) slow site to work on. Separate billing, admin etc.

3. HugoFox (previous website provider)

10 email addresses at £240. Ongoing yearly website fee of £120. **Total: £360p/y**

Pros: Clerk can do data upload on to new site, bypassing £199 fee.

Cons: Basic website (but enough for requirements).

Council agreed to go with option 3- HugoFox

Action: Clerk to initiate .gov.uk changes to website and email with HugoFox.

10. 111/24 Little Penwood Litter pick Wednesday 19th Feb

Cllr Bartholomew agreed to represent HPC at the BDBC-organised event on Wednesday 19th February at 11am, Woodlands Stores. The Litter Warden will also attend. Further information is on the BDBC website.

11. 112/24 Neighbourhood Plan

Colin Wall provided a brief update:

The draft SEA Scoping Study was returned to us by AECOM and we sent our collated response back on Jan 31st. Assuming they sent the final version within a week to the consultees - Natural England, Historic England and the Environment Agency - then we should see some response mid March as it's a five-week consultation.

12. 113/24 Financial Matters

a. Accounts for payment

The Clerk presented accounts for payment (see end of Minutes).

Bank reconciliation as at 31 January 2025:

Unity Bank Current Account: £8399.43

Unity Bank Savings Account: £40216.66

Total: £: **48616.09**

13. 114/24 Footpaths

Nothing to report.

14. 115/24 Items to take forward to subsequent meeting

Completed action plan. Finalised budget 25/26. Co-option of 2 x candidates.

Date of next Meeting Tuesday 11 March 2024, Westridge Studio 7:30pm

Signed _____ Position _____ Date _____

Actions from 11 February 2025 Meeting

Number	Action	Person
108/24	Clerk to join CPRE for £60 p/y. Clerk and Cllr York to write up final plan for website.	Clerk Clerk, Cllr York
110/24	Clerk to initiate .gov.uk changes to website and email with HugoFox.	Clerk

Highclere Parish Council
RECONCILIATION - Unity Savings Account 07-02-2025

From Accounts	£40,216.66
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Payments not cashed	Add
Receipts not entered	Subtract

Statement should be	£40,216.66
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Highclere Parish Council
RECONCILIATION - Unity 07-02-2025

From Accounts	£4,491.26
Payments not cashed Add	£3,908.17
Receipts not entered Subtract	
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Statement should be	£8,399.43

Highclere Parish Council

11 February 2025 (2024 - 2025)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
118	Clerk Salary	04/02/2025		Unity		Clerk Salary	Amy White	E	827.97		827.97
123	Clerk Salary	04/02/2025		Unity		Pension- nest	Nest Pensions	E	83.73		83.73
120	PAYE	04/02/2025		Unity		PAYE	HMRC	E	340.79		340.79
119	Litter Warden Salary	04/02/2025		Unity		Litter Warden Salary and Exper	David McClelland	E	567.28		567.28
119	Litter Warden Expenses	04/02/2025		Unity		Litter Warden Salary and Exper	David McClelland	E	20.00		20.00
118	Clerk Expenses	04/02/2025		Unity		Clerk Salary	Amy White	E	26.00		26.00
122	Scribe Accounting	04/02/2025		Unity		Accounting Software	Scribe	S	31.00	6.20	37.20
124	Admin incl Ionos, website	04/02/2025		Unity		Yourhighclereparish.com	Big Bambi	Z	700.00		700.00
125	Admin incl Ionos, website	04/02/2025		Unity		Ionos Monthly subscription	Ionos	S	6.00	1.20	7.20
126	Payroll	04/02/2025		Unity		Monthly payroll invoice	Red76 Tax Ltd	S	20.00	4.00	24.00
127	Hall Hire	04/02/2025		Unity		Hall Hire	Westridge Studio	Z	20.00		20.00
121	Neighbourhood Plan	04/02/2025		Unity		Neighbourhood Plan	Planet	S	1,045.00	209.00	1,254.00
128	Admin incl Ionos, website	07/02/2025		Unity		Bank charge	Unity Trust Bank	E	6.00		6.00
129	Admin incl Ionos, website	07/02/2025		Unity		Bank charge	Unity Trust Bank	E	6.00		6.00
Total									3,699.77	220.40	3,920.17