

GREATHAM PARISH COUNCIL

Minutes of the meeting of Greatham Parish Council held at Greatham Village Hall on Monday 4th February 2008 at 7.30 p.m.

Present: Cllr Miss D Buckland (Chairman), Cllr A Bridgman, Cllr R Flack, Cllr D Rudd and Cllr Mrs J Onslow.

Also Present: Mr C Youngs (Locum Clerk)) plus 16 members of the public.

16/08 **Chairman's Announcements**

a) The Chairman welcomed everyone and identified the fire escapes for the public.

17/08 **Apologies for absence** - Cllrs M Chennell, E Evans and A Bridgman

18/08 **Declarations of Interest** - None

It was then:

RESOLVED: that the meeting be adjourned for 15 minutes in order for Councillors to discuss topics with members of the public.

A question was asked about putting reports on the website. It was responded that it was a grey area as the Council had no policy regarding what goes on the website and the Locum Clerk had suggested to the Chairman that he prepares a report considering this at the next meeting.

A question was asked when the Council had become aware of bank charges. It was replied that these had been included on earlier bank statements and that the statements were now to be sent to the Responsible Financial Officer.

In reply to a question that there seemed to be no bank reconciliation at the 3rd December meeting; it was stated that these would in future be completed.

A question was raised about the previous minutes and it was stated that the minutes had been approved and the format of the minutes were following national guidelines.

A question was raised about the planning application for 1 Kingshott Cottages. It was reported that an e mail was sent to the planning officer that included comments from Cllr Bridgman.

Following a question about the Chairman's declaration of acceptance of office, the Locum Clerk agreed to investigate this.

Standing orders were then reinstated.

19/08 **Approval of 7th January 2008 Minutes**

RESOLVED: that the minutes of the meeting of Greatham Parish Council held on 7th January 2008 be approved and signed as a true and correct record.

20/08 **Reports from County (HCC) and District Councillors (EHDC)**

Cllr J Onslow (EHDC) gave apologies for Cllr M Cartwright (HCC) and she had nothing to report.

21/08 **Financial Matters**

a) Approval of payments

RESOLVED: that the following payment be approved:

1. Mr CJ Youngs £381.14
2. Village Hall £1,000

The Locum Clerk reported that although he had no bank details, as they had been given to Cllr Bridgman, he thought there was not enough in the current account to pay the approved payments.

RESOLVED: To transfer £1,000 from the Reserve account to the Current account.

b) Financial Report by Cllr Bridgman.

The Chairman reported that as Cllrs had received the report one week ago, they had had plenty of time to read the report and she would like to go direct to the recommended actions. The Locum Clerk reported that after checking approved minutes, Cllr Bridgman in his report was correct that the financial regulations stating that they had been approved at a Council meeting on 7th March had not in fact been approved. Therefore the Locum Clerk told the meeting that the financial regulations in place were the ones approved by Council on 21 August 2002. However the Locum Clerk suggested that whilst the report related to unapproved financial regulations, it did not prohibit Cllrs considering all the recommended actions. It was therefore agreed that:

- i) Cllr A Bridgman, as Responsible Financial officer (RFO) should contact the Natwest and request bank statement sheets 23 and 24 for the Old Church Reserve Account;
- ii) The clerk in consultation with the RFO should perform bank reconciliations on a monthly basis. It was noted that due to the date of the Council meetings and the date of receipt of the bank statements it was not always possible to present them to a Council meeting;
- iii) The clerk in consultation with the RFO should prepare a statement comparing the budget for the Parish Council against the actual

- expenditure in each category and present this on a quarterly basis to Council as per financial regulations.
- iv) The clerk in consultation with the RFO should prepare a schedule of payments to be made on a monthly basis and include them within future Parish Council agendas;
 - v) The Parish Council undertakes the long-term financial planning for the Parish Council, including the planning of the precept expenditure in future years. From this, the Council can prepare a 3 year forecast of Revenue and Capital Expenditure;
 - vi) The Locum Clerk at the next meeting should draw up a budget for spending the precept in 2008/9, such that this can be monitored during the next financial year;
 - vii) The Council should prepare a timetable of financial activity within the timescales set by the Audit Commission to ensure that the Annual Return is submitted for approval and authorisation by the Council ;
 - viii) The RFO should obtain invoices to support all approved payments;
 - ix) Transfer requests should be drawn up for each bank transfer that has been made this financial year. These should be formally approved at a Parish Council meeting and placed on file;
 - x) The RFO should prepare a VAT Return to reclaim the VAT owing from HM Revenue & Customs in advance of the financial year end;
 - xi) The clerk should update the Asset Register, when found, and include a copy of this with the finances;
 - xii) The Parish Council should discuss and agree what actions should be undertaken in respect of the health and safety inspection of assets (other than playground equipment);
 - xiii) The Parish Council should draw up and maintain risk management policy statements;
 - xiv) The RFO should contact Natwest bank and advise them that, in the light of the Office of Fair Trading's ruling that excessive penalty charges are illegal, the bank should refund the bank charges levied on the current account; and
 - xv) The RFO should seek clarification and include on the file, as to the exact amount paid to HAPTC in September 2007. If necessary, a copy of the original cheque should be obtained from the bank.

It was noted that all councillors should be made aware of their responsibilities in obtaining properly detailed VAT invoices to substantiate expenses.

22/08 Correspondence

The following correspondence was noted and some acted upon as follows:

- a) Hampshire County Youth Band Association. It was agreed to not award a grant;
- b) Hampshire Association of Local Councils;
- c) Hampshire Action Team Information Bulletin;
- d) Hampshire Now special issue;
- e) Letter from EHDC regarding bus shelters. It was agreed that the Locum Clerk respond; and
- f) Community Forum Information

23/08

Planning Matters

The Locum clerk had distributed suggested terms of reference for the planning committee. There was some discussion on the quorum.

RESOLVED: that the following planning terms of reference be adopted.

The Committee will comprise of 4 Members (currently Cllrs Chennell, Buckland, Flack and Evans)

The Quorum of the Committee shall be 2 Members

The Committee shall undertake the following roles and functions:

To make representations to the Local Planning Authority

- On any application referred to the parish council.
- On any other planning matter that affects the parish.

To make recommendations to the Council

- In relation to the approval or otherwise of any development plan or strategy proposals under planning legislation affecting the parish.
- In respect of representations to the Local Planning Authority in support of any departure application.
- In relation to any arrangements between the Parish Council and the Local Planning Authority about the involvement of the Parish Council in the discharge of planning functions.

Cllr R Flack told members that there was a planning application and Cllr J Onslow declared a prejudicial interest and left the room. Following a discussion it was agreed that a Planning Committee should be convened in order to publish the details and Cllr Buckland would contact EHDC for an extension of time. Cllr J Onslow then returned.

24/08

Playground Report

It was reported that the zip wire had been taken down. The locum clerk read out a letter from Hand Made Places who had inspected the play area before the zip wire had been taken down, stating that it was safe.

RESOLVED: That the locum clerk contact Hand made Places to ask them to replace the zip wire and seat before Easter

The locum clerk informed the meeting that the Council had found a brief for the drainage scheme for the play ground that had been compiled by the Technical Officer of the National Playing Fields Association. Only 1 quote had been received and he suggested that as the ideal time to improve the drainage was September and the Council had missed that opportunity, that he should review the process, attempt to receive more quotes and collaborate with the Village Hall with their drainage problem, to see if they could work together. This was agreed.

25/08 **Highways and Transport Report**

It was reported that the County had not yet installed posts in two places near the Culverts at Church Farm.
The Chairman mentioned a problem with the lay-bys at the top of the village and this was to be reported to the County

26/08 **Footpath Report**

Cllr Rudd reported the bridleway had been damaged at More Cottage off Wolfemere Lane and he would pass this to onto Cllr Bridgman.
It was reported that there was substantial land clearance on some Land on Longmoor Road. This had been reported to EHDC and an enforcement officer had visited the site but he has said there was nothing he could do.

27/08 **Old Church Representative**

Cllr Onslow reported that a meeting had been delayed and was planned for a fortnight's time.

28/08 **Date of next meeting**

The date of the next meeting was confirmed as being 3rd March 2008 at 7.30 p.m

There being no further business, the meeting closed at 8.47pm