

# Greatham Parish Council

## Minutes of the Parish Council meeting held at Greatham Village Hall on Monday 1<sup>st</sup> June 2015 at 7.30pm

**Present** Chairman C Rudd, Councillors, D Rudd, Jerrard, Cheesman, Packett, Regan and Whelan

11 members of the public were also present.

### 1. Chairman's Announcements

The Chairman welcomed the members of the public to the meeting, pointed out the fire exits, asked members of the public to turn off their mobile phones and requested that members of the public sign in. The Chairman also explained public question time and requested that when members of the public speak to please confirm their name and to address all comments to the Chairman. It was also confirmed that the meeting was being recorded.

### 2. Apologies for Absence

Apologies had been received from District Councillor Onslow. Councillor Regan would be late.

### 3. Declarations of Interest

There were no declarations of interest.

### 4. Public Question Time. Standing Orders were suspended for 15 minutes to allow public questions.

The chairman asked if members of the public had anything to ask or say.

A parishioner on behalf of a resident in Bakers Field asked if there was anything that the Parish Council could do about the ongoing problem with animals being kept at one of the properties. The Chairman confirmed that the best way of reporting issues would be to contact East Hants District Council. One of the points discussed was that the hedges are overgrown. The clerk to report the hedge. Action SB

A parishioner asked if the owner of Wells House could be written to, to ask them to cut their hedges. The ditch alongside the footpath at Todmore is blocked with debris. The clerk will write to the owner asking them to clear the ditch. Action SB

A parishioner asked if the accounts could be published earlier. The clerk confirmed that the accounts were available to view. The clerk explained the audit process, with the internal audit taking place of the 17<sup>th</sup> June 2015 and the completed audit to be sent to the external auditor by 24<sup>th</sup> June 2015. The question was asked whether the accounts could be available at the meeting after the AGM. The Chairman confirmed that the draft accounts were presented at the Annual Parish Meeting in April.

### 5. Minutes of the Parish Council Meeting on Monday 18<sup>th</sup> May 2015

The minutes were reviewed. It was proposed by Councillor Whelan and seconded by Councillor Cheesman that they be accepted as a true and accurate record of the meeting, all agreed and they were signed by the Chairman.

**6. Matters arising from the Parish Council Meeting on Monday 18<sup>th</sup> May 2015**

There were no matters arising.

**7. Review of Action log – the action log was reviewed with the following updates.**

	Meeting Date / Agenda Item	Who	Action	Status
1.	06.10.14 Item 12	SB	The clerk to start applying for grants for Old Church.	Ongoing
2.	01.12.14 Item 7 No. 5	DJ	Cllr D Jerrard to contact the Crime Commissioner and the CPS regarding the land at Fern Farm	Closed
3.	01.12.14 Item 17e	SB	The clerk to contact the landowner on the northern side of the Longmoor Road to ask them to cut back and maintain the trees.	C/F
4.	13.04.15 Item 10	SB	The clerk to contact GBSport & Leisure to confirm their quote has been accepted and to schedule in the work.	C/F
5.	13.04.15 Item 12 d	SB	The clerk to report the stiles that need repairing.	Closed
6.	13.04.15 Item 12 d	SB	The clerk to contact the landowner regarding crop clearing footpath 3	Closed
7.	13.04.15 Item 15 No. 1	SB	The clerk to research the workplace pension requirements and report back.	C/F
8.	13.04.15 Item 16	SB	The clerk to complete the application form to register the pub as an asset of community value.	C/F
9.	18.04.15 Item 13	SB	The clerk to arrange a meeting to progress updating the website.	Closed
10.	18.04.15 Item 13	SB	The clerk to email the County Councillor with the numbers of the faulty street lights.	Closed
11.	18.04.15 Item 20	SB	Clerk to make payments.	Closed
12.	18.04.15 Item 21 No.1	SB	Clerk to confirm Councillor Regan is point of contact for Liss Neighbourhood Plan	Closed
13.	18.04.15 Item 21 No.2	SB	Clerk to book Councillors D Rudd, Packett and Regan onto planning training.	Closed
14.	18.04.15 Item 21 No.5	SB	Clerk to email Mr Sellers with an update,	Closed
15.	18.04.15 Item 21 No.6	SB	Clerk to email Dr Smiley's letter to the County Councillor and ask for his assistance.	Closed

Item 1. The clerk asked for help applying for grants. Councillor Whelan offered to help.

Item 2. Mr Jerrard reported that he was unable to provide a report due to the sensitive nature of the information. Councillor Whelan asked if his enquiries had anything to do with the planning issues. He confirmed they did not.

Item 4. The soil needs spreading and seeding before the work can be started.

Item 8. The clerk asked for help on completing the form. It was agreed that she would email the form to all councillors for their comments.

Item 9. Councillor Whelan reported that two meetings had been held and the 3 volunteers had expertise in websites, PR and marketing which is a great asset. The clerk will be addressing the Transparency Code requirements.

## 8. Report of County Councillor

The County Councillor reported that Hampshire County Council is experimenting in Basingstoke with smart scanned grit bins. The bins have a sensor that records the level of salt so a salt run can be planned that fills only those bins that need filling, rather than check the lot which will save a considerable amount of time and money in the long run. A new Smart road system is also starting soon so that when a team goes out to fill a group of potholes the system should ensure that nearby reported potholes are filled too. A Government initiative this Spring to provide free minibuses to groups that provide Community Transport resulted in 15 minibuses for Hampshire. The County has recently produced a cycling strategy for public consultation. The document and the survey form can be viewed on the hants.gov.uk website.

Councillor Packett asked if the County Councillor had any information on the reintroduction of the #38 bus on the weekends. The County Councillor would enquire.

Councillor D Rudd reported that there were some pot holes on the Longmoor slip road. The clerk to report these online. Action SB

The issue of the A3 resurfacing was raised and the County Councillor confirmed that it would be resurfaced but there were deep defects that needed addressing before this would go ahead. He also confirmed that it would be done in quiet surfacing.

The full report is filed with these minutes.

## 9. Report of District Councillor

There was no report.

## 10. Report from L'abri – to receive a report and update from Mr Paul – the Director of L'abri

Mr Paul introduced himself and reported that Andrew Fellowes will be leaving and he has taken over as Director of the branch. He should be the main point of contact going forward. L'abri welcome students from around the world and they want to ensure there is a good relationship with the village. They run 3 terms during which there are fit and able bodied people who would be available to help with things in the village. Councillor Rudd commented that he had met students visiting the church and they were always pleasant and polite.

## 11. Report from GVEC – an update on events planned for 2015.

The Chairman of GVEC was unable to attend so the report was read out.

GVEC would like to thank everyone who supported the Skittles event last month. It was a really fun evening and raised £230, which will be donated to MacMillan Cancer Support. The next GVEC event will be in September and has been fondly nicknamed SNOG or Summers Nearly Over Greatham!! It promises to be a great new family fun afternoon, with live music from a line-up of bands. There will be great food, great company and even a glass or two of chilled Pimms or wine or beer!! The date is to be confirmed but it will be from 3pm to 8pm.

GVEC is not planning to host a fireworks display this year.

**12. Speedwatch** – to update on volunteer numbers and to consider purchasing the equipment.

The clerk reported that volunteer numbers stand at 17 and she is collecting in the applications forms at the moment. Photos have been sent off to the PCSO of where the equipment will be used. The cost of the equipment is £1882 + VAT, a grant of £1000 has been received, leaving a balance of £882 to fund. The District Councillor is happy to support the scheme once everything is in place. A grant application form would need to be completed.

Councillor Cheesman reported that more volunteers may come from Longmoor Camp. After discussion it was proposed by Councillor Packett and seconded by Councillor Cheesman that the Parish Council fund the amount needed after any further grants have been received.

**13. HCC Lengthsman Scheme** – to consider inclusion in the HCC Lengthsman Scheme and joining the cluster lead by Grayshott Parish Council.

The clerk had distributed information regarding the scheme before the meeting. A grant of £1000 per year is available for work to be done by the cluster lengthsman. It was proposed by Councillor Cheesman and seconded by Councillor Jerrard that Greatham Parish Council join the Grayshott Parish Council cluster. All agreed. The clerk to contact Grayshott Parish Council to confirm that Greatham Parish Council would like to join the scheme. Action SB

**14. Village Post Boxes** – to consider the collection times in relation to location of post boxes.

Councillor Packett reported that the collection times have changed recently on the post boxes in the village. Benhams Lane and Bakers Field are collected at 5pm. He suggested that the Bakers Field post box is moved to the Petersfield Road so it is more visible. The clerk to write to Royal Mail Collections to ask if this is possible. Action SB

**15. Questions Raised by Parishioners at the APM** – to consider the questions raised at the APM and action required to address any issues.

The clerk had distributed a list of the questions raised before the meeting which are filed with these minutes. Each question was considered and the following actions were identified:-

The clerk to contact SPAB (Society for Protection of Ancient Buildings) to see if they can help with any of the work on the Old Church. Action SB

The budget would be reviewed at the next meeting. The clerk to put on the agenda. Action SB

All councillors to let the clerk have their ideas and thoughts for the reviewing the budget so she can compile these before the next meeting. Action All

**16. Newsletter** – to consider if the Parish Council want to continue with producing a newsletter.

The Chairman reported that she had received positive comments on the newsletter. Councillor Whelan commented that the newsletter would be connecting with parishioners who don't use the internet. The clerk confirmed that other Parish Councils have local businesses advertising in their newsletters so this could be done to contribute towards the costs. Councillor Whelan commented that the cost of the newsletter is not in the budget. Councillor Regan was keen to set up a system of updating people via email and suggested that each councillor takes a road each and go door to door to collect details. After further discussion it was agreed that three editions a year would be planned with the next edition published in July. Councillors would try to contact those they thought would

like to advertise. The clerk asked for assistance on putting together the content for the next newsletter. The Village Hall Chairman said the Village Hall would be happy to put something in. It was suggested that a piece on coming to meetings could be done and Councillor Regan offered to help with this. Action All

**17. Transparency Code** – to update the Parish Council on the introduction of transparency obligations for parish councils with an annual turnover not exceeding £25,000.

The clerk had distributed the requirements of the Transparency Code before the meeting. The requirements were read out to the meeting. All information has to be on the website before 1<sup>st</sup> July 2015. The clerk was confident that all requirements will be completed in time.

**18. Reports from representatives of Organisations, Outside Bodies, Working Parties and Groups.**

- a) **Playground** – Cllr Cheesman.
- b) **Highways, Public Transport and Traffic** – Cllrs D Rudd, Packett and Regan
- c) **Footpaths and Bridleway** – Cllr Packett and Mrs Booton. The barbed wire on the stile on footpath 6 still needs addressing.
- d) **Tree Warden** – Adam Gibson and Anna Dale-Harris reported that a planting scheme had been done for the millennium to narrow the carriageway. She asked if there something going forward that can be done to build on this. A car has driven through the hedge round the Old Church so this will need replanting in the winter.
- e) **Greatham Village Hall** – Cllr C Rudd. The Village Hall chairman asked about the zip wire installation. The clerk explained that the soil for the work on the swings needed to be down and seeded before the work can be carried out. This should be done by the coming weekend.
- f) **Coryton Trust** – Cllrs Jerrard and C Rudd
- g) **Liss Greatham and Hawkley Friendship Fund** – Cllr Jerrard
- h) **HALC/ EHAPTC** – Cllrs C Rudd & Regan
- i) **Greatham Allotment Charity** – The clerk to update on trustee terms and vacancies and to appoint a representative. Two of the trustees terms finish in March 2016, two finish in October 2017 and one finishes in November 2017. Councillor Jerrard was proposed to be the representative by Councillor C Rudd and seconded by Councillor Whelan. All agreed.
- j) **Community Forum** – To appoint a representative. This was deferred as the community forum is being reassessed.
- k) **Joint Meeting of SDNPA and HALC** – Cllrs D Rudd & Regan
- l) **CTCG** – Cllr Jerrard
- m) **The Old Church** – Cllrs D Rudd & Whelan. There is a meeting on Thursday to discuss the Summer gathering. Donations are required for food and raffle prizes. It was suggested that the event could be promoted in the pub when it reopens.

**19. Parish Council Finances**

- a. **Financial Report** – the clerk presented the current financial report. The current account balance was £50 with £813.29 of cheques drawn but not debited. The reserve account balance was £26,849.42. The Old Church account balance was £3648.61.
- b. **Annual Return** – to approve the annual return and confirm the council has considered its risk assessment policies and processes and found its risk management arrangement to be appropriate.

**The council has considered its risk assessment policies and processes and found its risk management arrangements to be appropriate by addressing three main areas of risk identified.**

1. Insurance – the council has arranged liability insurance for the public and employer, cover for property damage for street furniture and office equipment and fidelity insurance.
2. Working with third parties – the council has arranged for an annual play inspection and risk assessment, third party contractors have provided proof that they have liability insurance, health and safety policies (where appropriate) and have conducted risk assessments for activities. (grass cutting, bridleway repair).
3. Self management – the internal controls in place are appropriate and sufficient for the annual expenditure levels. i.e. all payments are approved by council, the clerk maintains paper and computerised accounting systems (and backups), the budgetary review process was completed by a working party considering previous years spending, forecast spend, risk and contingency and precept request and an annual review by an internal auditor is conducted.

Councillor D Rudd proposed and Councillor Jerrard seconded the proposal to approve the annual return subject to audit; and to confirm that the council had considered its risks and management of those risks appropriate. All voted in favour of the proposal.

- c. **Annual Return** – to complete section 2 of the Annual Return – Annual Governance Statement. Page 2 of the annual return was considered and completed and signed by the Chairman and the Clerk.
- d. **Bank mandates and signatories** – to agree account signatories and sign bank mandates. Councillor Whelan, Regan and Packett to be added as signatories. The clerk to circulate the bank mandates for complete. Action SB

**20. Approval of Payments** – The following payments were proposed by Councillor Whelan and seconded by Councillor Cheesman. All councillors agreed.

Payee	Purpose	Amount
Mrs. Sarah Bettin	Salary 1 <sup>st</sup> May 2015 – 31 <sup>st</sup> May 2015	£476.67
	<b>TOTAL PAYMENTS</b>	<b>£476.67</b>

**21. Correspondence – to discuss items of correspondence.**

Date	From	Details
No. 1 – 12.05.15	Steven Lugg Chief Executive HALC	Consultation on future affiliation to NALC
No. 2 – 26.05.15	Richard Inman	Rural Sounding Board – Rural Priorities for Government Action

Item No. 1 Councillor Regan would research and circulate information to council. Action SR

Item No. 2 Councillor Regan would look at survey and circulate to council for opinions before submitting by 5<sup>th</sup> June. Action SR

**22. Report of Planning Chairman**

There was no report.

**23. Date of next meeting.**

The council was reminded that the next Parish Council meeting would be Monday 6<sup>th</sup> July 2015. A planning meeting will be held on Thursday 18<sup>th</sup> June 2015 if applications are received.

**24. Close of meeting**

The council meeting was closed at 9.30pm.

**ACTION LIST**

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1.	06.10.14 Item 12	SB	The clerk to start applying for grants for Old Church.	Ongoing
2.	01.12.14 Item 17e	SB	The clerk to contact the landowner on the northern side of the Longmoor Road to ask them to cut back and maintain the trees.	C/F
3.	13.04.15 Item 10	SB	The clerk to contact GBSport & Leisure to confirm their quote has been accepted and to schedule in the work.	C/F
4.	13.04.15 Item 15 No. 1	SB	The clerk to research the workplace pension requirements and report back.	C/F
5.	13.04.15 Item 16	SB	The clerk to complete the application form to register the pub as an asset of community value.	C/F
6.	01.06.15 Item 4	SB	The clerk to report the overgrown hedge at 5 Bakersfield.	Open
7.	01.06.15 Item 4	SB	The clerk to write to the owner of Wodes House to ask them to cut their hedge.	Open
8.	01.06.15 Item 4	SB	The clerk to write the owner of the land alongside the footpath at Todmore to ask them to clear the ditch.	Open
9.	01.06.15 Item 8	SB	The clerk to report the potholes on the Longmoor sliproad online.	Open
10.	01.06.15 Item 13	SB	The clerk to contact Grayshott Parish Council to confirm that Greatham Parish Council would like to join the HCC Lengthsman Scheme and their cluster.	Open
11.	01.06.15 Item 14	SB	The clerk to write to Royal Mail Collections to ask if it is possible to move the Bakers Field postbox.	Open
12.	01.06.15 Item 15	SB	The clerk to contact SPAB to see if they can help with the work on the Old Church.	Open
13.	01.06.15 Item 15	SB	The clerk to put the budget review on the next agenda.	Open
14.	01.06.15 Item 15	All	All councillors to let the clerk have their ideas and thoughts for reviewing the budget.	Open
15.	01.06.15 Item 16	All	All councillors to put forward ideas for content of the next newsletter.	Open
16.	01.06.15 Item 19d	SB	The clerk to circulate the bank mandates for signature by Cllrs Packett, Whelan and Regan.	Open
17.	01.06.15 Item 20	SB	The clerk to make the payments.	Open
18.	01.06.15 Item 21 No.1	SR	Cllr Regan to research on the consultation on future affiliation to NALC and circulate the information to the other councillors.	Open
19.	01.06.15 Item 21 No.2	SR	Cllr Regan to circulate the rural sounding board survey to the other councillors for comment and submit the comments by 5 <sup>th</sup> June.	Open

