

# Greatham Parish Council

## Minutes of the Parish Council Meeting held at Greatham Village Hall on Monday 6<sup>th</sup> June 2016 at 7.30pm

**Present** Chairman C Rudd, Councillors Cheeseman, Packett, D Rudd, Whelan and Regan, Ms S Spence (the clerk).

12 members of the public were also present.

- 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.
- Apologies for Absence** - Apologies had been received from Councillor Jerrard.
- Declarations of Interest** - There were no declarations of interest.
- Public Question Time. Standing Orders were suspended for 15 minutes to allow public questions.**  
A parishioner expressed concern regarding the notice of land for sale at Church Field in Greatham. A proposed letter drafted by Cllr Regan was read out and will be sent to the managing agent by the Clerk. Action SS

A parishioner enquired about the possibility of drafting a Village Plan. There was a wider discussion and it was agreed that further investigation into costs should be undertaken and that the Village Plan would be reviewed in the Autumn. Action SR

- Minutes of the Parish Council Meeting on Monday 9<sup>th</sup> May 2016**  
One amendment was made to change 19g. to replace Cllr Whelan's name with Cllr Jerrard. After this, the minutes were reviewed and accepted as a true and accurate record of the meeting, proposed by Councillor Regan and seconded by Councillor Cheeseman, all agreed and they were signed by the Chairman.
- Matters arising from the Parish Council Meeting on Monday 9<sup>th</sup> May 2016**  
There were no matters arising.
- Review of Action log** – the action log was reviewed with the following updates.

	Meeting Date / Agenda Item	Who	Action	Status	Update
1.	07.12.15 Item 13m	SR	Cllr Regan to follow up with Eric Skipper to clarify the sponsorship arrangement for 'ride and stride'.	Open.	Open

2.	01.02.16 Item 11b.1	SS	The Clerk to contact Radian Housing and explore Developer Contributions as potential sources of funding for extra parking at Bakers Field.	Clerk trying to establish a contact number.	Open
3.	07.03.16 Item 4a	SR	Cllr Regan to follow up with the council regarding damage around the Village Hall.	Open	Open (Selene)
4.	07.03.16 Item 12b.1	SS	The Clerk to continue to follow up regarding a solution to the damaged grass verges around the school.	Open	Open
5.	07.03.16 Item 12g.1	SS	The Clerk to put a piece in the May Village Magazine/next Newsletter to promote the fund.	Open	Open
6.	04.04.16 Item 12c	SS	The Clerk to write to William Wolmer at Blackmoor to request that barbed wire be removed and to begin crop clearance.	Open	Open
7.	09.05.16 Item 11	SS	The Clerk to forward a list of Old Church members to Mrs Cheeseman.	Open	Closed
8.	09.05.16 Item 17a	SS	The Clerk to make the payments.	Closed	Closed
9.	09.05.16 Item 17b	SS	The Clerk to enquire whether the Lengthsman can be used to maintain the PCC Churchyard.	Closed	Closed
10.	09.05.16 Item 17c	SS	The Clerk to request that the CAB submit a grant form.	Open	Closed
11.	09.05.16 Item 19a	AC	Cllr Cheeseman to fix the gate.	Open	Open
12.	09.05.16 Item 19c i	SS	The Clerk to ask the Lengthsman to clear footpaths 5 and 9.	Closed	Closed
13.	09.05.16 Item 19c ii	EP	Cllr Packett to investigate issues with footpath 37.	Closed	Closed
14.	09.05.16 Item 19h	SS	The Clerk to confirm the date of the next EHAPTC meeting.	Closed	Closed
15.	09.05.16 Item 19m	CR	Cllr C Rudd to speak to Jonny to establish breakfast expectations.	Open	Closed
16.	09.05.16 Item 19o	SS/S R	The Clerk to work with Cllr Regan on the next newsletter.	Open	Open
17.	09.05.16 Item 19p	SS	The Clerk to put an ad for a new Speedwatch co-ordinator in the parish magazine for June.	Closed	Closed

## 8. Report of the County Councillor

County Councillor Clarke presented an overview on the progress of the introduction of Superfast Broadband in Hampshire. Phase 1, costing £10m brought the coverage up to 80%. Phase 2, now underway, will cost £18m and bring the coverage up to 96%. Communities having partial coverage are now able to have a direct meeting with BT and the County Council. The Clerk to contact Glen Peacey to arrange a meeting.

**Action SS**

A copy of the full report is filed with these minutes.

## 9. Parish Council Finances

- a. Financial Report – the clerk presented the current financial report. The current account balance was £1,384.67 with £2,864.99 in cheques drawn but not debited. The reserve account balance was £17,786.57. The Old Church account balance was £5,627.12.

- 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 Whelan 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 1 of the Annual Return – Annual Governance Statement. Page 1 of the annual return was considered and completed and signed by the Chairman and the Clerk.

It was requested that Councillor Whelan, Regan and Packett should be added as signatories. The clerk to circulate the bank mandates for completion. Action SS

- 10. Approval of Payments** – The following payments were approved. The Clerk to make the payments. Action SS

Payee	Purpose	Amount
Ms Stephanie Spence	Salary 1 <sup>st</sup> May to 31 <sup>st</sup> May 2016	£476.67
St John PCC	PCC Churchyard Upkeep	£1000.00
St John PCC	Room Rent	£14.00
GVEC	Replacement cheque (lost by GVEC)	£1000.00
S Spence	Expenses (Ink)	£17.48
	<b>Total Payments</b>	<b>£2,508.15</b>

The Clerk was asked to confirm the costs of cancelling the previous GVEC cheque. Action SS

The Clerk was asked to request a breakdown of costs from GVEC for the Queen's Birthday Party. Action SS

- 11. Correspondence – the following items of correspondence were discussed.**

Date	From	Details
26.04.16	Dave Lindsay, EHDC	New registered provider working with HARAH (Hampshire Alliance for Rural Affordable Housing).
03.05.16	EHDC	Shipwrights Way to be completed this summer.
04.05.16	Michelle Leadbitter, HALC	Advice on Future Changes to Data Protection.

05.05.16	Victoria Potts, EHDC	Local Plan: Housing & Employment Allocations and Planning Contributions and Community Infrastructure Levy (CIL) Supplementary Planning Document.
10.05.16	Andrew Bulmer	Litter on Forest Road.
19.05.16	Cllr Sue Halstead, EHAPTC Chairman	EHAPTC meeting in Liss on 8th June.
23.05.16	Hampshire County Council	New policy on traffic management schemes lets local councils make decisions for their communities.
26.05.16	Sue Ramage, HALC	Councillor Commission Brief.

## 12. Reports from representatives of Organisations, Outside Bodies, Working Parties and Groups.

- a) **Playground** – Cllr Cheeseman noted that 2 new junior swing seats were needed. **Action SS**  
It was also noted that the ‘under 5 only’ area sign had gone missing. Cllr Cheeseman to advise the Clerk if this needs to be replaced. **Action AC**
- b) **Highways, Public Transport and Traffic** – Cllrs D Rudd, Packett and Regan. Cllr Packett presented an overview of a meeting he had attended and handed out copies of the presentation. The Clerk was asked to keep an eye on planned works at Forest Road. **Action SS**
- c) **Footpaths and Bridleway** – Cllr Packett and Mrs Booton. Work was noted on Footpaths 14, 711b, 10 and 8 and part of Petersfield Road. The Clerk to instruct the Lengthsman. **Action SS**  
A parishioner asked if she could add rubble to a footpath to improve its condition. All agreed that she could.
- d) **Tree Warden** – Adam Gibson and Anna Dale-Harris.
- e) **Greatham Village Hall** – Cllr C Rudd.
- f) **Coryton Trust** – Cllrs Jerrard and C Rudd. Next meeting in November.
- g) **Liss Greatham and Hawkley Friendship Fund** – Cllr Jerrard.
- h) **HALC/EHAPTC** – Cllrs C Rudd & Regan. Next meeting 8<sup>th</sup> June 2016.
- i) **Greatham Allotment Charity** – Cllr Jerrard.
- j) **Community Forum** – Cllr Jerrard. Next meeting 26<sup>th</sup> July. Cllr Whelan noted that she had been to a Community Emergency Plan meeting. It was agreed that this would be an item for discussion at the next monthly meeting.
- k) **Joint Meeting of SDNPA and HALC** – Cllrs D Rudd & Regan. Cllr Regan to confirm the date. **Action SR**
- l) **CTCG** – Cllr Jerrard. Next meeting, 1030-1200 on Wednesday 15<sup>th</sup> June at Conde Way Fire Station.
- m) **The Old Church** – Cllrs D Rudd & Whelan. Alan Bridgeman noted there would be a barbeque open to all on 8<sup>th</sup> July at the Old Church. Anyone wishing to attend should confirm to Cllr C Rudd asap.  
There was a discussion around the request from SPAB to conduct mortar analysis at an estimated cost of up to £500. Recommendation to approve the work came from Cllr Packett, seconded by Cllr Regan. All approved. The Clerk to work with SPAB to confirm the cost. **Action SS**
- n) **Lengthsman Scheme** – Clerk. Covered in 19c above.
- o) **Parish Communications** – Cllr Regan to progress with the clerk with a view to print and deliver end of July. **Action SS/SR**
- p) **Speedwatch** – it was noted that a new co-ordinator has not yet been found. More volunteer time is needed. A parishioner suggested that the equipment could be used outside a volunteer’s house to keep awareness levels up where we have gaps in the monitoring scheme. She also asked if we could hire out the equipment when not in use (Rogate is interested). The Parish Council had no objection. Parishioner to send details to the clerk. **Action SS**

## 13. Date of next meeting.

The Clerk advised that she would not be able to attend the next planned Parish Council meeting on Monday 4<sup>th</sup> July 2016. It was agreed that alternative dates of 11<sup>th</sup> or 18<sup>th</sup> July be explored. **Action SS**

A Planning Sub-Committee Meeting will be held on Monday 20<sup>th</sup> June 2016 if applications are received.

#### 14. Close of meeting

The council meeting was closed at 9.00pm.

#### ACTION LIST

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2.	01.02.16 Item 11b.1	SS	The Clerk to contact Radian Housing and explore Developer Contributions as potential sources of funding for extra parking at Bakers Field.	Clerk trying to establish a contact number.
3.	07.03.16 Item 4a	SR	Cllr Regan to follow up with the council regarding damage around the Village Hall.	Open
4.	07.03.16 Item 12b.1	SS	The Clerk to continue to follow up regarding a solution to the damaged grass verges around the school.	Open
5.	04.04.16 Item 12c	SS	The Clerk to write to William Wolmer at Blackmoor to request that barbed wire be removed and to begin crop clearance.	Closed
6.	09.05.16 Item 19o	SS/ SR	The Clerk to work with Cllr Regan on the next newsletter.	Open
7.	06.06.16 Item 4a	SS	The Clerk to send the letter to Barnard Marcus	Closed
8.	06.06.16 Item 4b	SR	Village Plan viability to be explored in the Autumn.	Open
9.	06.06.16 Item 8	SS	The Clerk to contact Glen Peacey to arrange a meeting re Superfast Broadband.	Closed
10.	06.06.16 Item 9	SS	Councillor Whelan, Regan and Packett should be added as signatories. The clerk to circulate the bank mandates for completion.	Open
11.	06.06.16 Item 10a	SS	The Clerk to make the payments.	Closed
12.	06.06.16 Item 10b	SS	The Clerk was asked to confirm the costs of cancelling the previous GVEC cheque.	Closed
13.	06.06.16 Item 10c	SS	The Clerk was asked to request a breakdown of costs from GVEC for the Queen's Birthday Party.	Closed
14.	06.06.16 Item 12ai	SS	The Clerk to purchase 2 new junior swing seats.	Open
15.	06.06.16 Item 12aai	AC	Cllr Cheeseman to advise if a new under 5 only sign is needed.	Open
16.	06.06.16 Item 12c	SS	The Clerk to update the Lengthsman job sheet and instruct the Lengthsman.	Open
17.	06.06.16 Item 12k	SS	Cllr Regan to confirm the date of the next SDNPA meeting.	Open

18.	06.06.16 Item 12m	SS	The Clerk to work with SPAB to confirm the cost of the mortar analysis.	Open
19.	06.06.16 Item 12p	SS	The Clerk to follow up with Elly regarding hiring out the Speedwatch equipment.	Open
20.	06.06.16 Item 13	SS	The Clerk to confirm the date of the July meeting.	Closed