

# Greatham Parish Council

Minutes of Parish Council Meeting held on Monday 4<sup>th</sup> June 2018, 7.30pm

at St John the Baptist Church, Greatham

**These are draft minutes of the Parish Council meeting and are subject to approval at the next meeting of the Council to be held on Monday 2<sup>nd</sup> July 2018.**

**Present** Cllr C Rudd (Chair), Cllr E Packett (Vice Chair),  
Cllr A Cheesman, Cllr A Crick, Cllr J Rook, Cllr D Rudd  
District Councillor Keith Budden  
Clerk to the Council: Mrs Jane Ives

12 members of the public were also present

**1. Chairman's Announcements** -The Chairman welcomed members of the public to the meeting, pointed out the fire exits, reminded everyone to switch off their mobile phones and to ensure that they had signed in. The Chairman also asked members of the public to state their names if participating in public question time and to address all questions to the Chairman. It was also confirmed that the meeting was being recorded.

**2. Approval of Apologies for Absence** – Cllr S Jerrard.  
Proposed: Cllr C Rudd. Seconded: Cllr Crick. All in favour.  
Cllr R Oppenheimer had also sent his apologies.

**3. Declarations of Interest** – There were no declarations of interest.

**4. Public Question Time**

A member of the public was concerned about the speed of traffic on the Selborne Road and a recent accident there near the junction with Snailing Lane which had wiped out a chevron with the car hitting a tree.

Additional concerns were raised by members of the public in attendance generally about this stretch of road. The Clerk to write to Hampshire Highways regarding the following:

- Speed limit changes from 30mph to 60mph to 30mph over a short stretch of road
- Filter lane is needed at the Ham Barn roundabout for traffic wanting to head north on the A3 entering from Selborne Road
- Walkers using footpath 14 have to cross Selborne Road at a dangerous point so a sign warning motorists of pedestrians should be requested **Action Clerk**

A member of the public raised concerns about 2 dumped cars in Wolfmere Lane. These have already been reported to District Councillor Keith Budden but he requested a photograph so that legal services at EHDC can deal with this. **Action Cllr Cheesman**

A member of the public reported a dumped caravan on a layby in Petersfield Road. Cllr Rook has already reported this to EHDC but the Clerk will now report it to PCSO John Payne. **Action Clerk**

A member of the public asked about some furniture outside the church which needs to be moved. Cllr Cheesman will arrange to do this if the church cannot. **Action Cllr Cheesman**

A member of the public asked about dog access on a stile on footpath 6 from Le Court to Church Lane. The Clerk to enquire with HCC Countryside Services as to what action is recommended.

**5. Approval of minutes of the Annual Meeting held on 14<sup>th</sup> May 2018**

The minutes were approved as a true record of the meeting.

Proposed: Cllr Cheesman. Seconded: Cllr Crick. All in favour.

The minutes were signed and dated by the Chairman.

**6. Matters arising from the minutes of the Annual Meeting held on 14<sup>th</sup> May 2018**

There were no matters arising.

**7. Review of Action Log**

	Meeting Date / Agenda Item	Who	Action List updated 29/05/2018	Status	Update
1	11.07.16 Item 12b.2	EP	Councillor Packett to investigate getting a new bus shelter for Longmoor Road.	Ongoing	
2	06.03.17 Item 11h	EP	To investigate the repositioning and marking of the bus stop and the need for hardstanding in addition to the slow drainage at Toll Corner	Open	
3	03.07.17 Item 10	KB	A further consultation to take place in November regarding 4 traveller plots at Fern Farm.	Open	
4	03.07.17 Item 11	Cllr C Rudd	Rewrite Old Church leaflet and take to next Old Church meeting.	Open	
5	07.09.17 Item 4	Clerk	Produce maps for the footpaths in Greatham	Open	
6	07.09.17 Item 8	KB	Find out if there is any news on 1 Hillview with regards planning.	Open	EHDC legal team moving forward on this
7	07.09.17 Item 8	KB	Establish if anything could be done to improve the safety for pedestrians on Liss Forest Road.	Open	Discussing with HCC & SDNPA. Also requested to include Selborne Rd in this discussion
8	07.09.17 Item 12b	KB	Investigate parking issues in Hopeswood and Bakersfield.	Open	Parking enforcement will visit
9	02.10.17 Item 14b	Clerk	Pavement to Ham Barn roundabout and church to Toll House Corner is overgrown. The Clerk to report to HCC.	Reported to HCC 07/12	
10	06.11.17 Item 8	KB	Provide Clerk with report from EHDC on trees at Wolfmere Lane	Open	
11	06.11.17 Item 8	KB	Ask EHDC Enforcement Officers to look into AMK buses parking near Hopeswood	Open	Enforcement in touch with AMK
12	06.11.17 Item 11b	Cllr D Rudd	Report to Hampshire Highways Manholes on Longmoor Road near stables need sinking Pavement from lych gate to layby floods when it rains HCC no defect found. Cllr D Rudd to take photos.	Open	Clerk to forward photo re Longmoor Rd to Hampshire Highways

13	08.01.18 Item 4	Cllr Packett	Agreed with David Redman to clear debris at the entrance to Bakers Field	Open	
14	08.01.18 Item 8	KB	Discuss residents at Fern Farm with EHDC and report back to council	Open	
15	08.01.18 Item 8	KB	Report back to council re issues at Hill View	Open	EHDC legal team moving forward on this
16	08.01.18 Item 8	KB	Forward information to EHDC regarding AMK bus being damaged in Hopeswood	Open	
17	05.02.18 Item 11e	Cllr D Rudd	Look into replacing rope at playground	Open	
18	05.03.18 Item 4	Clerk	Enquire with Highways/EHDC re potential tree/shrub planting at Bakers Field to alleviate parking on verges	Open	Reported EHDC 22/03
19	05.03.18 Item 10a	Cllrs. Crick/Cheesman	Set up volunteer working party to carry out work at playground around posts	Open	
20	09.04.18 Item 4	Clerk	Write to landowner re flooding ditches in Church Lane	Open	Not received landowner address
21	09.04.18 Item 11b	Clerk	Request a bin is provided in second layby towards Ham Barn roundabout	Open	Requested 31/05
22	09.04.18 Item 11b	Clerk	Write to MOD re litter problem at Digby Way entrance	Open	Landmark will do clearance once a month providing no fly tipping
23	09.04.18 Item 11c	Clerk	Chase up work to reinstate footpath behind Golds Farm to Bakersfield. Write to landowner.	Open	Footpath reinstated
24	09.04.18 Item 11c	Clerk	Write to MOD re footpath off Longmoor Road layby, in poor condition	Open	
25	09.04.18 Item 11m	Clerk	Chase Torquil McNeilage re next phase of work at Old Church.	Open	16 <sup>th</sup> July
26	09.04.18 Item 11m	Clerk	Apply to District Councillor for £1k grant for Old Church	Open	KB 31/05
27	09.04.18 Item 11m	Clerk	Obtain copy of Old Church deeds from solicitor	Open	
28	14.05.18 Item 11	Clerk	Send copy of Old Church Advisory Committee Terms of Reference to member of the public request	Open	Closed
29	14.05.18 Item 11	Clerk	Chase up Keith Budden re provision of additional parking at Bakers Field.	Open	KB 31/05
30	14.05.18 Item 11	Clerk	Report 2 abandoned cars at Bakers Field to Keith Budden	Open	KB 31/05
31	14.05.18 Item 23	Cllr C Rudd	Report drainage issues at playground at next Village Hall meeting	Open	
32	14.05.18 Item 23	Cllr Cheesman	Take photos of potholes on Longmoor Road and send to Clerk	Open	
33	14.05.18 Item 23	Clerk	Ask Village Magazine to publish item re trustee needed for Coryton Trust	Open	Closed

**The updated Action List can be found at Appendix 1.**

**8. Report from District Councillor**

Cllr Budden reported that he had been elected as Vice Chair of East Hampshire District Council and should he be re-elected in future then he would likely be elected as Chair. He outlined that EHDC Cabinet has been slimmed down with each senior manager now reporting to only one councillor. EHDC are keen to bring fresh blood into Cabinet and have recently appointed Ben Bentley – the youngest EHDC councillor – to join the Cabinet. Cllr Adam Carew is no longer on the Cabinet.

Cllr Budden is now also Chair of the Petersfield and surrounds Community Forum.

He also outlined EHDC’s offer of more practical help to local voluntary groups and parish councils. This may be in the form of practical help ie help with audit rather than financial help. All EHDC employees are now being given 2 days a year to volunteer in the community so residents/parish council should notify EHDC if there are any projects that they could work on. SSE have a similar scheme that can also be used.

**9. Report from County Councillor**

Cllr Oppenheimer was not in attendance but had submitted his report (Appendix 2).

Cllr Budden commented on the review of 20mph zones and said that it has gone to Cabinet for a decision.

He additionally said that the SDNPA Local Plan has been submitted and the public consultation dates should be announced soon. He encouraged parish councillors to attend for as many days as they can.

Cllr Rook asked about the Hampshire 2050 survey and whether the link could be added to the parish council website.

**Action Clerk**

Cllr C Rudd/Cllr Rook would also arrange to have a PC available with the survey at the next coffee morning in the church.

**Action Cllrs C Rudd & Rook**

A member of the public asked about a potential flyover at the Ham Barn roundabout and Cllr Budden felt that this was a long way off and there were no current discussions that he was aware of.

**10. Diversion of footpath at Deal Farm**

It was resolved that the Council would provide a letter of support to Hampshire County Council regarding an application by the owners of Deal Farm to divert the public footpath adjoining their property. The new location provided better views, a wider footpath and came out onto a wider part of Petersfield Road. L’Abri and Hampshire County Council Countryside Services are supportive of the proposal.

**Action Clerk**

**11. Reports from representatives of Organisations, Outside Bodies, Working Parties & Groups:**

<b>Playground</b>	Cllr Cheesman will continue with painting when weather is good. Proposed carrying out more this coming weekend, and asked for any volunteers. Clerk advised she is awaiting playground inspection date.
<b>Highways, Public Transport &amp; Traffic</b>	Clerk to report issues with drain on Longmoor Road near Riverview End and ask for foliage around the 30mph speed sign on Selborne Road to be cut back. <b>Action Clerk</b> Cllr D Rudd reported to Cllr Budden water leaks in Liss opposite road to British Legion and off A3 towards Liss.
<b>Footpaths &amp; Bridleways</b>	Footpaths 10 and 12 need cutting and will be added to lengthsmans list. Footpath 37 requires a new bridge which will be done by Countryside Services. Footpath 9 needs cutting and is already on the lengthsmans list.
<b>Tree Warden</b>	Nothing to report.
<b>Greatham Village Hall</b>	The Clerk reminded councillors that the hall needs to be cleared of parish council property by 16 <sup>th</sup> July. <b>Action Clerk</b> The Post Office counter is now only open on a Tuesday in the Village Hall. The Clerk to write to Post Office Counters mobile service to

	request an additional service. <span style="float: right;"><b>Action Clerk</b></span>
<b>Coryton Trust</b>	Cllr C Rudd reported that trustees had met with applicants.
<b>Liss Greatham &amp; Hawkley Friendship Fund</b>	Nothing to report.
<b>HALC/EHAPTC</b>	Meeting 14 <sup>th</sup> June.
<b>Greatham Allotment Charity</b>	Nothing to report.
<b>Community Forum</b>	Nothing to report.
<b>CTCG</b>	Nothing to report.
<b>The Old Church</b>	Mrs Ballard provided an update as Chair of the advisory committee. The tomb work is complete and funded entirely by grants. Other work on the walls and roof will be funded by the Parish Council. Additional work on the window reveal needs to be agreed at the next Council meeting. The Summer Celebration takes place this Saturday 9 <sup>th</sup> June 6-9pm, tickets available.
<b>Lengthsman Scheme</b>	The Clerk will submit the footpath work identified at item 11c to the lengthsman.
<b>Parish Communications</b>	Cllr Crick requested an agenda item for July to set up a working party to review the website.
<b>Speedwatch</b>	The Clerk to ask the PCSO if Speedwatch equipment can be set up occasionally to act as a deterrent. <span style="float: right;"><b>Action Clerk</b></span>

## 12. Parish Council Finances

The Clerk provided a report which can be found at Appendix 3. The balance of the accounts are as follows:

Current Account:       £    50.00  
Deposit Account:       £25,921.74  
Other Deposit Account: £ 2,486.70

## 13. Annual Return and Governance Statements 2017/18

- a. It was resolved that the Parish Council agreed to submit a Certificate of Exemption to confirm they are exempt from submitting an Annual Governance and Accountability Return to the external auditor as the gross income or gross expenditure for the financial year did not exceed £25,000. The Certificate was signed by the Clerk (Responsible Finance Officer) and the Chairman. Proposed: Cllr Cheesman. Seconded: Cllr Packett. All in favour.
- b. The Internal Audit Report, contained within the Annual Governance and Accountability Return, signed by the internal auditor was noted by the Parish Council.
- c. The Chairman read out the Annual Governance Statements and councillors agreed the responses. The Chairman and the Clerk signed the statement. Proposed: Cllr Cheesman. Seconded. Cllr C Rudd. All in favour.
- d. It was resolved that the Accounting Statements be approved and this was signed by the Chairman. Proposed: Cllr Cheesman. Seconded: Cllr C Rudd. All in favour.
- e. The Chairman advised that the dates for the exercise of public rights to inspect the accounting records of the Council would be Monday 2<sup>nd</sup> July to Friday 10<sup>th</sup> August 2018 and the Clerk will publish the required notices by 1<sup>st</sup> July.

## 14. Internal Audit Report

Councillors noted the Internal Audit Report prepared by Do The Numbers Ltd and agreed an action plan which is attached to these minutes at Appendix 4. The internal auditor additionally suggested the Council work through the Action List and remove/resolve old actions by appointing a working party. Cllrs Cheesman and Crick were appointed to carry out this task with the Clerk.

Proposed: Cllr Crick. Seconded: Cllr C Rudd. All in favour.

**As the meeting had run to 2 hours, in accordance with Standing Orders it was resolved to extend the meeting by a further half an hour to conclude the business on the agenda.**

Proposed: Cllr C Rudd. Seconded: Cllr E Packett. All in favour.

#### 15. Approval of Payments

The following payments were approved:

Payee	Purpose	Amount
Petersfield Town Council	Grass cutting in March (1 cut) and April (3 cuts) (VAT = £20.00)	£120.00
Headley Parish Council	Speed limit reminder deployments 2017/18 (VAT = £38.00)	£228.00
St John the Baptist Church	Room hire for March and April 2018	£49.00
Mrs J Ives	Expenses for cost of cash box for events (VAT = £4.67)	£28.00
Viking	Stationery for Clerk (VAT = £2.69)	£16.15
Hampshire Association of Local Councils	Cost of Cllr Crick attendance at Neighbourhood Planning Seminar (VAT = £3.00)	£18.00
Do The Numbers Ltd	Cost of internal audit for year ended 31st March 2018	£190.00
Mrs J Ives	Salary 1st June – 30th June 2018	£476.67
	<b>Total Payments</b>	<b>£1125.82</b>

16. **Report of Planning Chairman** – There were no planning issues to report.

17. **Approval of Planning Committee minutes from meetings held 24<sup>th</sup> April 2018 and 14<sup>th</sup> May 2018.**

The minutes were approved as a true record of the meeting.

Proposed: Cllr Cheesman. Seconded: Cllr D Rudd.

6 councillors in favour, one abstention from Cllr Rook (on the basis her own planning application was considered by one of the meetings). The minutes were signed and dated by the Chairman.

18. **Matters arising from the Planning Committee meetings held on 24<sup>th</sup> April 2018 and 14<sup>th</sup> May 2018.**

There were no matters arising.

#### 19. Planning Application

The following planning application was discussed and it was agreed that the Council would fully support the application:

**SDNP/18/02348/FUL** Greatham Primary School Construction of a multi-use games area  
Petersfield Rd, Greatham

20. The date of the next Parish Council meeting will be Monday 2<sup>nd</sup> July 2018.

21. Cllr C Rudd closed the meeting at 9.36pm.

## Appendix 1: Action Log updated 4<sup>th</sup> June 2018

	Meeting Date / Agenda Item	Who	Action List updated 4 <sup>th</sup> June 2018	Status
1	11.07.16 Item 12b.2	Cllr Packett	Councillor Packett to investigate getting a new bus shelter for Longmoor Road.	Ongoing
2	06.03.17 Item 11h	Cllr Packett	To investigate the repositioning and marking of the bus stop and the need for hardstanding in addition to the slow drainage at Toll Corner	Open
3	07.09.17 Item 4	Clerk	Produce maps for the footpaths in Greatham	Open
4	07.09.17 Item 8	Cllr Budden	Report back to PC following discussions with HCC/SDNPA re safety for pedestrians on Liss Forest Road and Selborne Road (updated 04/06/2018)	Open
5	02.10.17 Item 14b	Clerk	Pavement to Ham Barn roundabout and church to Toll House Corner is overgrown. The Clerk to report to HCC.	Reported to HCC 07/12
6	06.11.17 Item 8	Cllr Budden	Provide Clerk with report from EHDC on trees at Wolfmere Lane	Open
7	06.11.17 Item 11b	Clerk Cllr D Rudd	Report to Hampshire Highways Manholes on Longmoor Road near stables need sinking (updated 04/06/18 Clerk to provide photo to Highways) Pavement from lych gate to layby floods when it rains HCC no defect found. Cllr D Rudd to take photos.	Open
8	08.01.18 Item 8	Cllr Budden	Discuss residents at Fern Farm with EHDC and report back to council	Open
9	08.01.18 Item 8	Cllr Budden	Forward information to EHDC regarding AMK bus being damaged in Hopeswood	Open
10	05.02.18 Item 11e	Cllr D Rudd	Look into replacing rope at playground	Open
11	05.03.18 Item 4	Clerk/Cllr Budden	Enquire with Highways/EHDC re potential tree/shrub planting at Bakers Field to alleviate parking on verges. Cllr Budden to take this forward (updated 04/06/18) as negative response from HCC. KB to look at provision of additional parking.	Open
12	05.03.18 Item 10a	Cllrs. Crick/Cheesman	Set up volunteer working party to carry out work at playground around posts	Open
13	09.04.18 Item 4	Clerk	Write to landowner re flooding ditches in Church Lane (updated 04/06/18 no landowner address identified)	Open
14	09.04.18 Item 11b	Clerk	Request a bin is provided in second layby towards Ham Barn roundabout (requested 31/05/18)	Open
15	09.04.18 Item 11c	Clerk	Write to MOD re footpath off Longmoor Road layby, in poor condition	Open
16	09.04.18 Item 11m	Clerk	Apply to District Councillor for £1k grant for Old Church	Open
17	09.04.18 Item 11m	Clerk	Obtain copy of Old Church deeds from solicitor	Open
18	14.05.18 Item 11	Clerk	Send copy of Old Church Advisory Committee Terms of Reference to member of the public request	Open
19	14.05.18 Item 11	Cllr Cheesman/ Cllr Budden	Report 2 abandoned cars at Bakers Field to Keith Budden. Cllr Cheesman to provide photo to KB who will follow up (updated 04/06/18)	Open
20	14.05.18 Item 23	Cllr C Rudd	Report drainage issues at playground at next Village Hall meeting	Open

21	04.06.18 Item 4	Clerk	Write to Hampshire Highways re Selborne Road safety issues	Open
22	04.06.18 Item 4	Clerk	Report dumped caravan in layby to PCSO	Open
23	04.06.18 Item 4	Cllr Cheesman	Arrange removal of furniture outside church	Open
24	04.06.18 Item 9	Clerk	Add link to Hampshire 2050 survey to PC website	Open
25	04.06.18 Item 9	Cllrs C Rudd/Rook	Arrange access to Hampshire 2050 survey at coffee morning	Open
26	04.06.18 Item 10	Clerk	Write to Hampshire County Council re support of application to divert footpath at Deal Farm	Open
27	04.06.18 Item 11	Clerk	Report foliage around speed limit sign on Selborne Road	Open
28	04.06.18 Item 11	Clerk/All	Arrange for clearance of council property at Village Hall by 16 <sup>th</sup> July	Open
29	04.06.18 Item 11	Clerk	Write to Post Office Counters re provision of mobile service	Open
30	04.06.18 Item 11	Clerk	Write to PCSO re Speedwatch equipment being used as a deterrent	Open
31	04.06.18 Item 14	Clerk/All	Carry out action plan for Internal Audit and report back to Council when complete (to include closing second deposit account)	Open
32	04.06.18 Item 14	Clerk/ Cllrs Crick & Cheesman	Working party set up to work through unresolved actions and reduce length of action list.	Open



## Appendix 2: County Councillor Report 4<sup>th</sup> June 2018

### 1. Hampshire County Council AGM

At the County Council AGM on Friday 18 May 2018, Cllr Roy Perry was re-elected leader of the Council for another year. Cllr Elaine Still has become the first woman to serve as Chairman of the County Council for over five years.

I was appointed Chairman of the Economy, Transport and Environment Select Committee. Time will tell whether this role affords me greater clout when it comes to getting potholes and other highways issues addressed in Petersfield Hangers Division...

I am hoping that it will!

### 2. Report on pilot 20mph Zones

Since 2012, Hampshire County Council has implemented pilot 20mph zones in 14 locations. All these locations have been carefully monitored. The findings of the pilot programme have now been published and the report is available at this link:

<http://democracy.hants.gov.uk/documents/s19304/Report.pdf>

The results are surprising in many respects. In a nutshell, the 20mph zones have not led to a meaningful reduction in speed levels or in the number of accidents. We do have to respect the evidence when formulating policy and this was certainly a thorough and comprehensive evaluation. The results also chime with findings from elsewhere and with the national policy direction. For this reason HCC will not in future be creating new 20mph zones unless there is a clear need for them due to the number of serious accidents in a specific location.

### 3. Call for evidence for "Hampshire 2050" Commission

A cross-party Hampshire 2050 Commission of Inquiry is being set up to consider evidence and key issues and then make suggestions on a Vision for Hampshire 2050. This Vision will guide and contribute to the future prosperity, quality of life, and protection and enhancement of the character and environment of Hampshire.

The Commission will provide the framework for future plans, strategies and ways of working. The Commission will consider the themes in six separate hearings:

- |                                       |                      |
|---------------------------------------|----------------------|
| ➤ Demographic and societal challenges | – 8th June 2018      |
| ➤ Economy                             | – 13th July 2018     |
| ➤ Work, skills and lifestyle          | – 24th August 2018   |
| ➤ Environment and quality of place    | – 12th October 2018  |
| ➤ Mobility, Connectivity and Energy   | – 23rd November 2018 |
| ➤ Rural Hampshire                     | – 21st December 2018 |

A call for evidence has been issued and you can have your say by taking part in an online survey at this link:

<https://www.hants.gov.uk/aboutthecouncil/haveyoursay/visionforhampshire2050>

### 4. New Secretary of State prioritises housing and also refers to devolution

On 30 April James Brokenshire MP was appointed Secretary of State for Housing, Communities and Local Government. It is clear from his early comments that housing is going to be his principal focus. The Government has already stated that it wishes to see 300,000 new homes built every year. (In

2016-17 the annual new homes figure stood at 216,750 which was a 15% improvement on the previous year.) The Government consultation on the new National Planning Policy Framework (NPPF) ended in May and is likely to be followed by the publication of the new NPPF in the Summer.

James Brokenshire has also given a clear steer on local government reorganisation in his first interview with the Local Government Chronicle since being appointed. On 2 May Mr Brokenshire said: "There is a clear space and scope for unitary authorities. Obviously it is seeing where there is a need for that and yes, there are proposals on the table that my predecessor had been considering and I will now be looking at."

#### 5. National Parks Review

The Government review of National Parks and Areas of Outstanding Natural Beauty has commenced, with Julian Glover appointed to Chair the Review Panel. Mr Glover is Associate Editor at the London Evening Standard and a former Government Special Adviser. The scope of the review is very wide-ranging. The Terms of Reference are as follows:

"In the context of meeting both local and national priorities and wider environmental governance, the review will examine and make recommendations on:

- the existing statutory purposes for National Parks and AONBs and how effectively they are being met;
- the alignment of these purposes with the goals set out in the 25-Year Plan for the Environment;
- the case for extension or creation of new designated areas;
- how to improve individual and collective governance of National Parks and AONBs, and how that governance interacts with other national assets;
- the financing of National Parks and AONBs;
- how to enhance the environment and biodiversity in existing designations;
- how to build on the existing eight-point plan for National Parks and to connect more people with the natural environment from all sections of society and improve health and wellbeing;
- how well National Parks and AONBs support communities."

The review will report in 2019 on the 70th Anniversary of the 1949 National Parks and Access to the Countryside Act.

**RUSSELL OPPENHEIMER**  
**County Councillor for Petersfield Hangers**

### Appendix 3: Financial Report

Current Account Balance	50.00	
Less: Cheques drawn but not debited as at 22/05/18	216.66	
Deposit Account Balance	25,921.74	
Other Account	<u>2,486.70</u>	
<b>Balance carried forward</b>		<b><u>28,241.78</u></b>

#### **Receipts**

Since the bank statements were reconciled at the end of May a cheque for £3,500 has been banked from the Leche Trust for a grant towards work on the tomb at the Old Church. A further £2,250 is due to be deposited from the South Downs National Park Authority as a CIL (Community Infrastructure Levy) payment. The full VAT repayment from HMRC of £224.51 has also been received for the financial year 2017/18.

#### **Internal Audit**

There were no issues raised by the internal auditor during her visit with regards to the council's financial record keeping. Other issues raised are on the agenda for discussion.

#### **Transparency Code**

Following this evening's meeting all documents required to be published under the Transparency Code for Smaller Authorities will be placed on the parish council website.

Jane Ives  
Clerk to the Council  
4<sup>th</sup> June 2018

#### Appendix 4: Internal Audit Report Action Plan 4<sup>th</sup> June 2018

Control area	Issue	Recommendation Action	Action Plan GPC
Staff changes	It is good practice to clearly minute all changes in staffing, even the use of a locum, so that the identity of the proper officer is clear at every meeting ( <i>also raised last year</i> ).	Please ensure that all changes are properly recorded from now on. Please ensure that the employment terms of the clerk are clearly minuted on an annual basis.	Staffing Committee has now been set up and this should make recommendations to council. These should be brought to an exempt session of the council as they are confidential. The terms of the clerk's employment, hours, salary and any benefits will be minuted from now on. July 2018 council meeting will have an exempt session to do this.
GDPR	It appears that the council has used a privately run email list (Greatham Voice) to communicate with electors. It is unlikely that this list is being managed in accordance with the GDPR.	All communication with electors should be via the website, social media, newsletters or the noticeboards.	This came from Old Church minutes but in fact the list was not used. The Old Church committee understand that any data held belongs to the council and is subject to the GDPR. The Clerk will hold all data of individuals (ie Friends of the Old Church) in future and instruct the committee how to handle data.
Old Church expenditure	It appears that all of the expenses of running the building are put through the main Parish bank account, while sundry donations towards this Parish Council asset are paid into a separate account.	The council should have one current account to handle all of its activities. Donations towards the church are significantly less than its running costs – this should be reflected in the Parish cash books.	Add a line to the cash book for income and expenditure to show these transactions for the Old Church so that they can be identified easily. Close the second deposit account which currently holds some of the council reserves and transfer the balance to the deposit account.
Reserves	The reserves of the council are significantly higher than the best practice. For a council the size of GPC, 6-9 months of revenue expenditure is appropriate ( <i>also raised last two years</i> ).	The council should bring forward projects to use the reserves for the benefit of the community.	Reserves are currently approximately £30k and the auditor is suggesting they should be around £11k at most. Spend due to take place of S106 monies so council could agree to fund from reserves whatever project is agreed.