

BOARHUNT PARISH COUNCIL - Minutes of 3rd July 2019

<u>Present</u>	<u>Others present</u>	<u>Apologies/Absence</u>
Cllr R. Crowe	Clerk – Mr G. Wright	Cllr E. Schofield
Cllr S. Eaton	HCC Cllr P. Stallard	Cllr S. Brunet
Cllr G. Pearce	WCC Cllr A. Clear	WCC Cllr N. Cutler
Cllr D. Pynigar (Chair for the meeting)	3 members of the Public (for part or all of the meeting).	WCC Cllr T. Evans

Item	Description	Action
64/19	Apologies for absence	
64.1/19	Apologies for absence were received from Cllr E Schofield and Cllr S Brunet. Apologies were also received from WCC Cllrs T Evans and N Cutler.	
65/19	To receive declarations of Disclosable Pecuniary Interests for items on the Agenda	
65.1/19	None.	
66/19	To elect a Vice Chair of the Parish Council (PC)	
66.1/19	Cllr Russell Crowe was elected Vice Chair of the Parish Council.	
67/19	To receive resolution to suspend Standing Orders for no more than 10 minutes to allow members of the Public present to raise questions regarding items on the agenda.	
67.1/19	Members of the Public (MOTP) raised the following matters: (i) Enforcement issues – Firgrove Lane, Southwick Ranch & Strawberry Barn asked if any progress had been made with addressing of these. WCC Cllr Clear said that she would ask WCC Cllr Cutler to provide an update. (ii) Wickham Court – Raw sewage still entering the stream despite raising the matter with the site owners and the Environment Agency.	WCC Cllr Cutler
67.2/19	HCC Cllr Report – HCC Cllr Stallard summarised items from her report at the meeting. Details of this report can be found on the Parish Council website and in the Southwick & Boarhunt Parish Magazine. In response to a question from a MOTP, HCC Cllr Stallard said that Dog Mess signs were available from the HCC Countryside service.	
67.3/19	WCC Cllrs Report – WCC Cllr Clear thanked the Parish for the warm welcome it extended to Councillors during the May election. WCC Cllr Clear said that following the election, Winchester City Council (WCC) was now Liberal Democrat controlled and that WCC Cllr Cutler was Deputy Leader and WCC Cllr Evans was Chair of the Planning Committee. WCC Cllr Clear said that Newlands PC had now been created and this bordered onto Southwick Parish.	
67.4/19	Police Report – No representative from the Police was present and no report had been received.	
67A/19	To receive and approve the Minutes of the Parish Council meeting held on 5th June 2019.	
67A.1/19	It was RESOLVED to approve the minutes.	
68/19	To receive actions and updates from previous meetings	
68.1/19	(i) 38.1/18 (i) Action and resources regarding GDPR – ongoing. (ii) 176/18 (i) Weekly Play Inspection Reports – awaited from Mr Parker (iii) 176/18 (ii) Revised Allotment agreements – action outstanding – Clerk to action. (iv) 185/18 (v) b. Licensing of homes at the site – action outstanding - WCC Cllr Cutler agreed to make enquiries with WCC regarding the Licensing of homes at the site. (v) 199/18 (ii) – Staples Cross junction (B2177/Fareham Road) – Reflective warning posts and Warning (Give Way) sign not in place – Still outstanding. (vi) 57.1/19 (ii) – Wickham Court Sewage – ongoing problems at the site – refer to Environment Agency & WCC’s Environmental Health Department	Cllr Brunet Mr Parker The Clerk WCC Cllr Cutler HCC Highways Env Acy/WCC EHealth

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	<p>(vii) 59.1/19 (i) b. – Social Club/VH - Toilets – Potential Refurbishment of facilities.</p> <p>(viii) 60.1/19 (i) – Rec Ground – (a). Potential replacement of multi-purpose climbing frame to investigate options and (b). Repairs/Replacements to large posts & tightening of Zip Wire</p> <p>(ix) 61.1/19 (i) – Traffic Calming/Speed reduction signs – meeting to be arranged with HCC Highways/Road Safety Team</p>	<p>The Clerk/Cllr Schofield Cllr Crowe Cllr Schofield Cllr Schofield</p>
69/19	To receive the Parish Clerk’s report (for information only)	
69.1/19	The Clerk reported that he was attending Society of Local Council Clerk (SLCC) webinars on Web Content Accessibility in order to gain knowledge of the requirements for forthcoming legislation. The Clerk said that the BPC’s completed Annual Financial Return had been submitted to the External Auditors (PKF) for review and that the documents were available to view on BPC’s website.	The Clerk/Parish Council
70/19	Finance and Council Business	
70.1/19	<p>(i) The Financial Report for year to date ending 30th June 2019 was received and the Bank Reconciliation Statement and Balances held were approved.</p> <p>(ii) Payments made during June 2019 were endorsed and items due for payment in July 2019 were approved.</p> <p>(iii) The item to consider existing roles, tasks and responsibilities of Parish Councillors and allocate new and/or additional ones was deferred until the next meeting of the PC</p> <p>(iv) The PC Resolved to approve the purchase and installation of a Defibrillator outside the Village Hall/Social Club and also to arrange training for Parishioners in its safe use. It was further agreed to request grant funds towards the cost of this project from HCC Cllr Stallard. The precise model of Defibrillator and location would be confirmed at a later date.</p> <p>(v) Items for inclusion in the August/September edition of the Southwick & Boarhunt Parish Magazine were confirmed.</p>	Deferred to next PC meeting. Parish Council/The Clerk
71/19	Planning Applications and Prior Notifications	
71.1/19	<p>The following Planning Application was considered:</p> <p>(i) 19/01316/HOU – Glenthorne, Southwick Road, North Boarhunt, PO17 6JH – Proposed rear single storey extension. The PC Resolved to raise no objection to the application, but requested that specific conditions be included in any grant of permission. These included site working hours, parking restrictions prior to, during and after construction and that any existing hedging on the site was retained.</p> <p>The following Prior Notification was noted:</p> <p>(i) 19/01140/PNHOU – Willow Whisp, Trampers Lane, North Boarhunt – Demolition of existing conservatory & construction of replacement single storey rear extension including associated internal & external works.</p>	
72/19	Planning Decisions	
72.1/19	<p>The following Planning Decision was noted:</p> <p>(i) 19/00882/HOU – The House, Southwick Road, North Boarhunt, PO17 6JH – Proposed detached garage with first floor hobbies room. Application approved with conditions (12th June 2019).</p>	
73/19	Planning Appeals	
73.1/19	<p>The following Planning Appeal was noted:</p> <p>(i) 18/02556/HOU (19/00029/REF – APP/L1765/D/19/3227126) – 14 Birch Hill Cottages, Trampers Lane, North Boarhunt, PO17 6DB – Demolition of existing garage and single storey side extension and construction of replacement two storey side extension. –</p> <p>Note: As this Appeal was made under the Town and Country Planning Act 1990 S.78, against refusal of a Householder Application, there was no</p>	

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	opportunity for the PC to submit any additional comments to those already submitted on the original Planning Application.	
74/19	Other Planning Matters	
74.1/19	(i) Village Design Statement – Cllr Eaton apprised those present of guidance received from WCC and summarised plans for progressing this project. Cllr Eaton said that the next meeting of the Village Design Statement Group had been arranged for 7.30pm on Tuesday 24th September 2019 in the North Boarhunt Village Memorial Hall and that everyone was welcome. (ii) The Fareham Borough Council – Local Plan consultation under regulation 18 was noted.	ALL
75/19	Planning Enforcements	
75.1/19	(i) Updated list awaited from WCC.	
76/19	Environmental Issues	
76.1/19	(i) Wickham Common – It was noted that the inaugural meeting of the ‘Friends of Wickham Council’ had been arranged for 10 a.m. on Sunday 28th July 2019 at the White House, Wickham Common. (ii) It was noted that an invitation had been received from Winchester Green Week Steering Group to take part in ‘Green Week’ (29 th Sep 2019 to 6 th Oct 2019). (iii) Wickham Court – Sewerage matters not yet resolved.	ALL
77/19	Grants	
77.1/19	(i) A thank you letter had been from Victim Support for the £50 grant approved by the PC at its June meeting. (ii) No other grant applications had been made or received since the last meeting.	
78/19	Village Hall and Community Activities	
78.1/19	(i) Village Hall & Social Club a. Front Door to Social Club/Village Hall – new door now installed. b. Toilets – Refurb – further information required, including potential sources of funds. c. Meeting to be arranged between Social Club and PC regarding Memorandum of understanding and other matters.	Cllr Schofield Parish Council/SC
79/19	Recreation Ground and Allotments	
79.1/19	(i) Issues arising from the Play Inspector’s Reports were being addressed. Cllr Crowe agreed to investigate options regarding repair/potential replacement of the large multi-purpose climbing frame. Cllr Schofield agreed to quote for repairs/replacements to the large posts and Zip Wire tightening and the Clerk agreed to progress other matters with the Village Groundsman.	Cllr Crowe, d Cllr Schofield & The Clerk
80/19	Highways, Traffic Calming, Community Transport and Village Maintenance	
80.1/19	(i) Traffic Calming/Speed reduction signs - meeting with HCC Highways/Road Safety team still to be arranged – Item deferred as Cllr Schofield not present. (ii) HCC Cllr Stallard advised the Clerk to provide details regarding Staples Cross (see 68.1/19 (v)). (iii) Cllr Eaton stated that the footway between the entrance to Wickham Common and the Wickham Parish boundary was overgrown and required remedial work and asked for clarification regarding responsibility and for it to be cut.	Cllr Schofield The Clerk The Clerk/WCC/HCC
81/19	To receive Reports and consider Correspondence received	
81.1/19	The following correspondence was noted:	

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	<p>From WCC: (i) The July edition of Parish Connect. From Hampshire Association of Local Councils (HALC): (ii) June Monthly News and Updates (iii) Details of possible Grants available – Broadband for Rural Communities From Zurich Municipal (the PC's Insurers): (iv) News and Views Round-up for June From the Southwick Estate: (v) Notification of Memorial Service for John Robin Thistlethwayte at 3pm on Saturday, 14th September 2019 at St James' Church, Southwick.</p>	
82/19	Date of next Meetings of the Parish Council	
82.1/19	<p>The dates of the next meetings were confirmed as:</p> <p>(i) *Wednesday, 7th August 2019 at 7.30pm (* <u>Post meeting note</u>: This meeting was cancelled as it not quorate [not enough Parish Councillors able to attend for it to have been able to transact business – LGA 1972, Sch 12]).</p> <p>(ii) Wednesday, 4th September 2019 at 7.30pm</p>	
	The meeting closed at 9.15pm.	
	<p>CONTACT DETAILS FOR THE CLERK to Boarhunt Parish Council email: boarhuntpc@gmail.com Phone: 0755 711 8073 Parish Council Website: www.boarhuntparishcouncil.org</p>	

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List of Payments and Receipts

BOARHUNT PARISH COUNCIL - 3rd July 2019		
PAYMENTS MADE IN June 2019		
PAYEE	DESCRIPTION	AMOUNT
E-Mango	Annual Service charge for Hosting, Support & Backup [includes discount allowed on hosting] (VAT = £70.00)	£420.00
G W WRIGHT	Net Salary, Office Allowance, & Travel - May 2019	£359.30
Southern Electric	Sports Pavilion - Electric & Standing charges - 26/2/19 to 30/5/19 (VAT @ 5% = £2.04)	£42.94
SSE (Southern Electric)	Street Lighting 23/1/18 to 1/4/18 (VAT @ 5% = 3.91)	£82.24
G W WRIGHT	Net Salary (incl Tax rebate), Office Allowance, & Travel - June 2019	£367.75
WCC	Dog Bin - Rec Ground - April, May & June 2019	£35.00
B C MARTIN (CLAYMART)	Grounds Maintenance - May 2019	£135.00
Victim Support	Grant for 2019	£50.00
GS Windows Ltd	New DDA Compliant Front Door for Village Hall/Social Club (VAT = £470.63)	£2,823.78
Idverde Ltd	Dog Bin - Bere Farm Lane - April, May & June 2019 (VAT = £19.12)	£114.74
Castle Water	Rec Ground Water charges 1/5/19 to 31/5/19	£2.41
Castle Water	Allotments Water charges 1/5/19 to 31/5/19	£8.59
Unity Trust Bank	Service Charge 1/4/19 to 30/6/19	£18.00
Jun-19	TOTAL	£4,459.75
ITEMS DUE FOR PAYMENT IN July 2019		
PAYEE	DESCRIPTION	AMOUNT
SSE (Southern Electric)	Revised charges for Street Lighting 2/4/18 to 1/4/19 (VAT@ 5% = £20.26)	£425.56
Jul-19	TOTAL	£425.56
RECEIPTS - FUNDS RECEIVED DURING June 2019 = None		
Total available funds as per cash book at 30th June 2019		£38,349.28

less Earmarked Reserves

Village Gates Sponsorship	£1,445.99
Rec Ground - Equipment	£5,000.00
Rec Ground - Buildings	£7,500.00
Village Design Statement	£750.00
Environment Fund	£250.00
Village Hall - Improvements & Maintenance	£5,646.85
Village Hall - Door (WCC Grant)	£0.00

Total Earmarked Reserves =	£20,592.84
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= Net Unrestricted Funds available as at 2nd July 2019. NOTE: excludes items due for payment in July 2019	£17,756.44
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(II) Year to Date Accounts as at 30th June 2019

**BOARHUNT PARISH COUNCIL - Financial Report
for Financial Yr to Date 31st Mch 20**

FY 19/20 Annual	FY 19/20 Actual v Budget		FY 19/20 Actuals as at 30th June 2019 (M03)	FY 19/20 Forecast 31st Mch 2020 (M12)	FY 19/20 VARIANCE Actual v Forecast
£	%		£	£	£
RECEIPTS					
24,150	50%	Parish Precept	12,075.00	24,150	12,075.00
24,150	50%		12,075.00	24,150	12,075.00
1,335	0%	Grants received	0.00	500	500.00
165	0%	Allotment Income	0.00	165	165.00
2,250	32%	Other (e.g. VAT reclaimed, Bank interest & Sponsorship)	719.70	2,250	1,530.30
27,900	46%	TOTAL RECEIPTS	12,794.70	27,065	14,270.30
PAYMENTS					
3,450	25%	Net Salaries & Allowances	858.00	3450	2,592.00
50	0%	HMRC Deductions	-	0	0.00
300	38%	Clerk's Expenses	114.35	300	185.65
		Chairman's Allowance (incl Public Meeting,			
500	0%	Traffic Calming & Cllr's Expenses)	-	500	500.00
100	18%	Bank charges	18.00	72	54.00
7,500	0%	Capital Expenditure (incl Play Equipment, etc)	-	7500	7,500.00
390	62%	Audit Costs	240.00	390	150.00
655	11%	Administration Costs (incl Books & Media)	75.00	655	580.00
450	0%	Insurance	-	450	450.00
		Subscriptions (incls Parish Online & Planning			
300	105%	Local)	316.00	516	200.00
475	37%	Rents paid to Southwick Estate	175.00	475	300.00
1,000	240%	Grants Paid Out	2,403.15	3000	596.85
0	0%	Section 137 Payments	-	0	0.00
500	0%	Training	-	500	500.00
250	0%	Environment	-	250	250.00
		Rec. Ground (incl Equipment Repairs &			
1,000	35%	Maintenance, Pest control & Play Inspections)	346.44	1000	653.56
1,000	0%	Legal, Social Club, VH Hire, etc	-	1000	1,000.00
600	21%	Utilities (incl Street Lighting & Rec Ground)	126.38	600	473.62
		Allotments (incl share of Grounds Maintenance &			
225	23%	Water but excl's Rent)	52.50	225	172.50
2,250	26%	VAT (to be claimed/reclaimed)	579.39	2250	1,670.61
5,000	0%	Building & Equipment Reserve	-	5000	5,000.00
500	70%	Website & IT Costs	350.00	500	150.00
		Grounds Maintenance (excl Allotments but incl's			
1,405	7%	BV Rd Dog Bin)	95.62	1405	1,309.38
27,900	21%	TOTAL PAYMENTS	5,749.83	30,038	24,288.17
		Balance brought forward on 01/04/2019	31,304.41	32,194.29	889.88
		ADD Total Receipts	12,794.70	27,065.00	14,270.30
			44,099.11	59,259.29	15,160.18
		LESS Total Payments	5,749.83	30,038	24,288.17
		= Cash Balance as at 30/06/19	38,349.28	29,221.29	-9,127.99

Funds represented by:	
Current Account Balance (Unity Bank) 30.06.19	30,908.62
Current Account Balance (Lloyds Bank) 30.04.19	87.38
Savings Account (Scottish Widows) 17.04.19	6,853.88
Savings Account (Lloyds Investment) 15.05.18	499.40
Less: Items approved but not paid	-
= Reconciled Bank Balances	38,349.28

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BOARHUNT PARISH COUNCIL - Financial Report for Financial Yr to Date 31st Mch 20

Details of Funds held

Earmarked Reserves

Village Gates Sponsorship	1,445.99
Rec Ground - Equipment Maintenance	5,000.00
Rec Ground - Building Maintenance	7,500.00
Village Design Statement	750.00
Environment Fund	250.00
Village Hall - Improvements & Maintenance	5,646.85
Village Hall Door (Specific Grant)	-
Total Earmarked Reserves	20,592.84

Unrestricted Funds

Total Unrestricted Funds 17,756.44

Total Parish Council Funds

= Total Earmarked Reserves & Unrestricted Funds **38,349.28**

Signed:

02/07/2019

Geoff Wright

Responsible Financial Officer to Boarhunt Parish Council