

BOARHUNT PARISH COUNCIL - Minutes of 2nd October 2019

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

Item	Description	Action
103/19	To receive the resignation as Chair of the Parish Council from Cllr Schofield	
103.1/19	Cllr Schofield's resignation as Chair of the Parish Council (PC) was accepted.	
104/19	To elect a new Chair of the Parish Council.	
104.1/19	Cllr Pearce was elected as Chair of Boarhunt Parish Council.	
105/19	To receive and accept apologies for absence	
105.1/19	Apologies for absence were received from Cllr D. Pynigar. Apologies were also received from WCC Cllrs A Clear and N Cutler and PCSO B Towler.	
106/19	To receive declarations of Disclosable Pecuniary Interests for items on the Agenda	
106.1/19	Cllr Schofield disclosed that he had previously used Mr Tutton's services in a professional capacity.	
107/19	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.	
107.1/19	<p>Members of the Public (MOTP) raised the following matters:</p> <p>(i) Mr R Tutton addressed the meeting on behalf of the applicant for Lawful Development Certificates (LDC's) 19/01564/LDC and 19/01684/LDC – 7 and 6A The Old Piggery, Firgrove Lane and Planning Application 19/01841/FUL – The Withy Beds, Firgrove Lane, PO17 6JF. Following his address, Mr Tutton answered some, but not all of the questions raised by the PC regarding The Withy Beds Planning Application – retention and completion of site manager's bungalow.</p> <p>Note: Agenda item 112/19 2. (i) provides further information regarding Planning application 19/01841/FUL – The Withy Beds and records a brief summary of the PC's response and reasons for its objection to it.</p>	
107.2/19	<p>Hampshire County Councillor's Report - HCC Cllr Stallard's Report can be found on the PC website and was distributed at the meeting. HCC Cllr Stallard spoke at the meeting and identified the following as Key points from her report:</p> <p>(i) Balancing the [HCC] budget – HCC Cllr Stallard said that the County Council had to find significant savings again next financial year and those services for which she was Cabinet member for (Children and Young People) was required to find savings of £17.7Million.</p> <p>(ii) GCSE and A Level Results – HCC Cllr Stallard reported that results for both GCSE's and A levels in Hampshire had improved again in 2019 (compared with 2018). Improvements had also occurred in technical qualifications and markedly so in vocational qualifications.</p>	
107.3/19	<p>WCC Cllrs Report – WCC Cllr Evans reported on the following:</p> <p>(i) Waste collection –WCC Cllr Evans apologised for missed collections and said that she hoped these difficulties would be overcome soon. WCC Cllr Evans said that the Waste collection contract was being renegotiated and that it would include the collection of Glass and Green waste.</p> <p>(ii) Enforcement Cases – WCC Cllr Evans said that updated details of Enforcement Cases and action proposed had been distributed to the PC.</p>	
107.4/19	Police Report – PCSO Towler had sent his apologies prior to the meeting. No Police report had been received.	

BOARHUNT PARISH COUNCIL - Minutes of 2nd October 2019

108/19	To receive and approve the Minutes of the Parish Council meeting held on 4th September 2019.	
108.1/19	It was RESOLVED to approve the minutes.	
109/19	To receive actions and updates from previous meetings for items not on the agenda. [All other matters covered by items on the agenda].	
109.1/19	(i) 185/18 (v) b. Licensing of homes at the Wickham Court site – action outstanding - WCC Cllr Cutler agreed to make enquiries with WCC regarding the Licensing of homes at the site.	WCC Cllr Cutler
110/19	To receive the Parish Clerk’s report (for information only)	
110.1/19	(i) The Clerk said that he had completed the online [Website] Accessibility training and would advise the PC regarding its obligations in due course. The Clerk said that he had received the completed Limited Assurance review [External Audit] report from PKF Littlejohn [Government appointed auditors for BPC] and had received a clean report.	The Clerk
111/19	Finance and Council Business	
111.1/19	(i) Payments made during September 2019 were endorsed and items due for payment in October 2019 were approved. (ii) The Financial Report for the year to date 30 th September 2019 and the Bank reconciliation were approved. Balance held were noted. (iii) No applications for the Vacancy of Parish Councillor had been received. The PC resolved to increase Parishioners’ awareness of the vacancy. (iv) The contents of the External Audit report for the year ended 31 st March 2019 and the fact that the accounts raised no concerns were noted. The Clerk confirmed that the report and Annual return were available on the PC’s website. (v) The PC Resolved to renew its Insurance cover with Zurich Town & Parish until 23 rd September 2020. (vi) The National Audit Office’s new code of Audit Practice consultation was noted. (vii) The postponement of Southern Parishes Group meeting until 21 st October 2019 was noted. (viii) The dates of Parish Council meetings for Jan 2020 to Jan 2021 were confirmed. It was agreed to defer the date the Annual Parish Assembly and any other Parish events until a later PC meeting. It was noted that the next Parish Council election would be held on Thursday, 7th May 2020.	The Clerk All The Clerk The Clerk Parish Council
112/19	Planning Applications	
112.1/19	1. The PC resolved to endorse responses previously submitted to the District Planning Authority for the following applications: (i) 19/01564/LDC – 7, The Old Piggery, Firgrove Lane, North Boarhunt, PO17 6JU – Retention of building as a single dwelling house (Object). (ii) 19/01684/LDC – 6A, The Old Piggery, Firgrove Lane, North Boarhunt, PO17 6JU – Retention of building as a single dwellinghouse as the original mobile home at No. 6A The Old Piggery has had no wheels or A-frame since 2011; has been extensively altered and extended; has been continuously occupied in C3 residential use for over 4 years; and an Enforcement Notice has not been served against it (No comment). 2. The PC resolved to respond to the following Planning Applications as follows: (i) 19/01841/FUL – The Withy Beds, Firgrove Lane, North Boarhunt, PO17 6JF – Retention and completion of site manager’s bungalow – The PC Resolved to Object to this application on the following grounds – (1) Unauthorised use of site (permitted use is as Agricultural Land; (2) Development outside of the Settlement’s envelope; (3) Landscape adjoining the site was visually impacted; (4) Infrastructure and Environmental issues; (5) Rights of Way & roads – inconvenience caused to users.	

BOARHUNT PARISH COUNCIL - Minutes of 2nd October 2019

	<p>(ii) 19/01755/HOU – Russets, Bere Farm Lane, North Boarhunt, PO17 6JJ – Extensions and alterations including loft conversion with front and rear dormers, single storey rear extension, single storey side extension and porch. – The PC resolved to make no comment on this application due to the current boundary dispute with the applicant’s near neighbour.</p> <p>3. There were no further Planning applications to consider.</p>	
113/19	Planning Decisions	
113.1/19	<p>The following Planning Decisions were noted:</p> <p>(i) 19/01585/HOU – Southern Cross, Bere Farm Lane, North Boarhunt, PO17 6JJ – Conversion of ancillary building from existing stables, garage and storage use to gym, office, garage and storage, including a single storey front extension (under existing roof area) and 3 no. dormers to rear at first floor. Building to remain ancillary to main house. (Revision to approved 15/02197/FUL and 16/00506/FUL) – Application Granted – 10th September 2019.</p> <p>(ii) 19/01462/HOU – Mount Folly Cottage, Southwick Road, North Boarhunt, PO17 6JH – Erection of summer house following removal of existing stable buildings, hay store and ménage – Application Granted – 11th September 2019.</p> <p>(iii) 19/01564/LDC – 7, The Old Piggery, Firgrove Lane, North Boarhunt, PO17 6JU – Retention of building as a single dwelling house – Certificate of Lawful Development Permitted – 13th September 2019.</p> <p>(iv) 19/01476/FUL – Grey House, Southwick Road, North Boarhunt, PO17 6JW - Construction of three dwellings with access from Southwick Road – Application Refused – 26th September 2019.</p> <p>(v) 19/01684/LDC – 6A, The Old Piggery, Firgrove Lane, North Boarhunt, PO17 6JU – Retention of building as a single dwellinghouse as the original mobile home at No. 6A The Old Piggery has had no wheels or A-frame since 2011; has been extensively altered and extended; has been continuously occupied in C3 residential use for over 4 years; and an Enforcement Notice has not been served against it – Certificate of Lawful Development Permitted – 26th September 2019.</p>	
114/19	Other Planning Matters	
114.1/19	<p>(i) Village Design Statement (VDS) – Cllr Eaton reported that following a letter drop to all Boarhunt Parish residents that a most successful meeting had been held on 29th September 2019. Cllr Eaton thanked all those who had helped with the letter drop and attended the meeting. Cllr Eaton said that 16 people had agreed to help with producing the VDS and that the next meeting would be held on 29th October 2019. Further details would be published on the PC website.</p> <p>(ii) 5G Mobile Coverage in Rural Areas – Policy consultation from Central Govt. (DCM&S) – The PC resolved not to comment, however it observed that it would like the Parish to receive a decent 3G signal prior to 5G being ‘rolled out’. It was also noted that 5G masts were likely to be very tall compared with current Mobile phone masts.</p> <p>(iii) Have your say on Optimising Social Housing – Consultation from Fareham Borough Council – The PC resolved not to comment.</p> <p>(iv) Equestrians in Hampshire – Notification of publication of guidance by Hants Countryside Access Forum (HCAF) – The PC resolved to consider this guidance in its response to Planning applications and in the development of the VDS.</p> <p>(v) Rural Affordable Housing – WCC Project Manager (New Homes) enquiry – The PC resolved that it could not provide details at this time.</p> <p>(vi) Local Plan 2036 Update from WCC – The PC noted the publication of this update.</p> <p>(vii) Aquind Interconnector – Briefing Note 3 from WCC – The PC noted the</p>	ALL

BOARHUNT PARISH COUNCIL - Minutes of 2nd October 2019

	publication of this document. HCC Cllr Stallard was thanked by the PC for providing very useful information on this matter including that the Interconnector was a very large construction, would take up to 6 years to complete and was likely to cause considerable traffic disruption during the process.	
115/19	Planning Enforcements	
115.1/19	(i) A review of the open Enforcement cases listing dated 20 th September 2019 and other information received from Planning Enforcement was considered. The PC agreed a course of action that should be taken if it considered that appropriate and timely action was still not being taken. A new Enforcement Officer had been tasked with dealing with specific issues relating to Firgrove Lane.	Parish Council/The Clerk
116/19	Environmental Issues	
116.1/19	(i) Wickham Court – Sewerage. Further action still awaited from Natural England/The Environment Agency. (ii) Wickham Court – Issues regarding collection of Green waste from site – still to be resolved. (iii) Other Sewerage matters – Following a complaint received regarding smells, a further occurrence in Southwick Road had been reported to WCC Environmental Health.	Natural England. The Clerk/WCC
117/19	Grants	
117.1/19	(i) The PC resolved to approve a grant of £300 to Winchester District Citizens Advice towards the cost of running its service which included providing help to Boarhunt residents. (ii) The Clerk confirmed that an application for a Grant of £1,500 from HCC Cllr Stallard’s fund would be made soon towards the costs of supplying, installing and providing training for the Defibrillator to be located outside the Social Club/Village Hall.	The Clerk The Clerk
118/19	Village Hall and Community Activities	
118.1/19	(i) Village Hall & Social Club – Following a meeting held between the Social Club Management team and the PC, it was agreed that the PC obtained estimates for the following: Toilets refurb, installation of the defibrillator, porch window repairs/replacement, External walls redecoration, Car Park line-marking and internal window furnishings. It was also agreed to check that the door to Village Hall complied with fire regulations. It was made clear that the PC had a responsibility towards maintaining the integrity of the building and that there had been only comparatively small amounts expended by the PC during the last 4 years.	Parish Council
119/19	Recreation Ground and Allotments	
119.1/19	(i) Recreation Ground – (a) Children’s Play Area & Grounds - outstanding matters being addressed. Quotes being obtained for replacement/repair of large items/further utilisation of site. (b) Pavilion – Cllr Eaton agreed to present details of findings to next meeting. (c) Toilet – Repairs to roof authorised previously – quotes to be obtained. (ii) Allotments – Still a waiting list for allotments – anyone wishing to vacate to contact the Clerk. Terms and invoices to be issued soon.	Parish Council Cllr Eaton The Clerk The Clerk
120/19	Highways, Traffic Calming, Community Transport and Village Maintenance	
120.1/19	(i) Traffic Calming/Speed reduction signs (including Trampers Lane, Staples Cross & Southwick road) - meeting with HCC Highways/Road Safety team still to be arranged. Cllr Schofield liaising with Schools for producing designs for posters/signs.	Clerk/Cllr S’field/HCC

BOARHUNT PARISH COUNCIL - Minutes of 2nd October 2019

	(ii) Footway along Southwick Road – Mud Island Nursery to Wickham Parish boundary – further work still required to make this stretch of footway passable.	The Clerk/WCC/HCC
121/19	To receive Reports and consider Correspondence received	
121.1/19	<p>The following correspondence was noted:</p> <p>From WCC:</p> <p>(i) September & October editions of Parish Connect.</p> <p>From HALC:</p> <p>(ii) Communications Awards 2019.</p> <p>(iii) September Newsletter.</p> <p>From Zurich:</p> <p>News & Views – September 2019 Round-up.</p> <p>From Action Hampshire:</p> <p>(iv) Notice of AGM on 17th October 2019.</p>	
121A/19	Date of next Meetings of the Parish Council	
121A.1/19	<p>The dates of the next meetings were confirmed as:</p> <p>(i) Wednesday, 6th November 2019 at 7.30pm</p> <p>(ii) Wednesday, 4th December 2019 at 7.30pm</p>	
121B/19	To exclude members of the Public and the Press from Confidential matters to be discussed.	
121B.1/19	<p>The Clerk gave notice of his intention to leave the PC at the end of February 2020. The PC Resolved to increase the Clerk’s hours from 6 to 10 per week from 1st October 2019 to 28th February 2020 on a temporary basis and agreed to review the PC’s requirements for a new Clerk, including pay, terms and conditions and hours needed to carry out the function. It was Resolved to discuss the Clerk’s replacement at a subsequent meeting of the PC.</p> <p>The meeting closed at 9.25pm.</p>	Parish Council
	<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>	

**BOARHUNT PARISH COUNCIL - Financial Report
for Financial Yr to Date 30th September 2019**

<u>Details of Funds held</u>	
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	26,439.57
Total Parish Council Funds	
= Total Earmarked Reserves & Unrestricted Funds	47,032.41
Signed:	02/10/2019
Geoff Wright Responsible Financial Officer to Boarhunt Parish Council	

Note – see page 7 for other Part of Financial Report

Annex to BPC minutes of 2nd October 2019

List of Payments and Receipts

BOARHUNT PARISH COUNCIL - 2nd October 2019		
PAYMENTS MADE in September 2019		
PAID TO	DESCRIPTION	AMOUNT
PKF Littlejohn LLP	Limited assurance review of Annual Governance Return & Accountability Return for yr ended 31/03/19 (VAT = £40.00)	£240.00
St Nicholas Church, Boarhunt	Grant towards cost of maintaining Boarhunt churchyard and production & distribution of Southwick & Boarhunt Parish Magazine	£800.00
The Southwick Estate	Rec Ground Rent for 26/03/19 to 29 Sep 2019	£175.00
The Southwick Estate	Allotments Rent for 26/03/19 to 29 Sep 2019	£62.50
CLAYMART (B C MARTIN)	Grounds Maintenance for August 2019	£135.00
Zurich Municipal	Parish Council Insurance for 23/09/19 to 22/09/20 Note: includes Insurance Premium Tax at 12%	£423.49
SSE Southern Electric	Rec Ground Electric & Standing charge for period 31/5/19 to 2/9/19 (VAT @5% = £2.06)	£43.38
ldverde Ltd	240 litre Dog Bin at Bere Farm Lane for period July to September 2019 Invoice GM771477 (VAT = £19.12)	£114.74
G W WRIGHT	Net Salary, Travel & Allowance - Sep 2019	£324.50
Unity Trust Bank	Bank Service Charge for period 1/7/19 to 30/9/19	£18.00
September 2019	TOTAL PAYMENTS	£2,336.61

Items notified as being due for payment in October 2019		
PAYEE	DESCRIPTION	AMOUNT
ICO	Annual Fees	£35.00
Oct-19	TOTAL	£35.00

RECEIPTS - FUNDS RECEIVED DURING September 2019		
RECEIVED FROM	DESCRIPTION	AMOUNT
WCC	2nd and final amount of Precept for Financial Year 2019/20	£12,075.00
HMRC	HMRC - VAT Reclaimed (Form 126) for period 1/4/19 to 31/8/19	650.88
Lloyds Bank	Bank Interest on Savings A/c May to Aug 2019	0.08
Oct-19	TOTAL RECEIPTS	£12,725.96
Total available funds as per cash book at 30th Sep 2019		£47,032.41

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

Total Earmarked Reserves =	£20,592.84
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= Net Unrestricted Funds available as at 2nd October 2019. (EXCLUDING PAYMENTS DUE IN October 2019).	£26,439.57
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BOARHUNT PARISH COUNCIL - Minutes of 2nd October 2019

BOARHUNT PARISH COUNCIL - Financial Report for Financial Yr to Date 30th September 2019

FY 19/20 Annual	FY 19/20 Actual v Budget		FY 19/20 Actuals as at 30th Sep 19 (M06)	FY 19/20 Forecast 31st Mch 2020 (M12)	FY 19/20 VARIANCE Forecast v Budget
£	%		£	£	£
RECEIPTS					
24,150	100%	Parish Precept	24,150.00	24150	-
24,150	100%		24,150.00	24,150	-
1,335	0%	Grants received	0.00	1500	165.00
165	0%	Allotment Income	0.00	165	0.00
2,250	61%	Other (e.g. VAT reclaimed, Bank interest & Sponsorship)	1,370.66	2,250	0.00
27,900	91%	TOTAL RECEIPTS	25,520.66	28,065	165.00

PAYMENTS					
3,450	50%	Net Salaries & Allowances	1,716.00	3450	0.00
50	0%	HMRC Deductions	-	0	-50.00
300	50%	Clerk's Expenses	151.25	300	0.00
500	7%	Chairman's Allowance (incl Public Meeting, Traffic Calming & Cllr's Expenses)	36.00	500	0.00
100	36%	Bank charges	36.00	72	-28.00
7,500	0%	Capital Expenditure (incl Play Equipment, etc)	-	7500	0.00
390	113%	Audit Costs	440.00	440	50.00
655	23%	Administration Costs (incl Books & Media)	150.00	655	0.00
450	94%	Insurance	423.49	450	0.00
300	105%	Subscriptions (incl Parish Online & Planning Local)	316.00	516	216.00
475	87%	Rents paid to Southwick Estate	412.50	650	175.00
1,000	320%	Grants Paid Out	3,203.15	3000	2,000.00
0	0%	Section 137 Payments	-	0	0.00
500	31%	Training	155.00	500	0.00
250	0%	Environment	-	250	0.00
1,000	20%	Rec. Ground (incl Equipment Repairs & Maintenance, Pest control & Play Inspections)	204.59	1000	0.00
1,000	0%	Legal, Social Club, VH Hire, etc	-	1000	0.00
600	96%	Utilities (incl Street Lighting & Rec Ground)	577.75	600	0.00
225	49%	Allotments (incl GM; excl Water & Rent)	110.13	225	0.00
2,250	32%	VAT (to be claimed/reclaimed)	712.06	2250	0.00
5,000	0%	Building & Equipment Reserve	-	3000	-2,000.00
500	70%	Website & IT Costs	350.00	500	0.00
1,405	57%	Grounds Maintenance (excl Allotments)	798.74	1405	0.00
27,900	35%	TOTAL PAYMENTS	9,792.66	28,263	363.00
Balance brought forward on 01/04/2019			31,304.41	32,194.29	889.88
ADD Total Receipts			25,520.66	28,065.00	2,544.34
			56,825.07	60,259.29	3,434.22
LESS Total Payments			9,792.66	28,263	18,470.34
= Cash Balance as at 30th September 2019			47,032.41	31,996.29	-15,036.12

Funds represented by:	
Current Account Balance (Unity Bank) 30.09.19	39,591.67
Current Account Balance (Lloyds Bank) 30.08.19	87.46
Savings Account (Scottish Widows) 17.04.19	6,853.88
Savings Account (Lloyds Investment) 15.05.18	499.40
= Reconciled Bank Balances	47,032.41

NOTE – FINANCIAL REPORT CONTINUED ON PAGE 5 (TO SAVE PAPER!)