

BOARHUNT PARISH COUNCIL - Minutes of 6th February 2019

<u>Present</u>	<u>Others present</u>	<u>Apologies/Absence</u>
Cllr B. Dell (Chair)	Clerk – Mr G. Wright	PCSO B. Towler
Cllr E. Schofield (Vice Chair)	HCC Cllr P. Stallard	
Cllr G. Pearce	WCC Cllr N. Cutler	
	9 members of the Public (for part or all of the meeting).	
Item	Description	Action
203/18	Apologies for absence	
203.1/18	Apologies for absence were received from Cllrs Brunet (work commitments), Eaton (illness) and Pynigar (work commitments) and PCSO Towler.	
204/18	To receive declarations of Disclosable Pecuniary Interests for items on the Agenda	
204.1/18	None.	
205/18	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.	
205.1/18	Members of the Public (MOTP) raised the following matters: (i) Speed Warning Sign – In response to a query from a MOTP, The Clerk assured him that the Speed Warning sign was in safe custody, however, at a previous meeting (in 2018) the PC decided not to have it repaired at that time as estimated costs exceeded £750. Cllr Dell requested that Speed Control measures be included as an agenda item at the next PC meeting. (ii) Police Patrols – a MOTP requested that the Police be requested to increase patrols in the Parish in the early hours of the morning following two break-ins/burglaries. The Clerk said that he would notify PCSO Towler of the Parish/PC's concerns.	The Clerk The Clerk
205.2/18	HCC Cllr Report – HCC Cllr Stallard had provided her report prior to the meeting and it can be found on the BPC website. HCC Cllr Stallard identified the following item as of particular note: Increase in HCC element of Council Tax by 2.99% - (70 pence per week for Band D Council Tax payer). HCC Cllr Stallard explained that although this would raise an additional £18 million for Hampshire that savings of £140 million were still required , one of the main reasons being that Central Govt had removed the Revenue Support Grant (RSG) that both County and District Councils used to receive as a source of funds. HCC Cllr Stallard said though not in her report that HCC did have a plan for coping with Brexit and that HCC were hosting a Business Conference on the matter and it was included in Emergency Planning.	
205.3/18	WCC Cllrs Report – WCC Cllr Cutler said that WCC had met on 16th Jan 2019 and that Brexit planning had been discussed. He said that he was concerned, to a lesser extent about WCC's RSG gap , as the RSG had also been removed from WCC's funds but that was likely to be a delayed impact and that this could result in a slowing down of plans for the District (WCC). WCC Cllr Cutler said that he was pleased that Boarhunt Parishioners had attended WCC's Cabinet meeting in Wickham and had asked questions regarding Firgrove Lane. Enforcement – action likely to be taken at Firgrove Lane once Gypsy & Traveller DPD was approved – DPD likely to be approved at end of February 2019, however, also the PC should keep the pressure on WCC as well. In response to a question from a MOTP, WCC Cllr Cutler said that Planning was a Statutory function (of a District Council), however, Enforcement was not!	
205.4/18	Police Report – PCSO Towler had sent his apologies prior to the meeting, however, a written report had been submitted and this can be found on the BPC website.	
206/18	To receive and approve the Minutes of the meeting held on 9th January 2019	
206.1/18	It was RESOLVED to Approve the minutes.	
207/18	To receive actions and updates from previous meetings	

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207.1/18	<p>(i) 190.1/17 Village Design Statement (VDS)/Parish Plan – meeting of interested parties took place on 17th January 2019 – progress made, however more volunteers most welcome. Next meeting arranged for Thursday 21st March 2019. See item 213/18.</p> <p>(ii) 38.1/18 (i) Action and resources regarding GDPR – ongoing - Cllr Brunet still liaising with E-Mango for specific email addresses for the exclusive use of Parish Councillors - ongoing.</p> <p>(iii) 39.1/18 (iii) WCC Community Planning Manager for Housing Services to be invited to attend a future PC meeting – The Clerk still needs to agree a suitable date with Housing Services.</p> <p>(iv) 63.4/18 Arrangements for Police and Community Team (PACT) Meeting – Meeting still to be arranged. The Clerk had contacted PCSO Towler again and was awaiting response on a suitable date.</p> <p>(v) 77.1/18 (i) Traffic calming measures on B2177 – Village entrances – further investigation/liaison with HCC & WCC required – ongoing.</p> <p>(vi) 116.1/18 (i) Social Club Property repairs, etc – Social Club Chair attending PC meeting on 6th Feb 2019. See item 217/18.</p> <p>(vii) 176/18 (i) Weekly Play Inspection Reports – not yet received from Mr Parker – The Clerk had contacted Mr Parker.</p> <p>(viii) 176/18 (ii) Revised Allotment agreements – not yet sent out – The Clerk to action.</p> <p>(ix) 185/18 (iii) Dog Bin in Bere Farm Lane – The Clerk said that a response was awaited from WCC regarding the new Dog Bin, (purchased and installed by the Residents of Wickham Court), and whether it could be added to the existing bin schedule for Boarhunt Parish. The bin was located in Bere Farm Lane, a Private Road.</p> <p>(x) 185/18 (v) Wickham Court – Fire precautions & Licensing of homes at the site - Cllr Pynigar agreed to raise the resident’s concerns (again) with Fire Service colleagues; WCC Cllr Cutler agreed to make enquiries with WCC regarding the Licensing of homes at the site.</p> <p>(xi) 195.1/18 (ii) Parish Litter Pick – Areas to be covered and date – confirmed as Saturday 30th March 2019 – meet at Village Hall/Social Club Car Park at 1000 – Warm clothes, gloves & waterproofs recommended – All welcome – Clerk to arrange Litter Pickers & Hi-Viz vests – Areas to be cleaned dependent upon turnout!</p> <p>(xii) 198/18 (ii) – Play Inspector’s Quarterly report of 21st December 2018 – Action plan to be agreed – defer to next meeting.</p> <p>(xiii) 199/18 (ii) – Staples Cross junction (B2177/Fareham Road) – Reflective warning posts and Warning (Give Way) sign not in place – The Clerk said that he had reported this to HCC Highways (online) and received a response, however, works had not been carried out – ongoing & to be followed up</p>	<p>VDS Group/All</p> <p>Cllr Brunet</p> <p>The Clerk</p> <p>PCSO Towler/The Clerk</p> <p>The Clerk</p> <p>Cllr Dell/SC Chair</p> <p>Mr Parker</p> <p>The Clerk</p> <p>WCC/The Clerk</p> <p>Cllr Pynigar & WCC Cllr Cutler</p> <p>ALL /The Clerk</p> <p>Parish Council</p> <p>The Clerk</p>
208/18	To receive the Parish Clerk’s report (for information only)	
208/18.1	<p>The Clerk reported that he had attended the Southern Parishes Group (SPG) and the Society of Local Council Clerk’s (SLCC) Branch meetings in January. Topics discussed at events included: Speeding on the A32; Settlement Boundaries for South Downs National Park (SDNP); Purdah & Local Council elections in May 2019 (not Boarhunt – ours are in 2020!); Long-Term Leases and Annual Parish meeting/assembly.</p>	
209/18	Finance and Council Business	
209.1/18	<p>(i) Receipts received and payments made during January 2019 were endorsed and items due for payment in February 2019 were approved. The Clerk said that a payment to Sawscapes Ltd, although approved by the PC, was being withheld until an outstanding matter had been resolved.</p> <p>(ii) The Financial report for the year to date 31st January 2019 was received, balances agreed and reserves held noted.</p>	

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	(iii) Changes to the Accessibility Regulations (Website & Mobile Applications), deadlines for compliance and actions required by the PC were noted. The Clerk agreed to report back at a future meeting with a draft action plan.	The Clerk
210/18	Planning Applications	
210.1/18	The following application was considered: (i) Proposed development at Lovedean for Electricity Interconnector Station (as notified by WCC) – The PC resolved not to comment as it believed the planned structure could not be seen from within the Parish.	
211/18	Planning Decisions	
211.1/18	The following decision was noted: (i) 18/02762/HOU – Bere View House, Bere Farm Lane, PO17 6JJ – Erection of entrance gates - Application Permitted – 9th January 2019.	
212/18	Planning Appeals	
212.1/18	(i) None notified.	
213/18	Other Planning Matters	
213.1/18	(i) WCC's Strategic Planning update of 28 th January 2019 was noted. (ii) SDNP Local Plan examination was noted. (iii) Clr Schofield reported that the Village Design Statement (VDS) Group had met on Thursday 17 th January 2019 and that progress was made to update this very important Planning document. He said that 7 people had attended the meeting (1 from Trampers Lane and 6 from Southwick Road) and that one of them was obtaining a Survey that could be used (after adaptation) in Boarhunt. The next VDS meeting was being held at 7.30pm in the Village Memorial Hall at North Boarhunt on Thursday 21st March 2019 and that everyone willing to help was most welcome to attend the meeting.	All
214/18	Planning Enforcements	
214.1/18	(i) The Clerk said that after contacting WCC he had received updates on 17/00022/CARAVN – Nene Valley, Southern Road and that the site was being tidied an Agricultural Prior Notification was being submitted. Also, 18/00247/CARAVN – Land adjacent to Hipley Farm, Bunns Lane was being investigated. (ii) Details of a potential new case were still being investigated; Clr Schofield agreed to report back at the next PC meeting.	Ongoing Clr Schofield
215/18	Environmental Issues	
215.1/18	(i) No further progress on Remedial Sewage works at Wickham Court. (ii) Wickham Common – support from members of the PC to improve this site. HCC Clr Stallard agreed to contact appropriate department at HCC; WCC Clr Cutler agreed to liaise with Clrs at Wickham PC regarding its views on the site.	HCC Clr Stallard/WCC Clr Cutler/BPC
216/18	Grants	
216.1/18	(i) A Grant application for £300 from Winchester District Citizens Advice Bureau (CAB) was considered. Following consideration, the PC Resolved to approve a Grant of £300 to this organisation. (ii) The PC Resolved to approve that a grant application for £500 from the PC to WCC was submitted. This grant would be used towards the costs of replacing the front door to the North Boarhunt Social Club/Memorial Hall following a recent break in. (iii) No Grant funds had been received by the PC since the last meeting.	The Clerk Clr Dell/The Clerk
217/18	Village Hall and Community Activities	
217.1/18	(i) The Chair and representatives from the Social Club attended the meeting and briefed the PC regarding items that required attention in the Social Club/Memorial Hall. These included the Front Door and the	Chair of Social Club/PC

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	<p>Gents toilets. The PC agreed to re-establish the PC/Social Club working group and Cllrs Dell and Schofield arranged to meet with Club officials on 11th February 2019 to consider specific matters in greater detail. In the meantime, the PC recommended that the Insurance Claim for the door was pursued and that quotes were obtained. The PC agreed to submit a grant application – see 216.1/18(ii).</p> <p>(ii) Parish Litter Pick – confirmed as Saturday, 30th March 2019, meet at 10 a.m. in North Boarhunt Memorial Hall/Social Club Car Park – see also 207.1/18 (xi).</p>	
218/18	Recreation Ground and Allotments	
218/18	<p>(i) The Clerk reported that the contractor had submitted a proposal to remedy matters regarding the two ‘Springy’ items of equipment and also address concerns raised by the PC’s Play Inspector. The PC considered the proposal and Resolved to approve the work at an additional cost of £475 plus VAT. The Clerk was authorised to liaise with the Contractor and place the order for the work.</p> <p>(ii) The action plan for the Play Inspector’s report of December 2018 was deferred until the next PC meeting.</p>	<p>The Clerk</p> <p>The PC</p>
219/18	Highways, Traffic Calming, Community Transport and Village Maintenance	
219.1/18	<p>(i) A proposal from the Lengthsman to clear weeds from along the length of Trampers Lane footway was considered. It was resolved to approve the proposal at a cost of £200. The Clerk was authorised to contact the Lengthsman.</p> <p>(ii) The footway along Southwick Road (within the 30-mph zone) was also considered, as the pathway was particularly difficult to negotiate, however, Cllr Cutler agreed to contact WCC as remedial work had been previously been carried out further along this road (in the direction of Wickham).</p>	<p>The Clerk</p> <p>WCC Cllr Cutler</p>
220/18	Other Council Business	
220.1/18	<p>(i) None.</p> <p>(ii) No training requests received from Cllrs or the Clerk.</p>	
221/18	To receive Reports and consider Correspondence received	
221.1/18	<p>Receipt of the following communications were noted:</p> <p>(i) From HALC – Parishes in Bloom.</p>	
222/18	Date of next Meetings	
	<p>The dates of the next meetings were confirmed as:</p> <p>(i) Wednesday 6th March 2019</p> <p>(ii) Wednesday 3rd April 2019</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>	

i. List of Payments and Receipts

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PAYMENTS MADE in January 2019		
PAYEE	DESCRIPTION	AMOUNT
G W WRIGHT	Net Salary, Travel & Office Allowance - Dec 2018	£304.48
N W ADAMS	Play Inspection for period ended 21st Dec 2018 (includes pro-rata addition of 2 new play items) VAT = £13.69	£82.13
SLCC	11th Edition of Arnold Baker on Local Council Admin (Book = £103.99), Delivery = £4.00 plus VAT of £0.80.	£108.79
Castle Water (Direct Debit)	Water - Rec Ground incl Standing Charges 1/6/18 to 30/11/18	£14.22
Castle Water (Direct Debit)	Water - Allotments incl Standing Charges 1/10/18 to 30/11/18 (173m3) Meter read 30/10/18.	£22.98
Jan-19	TOTAL	£532.60

Items previously approved for Payment but not yet applied.		
PAYEE	DESCRIPTION	AMOUNT
Sawscapes Play	Supply & Install 8m2 baseworks & install two x Springy Play items (Play items supplied by PC) for £2250 plus VAT of £450.00	£2,700.00
HMRC	Tax for Oct, Nov & Dec 2018	£7.60
	TOTAL	£2,707.60

Payments due in Jan 2019 but not yet approved for payment		
PAYEE	DESCRIPTION	AMOUNT
G W WRIGHT	Net Salary, Travel & Office Allowance - Jan 2019	£320.68
HMRC	Tax for Jan 2019	£2.60
Feb-19	TOTAL	£323.28

Funds as per cash book at 31st Jan 2019 - Note: this amount includes all payments due as at 6/2/19 £33,090.03

Total Funds available = £33,090.03

less Earmarked Reserves

Village Gates	£1,445.99
Play Equipment including Groundworks (Non Grant)	£303.16
Play Equipment including Groundworks (Grant)	£0.00
Village Design Statement	£750.00
Environmental Fund	£250.00

Total Earmarked Reserves = £2,749.15

= Net Unrestricted Funds available as at 6th Feb 2019 £30,340.88

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ii Financial Report for year to date 31st January 2019

BOARHUNT PARISH COUNCIL - Financial Report for Financial Yr to Date 31st Jan19

FY 18/19 Annual	FY 18/19 Actual v Budget		FY 18/19 Actuals as at 31st Jan 19 (M10)	FY 18/19 Forecast 31st Mch 2019 (M12)	FY18/19 VARIANCE Actual v Forecast
£	%		£	£	£
RECEIPTS					
22,580.00	100%	Parish Precept	22,580.00	22580	-
420.00	100%	Council Tax Support Grant	420.00	420	0.00
23,000.00	100%		23,000.00	23,000	-
500	232%	Other Grants received	1,158.48	1500	341.52
165	76%	Allotment Income	125.00	165	40.00
1000	210%	Other (e.g. Rent, VAT reclaimed, Bank interest & Sponsorship)	2,104.40	3,000	895.60
24,665.00	107%	TOTAL RECEIPTS	26,387.88	27,665	1,277.12
PAYMENTS					
3,300	84%	Net Salaries & Allowances	2,786.09	3336	549.91
0	0%	HMRC Deductions	33.80	45	11.20
300	81%	Clerk's Expenses	242.55	300	57.45
		Chairman's Allowance (incl Public Meeting, Traffic Calming & Cllr's Expenses)	12.60	200	187.40
500	3%	Bank charges	54.00	72	18.00
5000	285%	Capital Expenditure (incl Play Equipment, etc)	14,233.94	16000	1,766.06
435	90%	Audit Costs	390.00	390	0.00
300	131%	Administration Costs (incl Books & Media)	392.99	500	107.01
400	103%	Insurance	413.01	413	-0.01
300	91%	Subscriptions	274.00	311	37.00
400	53%	Rents paid to Southwick Estate	212.50	450	237.50
1000	80%	Grants Paid Out	800.00	3500	2,700.00
0	0%	Section 137 Payments	-	0	0.00
500	40%	Training	200.00	500	300.00
		Rec. Ground (incl Equipment Repairs & Maintenance, Pest control & Play Inspections)	370.69	1000	629.31
1000	37%	Legal, Social Club, VH Hire, etc	720.00	1000	280.00
300	240%	Utilities (incl Street Lighting & Rec Ground)	478.15	600	121.85
600	80%	Allotments (incl share of Grounds Maintenance & Water)	204.32	225	20.68
225	91%	VAT (to be claimed/reclaimed)	2,291.00	2750	459.00
1000	229%	Building & Equipment Reserve	-	0	0.00
7000	0%	Website & IT Costs	374.99	425	50.01
350	107%	Grounds Maintenance (excl Allotments share)	1,007.51	1500	492.49
1655	61%	TOTAL PAYMENTS	25,492.14	33,517	8,024.86
24,665	103%				
		Balance brought forward on 01/04/2018	32,194.29	32,194.29	0.00
		ADD Total Receipts	26,387.88	27,665.00	1,277.12
			58,582.17	59,859.29	1,277.12
		LESS Total Payments	25,492.14	33,517	8,024.86
		= Cash Balance as at 31/01/19	33,090.03	26,342.29	-6,747.74
Funds represented by:					
		Current Account Balance (Unity Bank) 31.01.19	28,680.33		
		Current Account Balance (Lloyds Bank) 31.12.18	87.30		
		Savings Account (Scottish Widows) 01.05.18	6,853.88		
		Savings Account (Lloyds Investment) 15.05.18	499.40		
		Less: Items for Payment authorised but not presented 31.01.19	2,707.60		
		Less: Items due for Payment but not yet authorised 31.01.19	323.28		
		= Reconciled Bank Balances	33,090.03		
Details of Funds held					
Earmarked Reserves					
		Village Gates Sponsorship	1,445.99		

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**BOARHUNT PARISH COUNCIL - Financial Report
for Financial Yr to Date 31st Jan19**

Play Equipment incl Groundworks (Non Grant)	303.16
Play Equipment incl Groundworks (Grant)	0.00
Village Design Statement	750.00
Environment Fund	250.00
Total Earmarked Reserves	2,749.15
Unrestricted Funds	
Total Unrestricted Funds	30,340.88
Total Parish Council Funds	
= Total Earmarked Reserves & Unrestricted Funds	33,090.03

Signed: 06/02/2019
Geoff Wright
Responsible Financial Officer to Boarhunt Parish Council