

**BOARHUNT PARISH COUNCIL - Minutes of 3rd April 2019**

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

  

<b>Item</b>	<b>Description</b>	<b>Action</b>
<b>1/19</b>	<b>Apologies for absence</b>	
1.1/19	Apologies for absence were received from HCC Cllr P Stallard and WCC Cllr N Cutler.	
<b>2/19</b>	<b>To receive declarations of Disclosable Pecuniary Interests for items on the Agenda</b>	
2.1/19	None.	
<b>3/19</b>	<b>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.</b>	
3.1/19	<b>Members of the Public (MOTP) raised the following matters:</b>	
	(i) <b>Grey House &amp; Land adjacent – The owners</b> provided a brief update of intentions for the site which was likely to be for 3 dwellings; one of which would be for the existing owners. They said a further update would be made in a month or so.	
	(ii) <b>Any Parish Councillor Vacancies – A MOTP</b> enquired if there were any Casual Vacancies for Parish Councillors and, if so that he would like to put his name forward for consideration. <b>Cllr Dell</b> said that he would be stepping down at the next PC meeting. <b>The Clerk</b> said the formal notice of a Casual vacancy process would be started after the next PC meeting.	<b>The Clerk</b>
	(iii) <b>Wickham Court – Sewage issues - Cllr Pearce</b> explained that resolution of this matter was being frustrated by the reluctance of the Electric company to relocate their power cables/equipment. He asked if the PC could write to the Electric Company on behalf of residents to help speed up the process. <b>The PC requested the Clerk to write to the Electric company on behalf of Residents.</b>	<b>The Clerk</b>
3.2/19	<b>HCC Cllr Report – HCC Cllr Stallard</b> had provided her report prior to the meeting and it can be found on the BPC website. <b>Cllr Dell</b> read a summary of the report at the meeting. The following items were included in the report: <b>Hampshire’s Supporting Families Programme; Calshot Activity Centre; Hampshire’s Country Parks; Teacher Apprenticeships.</b>	
3.3/19	<b>WCC Cllrs Report – Planning &amp; Enforcement - WCC Cllr Evans reported on the following:</b> (i) <b>Enforcement – Strawberry Fields, off Southwick Road - Caravan</b> being used as a Residence and Noise from a generator - <b>Enforcement notice drafted and would be issued next week.</b> (ii) <b>Planning – Well Road, Willow Cottage, Hundred Acres, Wickham, PO17 6JT – Dwelling House – Application 19/00433/LDC – Now withdrawn and new application to be submitted by land owner.</b> (iii) <b>Enforcement of Planning Refusal - Firgrove Lane – The Owner intends to submit a new application, however, WCC have informed him that the Gypsy &amp; Traveller DPD has now been approved and the additional residences were not included as part of it.</b>	<b>WCC Enforcement</b>          <b>WCC Enforcement</b>
3.4/19	<b>Police Report – No Police representative present at the meeting or report provided.</b>	
<b>4/19</b>	<b>To receive and approve the Minutes of the meeting held on 6th March 2019</b>	
4.1/19	It was <b>RESOLVED to Approve the minutes.</b>	
<b>5/19</b>	<b>To receive actions and updates from previous meetings</b>	

**BOARHUNT PARISH COUNCIL - Minutes of 3rd April 2019**

5.1/19	<p>(i) <b>38.1/18 (i) Action and resources regarding GDPR</b> – ongoing – issues still to be resolved.</p> <p>(ii) <b>39.1/18 (iii) WCC Community Planning Manager for Housing Services attending Annual Parish Assembly on 1<sup>st</sup> May 2019. (Action complete)</b></p> <p>(iii) <b>63.4/18 Arrangements for Police and Community Team (PACT) Meeting</b> – Meeting still to be arranged. <b>Response awaited from PCSO Towler.</b></p> <p>(iv) <b>77.1/18 (i) Traffic calming measures on B2177 – Village entrances</b> – further investigation/liaison with HCC &amp; WCC required – <b>ongoing.</b></p> <p>(v) <b>176/18 (i) Weekly Play Inspection Reports</b> – still awaited from Mr Parker – <b>The Clerk had contacted Mr Parker.</b></p> <p>(vi) <b>176/18 (ii) Revised Allotment agreements</b> – action outstanding – <b>Clerk to resolve.</b></p> <p>(vii) <b>185/18 (v) a. Wickham Court – Fire precautions</b> – Cllr Pynigar confirmed that the pre-determined level of response to the site would be 3 pumps and a Water Carrier. <b>(Action complete).</b></p> <p>(viii) <b>185/18 (v) b. Licensing of homes at the site</b> – action outstanding - <b>WCC Cllr Cutler</b> agreed to make enquiries with WCC regarding the Licensing of homes at the site.</p> <p>(ix) <b>198/18 (ii) – Play Inspector’s Quarterly report of 21<sup>st</sup> December 2018</b> – Outstanding actions still to be agreed.</p> <p>(x) <b>199/18 (ii) – Staples Cross junction (B2177/Fareham Road) – Reflective warning posts and Warning (Give Way) sign still not in place</b> – Outstanding actions for HCC Highways to resolve - (already reported twice by The Clerk).</p>	<p><b>Cllr Brunet</b></p> <p><b>PCSO Towler</b></p> <p><b>The Clerk</b></p> <p><b>Mr Parker</b></p> <p><b>The Clerk</b></p> <p><b>WCC Cllr Cutler</b></p> <p><b>Parish Council HCC Highways/ Contractor</b></p>
<b>6/19</b>	<b>To receive the Parish Clerk’s report (for information only)</b>	
6.1/19	<b>The Clerk reported his attendance</b> at the Society of Local Clerks (SLCC) Regional Training Seminar (RTS) and HCC Highways event for Town & Parish Councils on 13 <sup>th</sup> March and at the Southern Parishes Group meeting on 18 <sup>th</sup> March. He said he would distribute information from these events in due course.	
<b>7/19</b>	<b>Finance and Council Business</b>	
7.1/19	<p>(i) Monies received and payments made during March 2019 were endorsed and items due for payment in April 2019 <b>were approved.</b></p> <p>(ii) <b>It was resolved to approve</b> the transfer of £500 (amount of WCC Grant received for improving access to the Social Club/Village Hall) to earmarked reserves.</p> <p>(iii) The draft Provisional Financial report for the year ended 31<sup>st</sup> March 2019 was noted.</p> <p>(iv) The Financial Risk Management record for 2019 was reviewed, updated and <b>amendments approved.</b></p> <p>(v) The Asset Register as at 31<sup>st</sup> March 2019 was reviewed and its accuracy confirmed.</p>	
<b>8/19</b>	<b>Planning Applications</b>	
8.1/19	(i) None notified.	
<b>9/19</b>	<b>Planning Decisions</b>	
9.1/19	(i) None notified.	
<b>10/19</b>	<b>Planning Appeals</b>	
10.1/19	(i) <b>18/00026/REF – Land adjacent to Oakley House, Trampers Lane, North Boarhunt - Erection of Dwelling – Appeal dismissed – 22<sup>nd</sup> March 2019. Cllr Pynigar personally thanked residents for their support.</b>	
<b>11/19</b>	<b>Other Planning Matters</b>	
11.1/19	(i) <b>Village Design Statement (VDS) – Cllr Eaton updated the meeting on progress made. Cllr Eaton said that the VDS Group needed to expand in numbers so that a process acceptable to WCC was delivered. Ideally the group needed to be about 12 people. One member of the VDS Group was producing a flyer that could be distributed to all Boarhunt residents to allow</b>	<b>VDS Group</b>

**BOARHUNT PARISH COUNCIL - Minutes of 3rd April 2019**

	them to have the opportunity to input into the process. <b>WCC Cllr Clear advised</b> the meeting that WCC were currently producing new information regarding VDS's and that the information should be available by the end of May 2019. The VDS Group planned to meet again during May.	
<b>12/19</b>	<b>Planning Enforcements</b>	
12.1/19	(i) No updates received from WCC. (ii) No new/potential new cases to report.	
<b>13/19</b>	<b>Environmental Issues</b>	
13.1/19	(i) <b>Wickham Common – The PC</b> fully supported making improvements to this area. <b>WCC Clear (also the current Chair of Wickham PC)</b> also supported this initiative and <b>HCC Cllr Stallard</b> had also requested to be kept informed. <b>The Clerk was requested to contact Jim Hobson (Countryside Team Manager – South at HCC) and The Clerk for Wickham PC</b> to make arrangements for an evening visit to the site during June to include all parties interested.  (ii) <b>Fly Tipping – A MOTP</b> had reported an incidence of Fly Tipping (large load of conifer cuttings) at the Newtown end of Trampers Lane. The MOTP had reported the mater to WCC for action.	<b>The Clerk</b>
<b>14/19</b>	<b>Grants</b>	
14.1/19	(i) No applications for grants had been received by BPC from other organisations. (ii) BPC had not made any applications for grants to other organisations. <b>(iii)</b> No further grant funds had been received since the last meeting.	
<b>15/19</b>	<b>Village Hall and Community Activities</b>	
15.1/19	(i) <b>Village Hall &amp; Social Club –</b> <b>a. Front Door to Social Club/Village Hall - Cllr Dell provided the PC</b> with estimates for upgrading Disabled Access to the front doors to the Social Club/Village Hall. The estimate from GS Windows for £2053.15 (plus VAT) for Supply and £300 (plus VAT) <b>was approved</b> , and the Clerk was instructed to place the order for the work. The locks fitted needed to comply with the Social Club's Insurers requirements. <b>b. Toilets – Cllr Dell said that he</b> had been trying to obtain estimates to upgrade the Toilets (replace surrounds and install smaller Wash hand basins). He had received no responses to date from companies willing to undertake the work. <b>c. Roof Gutters – Cllr Dell reported that this work had now been carried out by a local craftsman.</b>  (ii) <b>Boarhunt - Great British Spring Clean – 30<sup>th</sup> March 2019 – Cllr Dell thanked all those who helped with this event. Verges and Pavements</b> within the 30-mph speed limit areas of both Trampers Lane and Southwick Road were cleared this year. A total of 17 bags of assorted rubbish was collected and the weather remained warm and sunny!	<b>The Clerk/Chair of Social Club</b>  <b>Cllr Dell</b>
<b>16/19</b>	<b>Recreation Ground and Allotments</b>	
16.1/19	(i) <b>Further quotes were still being obtained for the major items identified in the December 2018 Play Inspector's report.</b> (ii) The Springy Play equipment items had now been installed and met necessary EN standards.	<b>The Clerk</b>
<b>17/19</b>	<b>Highways, Traffic Calming, Community Transport and Village Maintenance</b>	
17.1/19	(i) <b>The Clerk</b> confirmed the cost for the repair of the existing Traffic speed sign as £715 plus VAT.	

**BOARHUNT PARISH COUNCIL - Minutes of 3rd April 2019**

	<p>(ii) <b>The Clerk</b> also provided information for Supplying a new Traffic speed sign from the same supplier (in the region of £2,500 plus VAT).  <b>The PC</b> were reluctant to approve either of these sums for repair and/or replacement and requested <b>The Clerk</b> to obtain further estimates from other suppliers and include solar panel options.  <b>Cllr Schofield</b> said that other methods of reducing the speed of traffic in the Parish should be considered. He sought approval from the PC to liaise with local schools to determine if they would like to produce 'personalised' speed reduction signs for the Parish. <b>The PC approved this proposal.</b></p>	<p><b>The Clerk</b> <b>Cllr Schofield</b></p>
<b>18/19</b>	<b>Other Council Business</b>	
18.1/19	(i) <b>Cllr Dell confirmed that he would be standing down from the PC at the next meeting.</b>	
<b>19/19</b>	<b>To receive Reports and consider Correspondence received</b>	
19.1/19	<p><b>Receipt of the following communications were noted:</b></p> <p>(i) From WCC – <b>Notice of Election for one District Councillor</b> for Southwick and Wickham Ward [includes Boarhunt] <b>on Thursday 2<sup>nd</sup> May 2019.</b></p> <p>(ii) From WCC – April 2019 edition of Parish Connect.</p> <p>(iii) From Hampshire Association of Local Councils (HALC) – Newsletter for April 2019.</p> <p>(iv) From Southern Parishes Group (SPG) – Minutes of meeting held on 18<sup>th</sup> March 2019.</p> <p>(v) From Fareham Borough Council (FBC) – Update to FBC Local Development Scheme.</p>	
<b>20/19</b>	<b>Date of next Meetings</b>	
20.1/19	<p><b>The dates of the next meetings were confirmed as:</b></p> <p>(i) <b>Wednesday 1<sup>st</sup> May 2019 – Note – Two meetings being held - <u>the first starting at 7pm (Annual Meeting of the PC), followed by the Annual Parish Assembly at 8pm (all Parishioners welcome to attend).</u></b></p>	
	The meeting closed at 9pm.	
	<p><b>CONTACT DETAILS FOR THE CLERK to Boarhunt Parish Council</b>  <b>email: <a href="mailto:boarhuntpc@gmail.com">boarhuntpc@gmail.com</a> Phone: 0755 711 8073</b>  <b>Parish Council Website: <a href="http://www.boarhuntparishcouncil.org">www.boarhuntparishcouncil.org</a></b></p>	

**BOARHUNT PARISH COUNCIL - Minutes of 3rd April 2019**

**List of Payments and Receipts**

BOARHUNT PARISH COUNCIL - 3rd APRIL 2019 - Payments made in Mch 2019		
PAYEE	DESCRIPTION	AMOUNT
G W WRIGHT	Net Salary, Travel & Office Allowance - Feb 2019	£304.68
HMRC	Tax for Feb 2019	£2.40
WCC	Dog Bins for October, Nov & Dec 2018 (7 bins @ £5/bin)	£35.00
WCC	Dog Bins for January, Feb & March 2019 (7 bins @ £5/bin)	£35.00
Castle Water	Water for Allotments 1/12/18 to 31/1/19 (47 m3)	£17.20
SSE	Electric Rec Ground Building Q4 2018/19 (VAT = £2.04)	£42.94
SLCC	Regional Training Seminar for Clerk on 13/3/19 (VAT = £12.00)	£72.00
CPRE	BPC Subscription for 2019/20	£36.00
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
Parish Online (GeoXphere Ltd)	Subscription to Parish Online for 7/3/19 to 7/3/20 (VAT = £15.00)	90.00
SLCC Enterprises Ltd	Discounted Regional Training Seminar Fee for the Clerk on 13/3/19 at Maidenhead (VAT = £12.00)	72.00
The Southwick Estate	Allotment Rent for period 30/09/18 to 25/03/19 (Paid in arrears).	£62.50
Sawscapes Play	Remedial works on site to remove concrete edgings, replace with rubber edgings & make good the wetpour surface. (VAT = £95.00)	570.00
Andrea Pellegram Ltd	One Year subscription to Planning Local: Valid until 11/03/20.	100.00
Castle Water	Water & Standing Charges - Allotments - 1/2/19 to 28/02/19 (Invoice 99782 dated 12/03/19) - Sensus MSM, Fixed Water & Volumetric Water charges	7.77
Castle Water	Standing Charges - Rec Ground - 1/12/18 to 28/02/19 (Invoice 99754 dated 12/03/19) Kent MSM Fixed Water only	7.01
Mch 2019	<b>TOTAL</b>	<b>£4,154.50</b>
<b>Payments due in March 2019 but not paid</b>		
G W WRIGHT	Salary, Office Allowance & Travel - March 2019	£407.58
B C MARTIN	Grounds Maintenance - March 2019 incl extras	£175.00
HMRC	Accrual for Jan, Feb & Mch 2019	£7.60
Mar-19	<b>TOTAL</b>	<b>£582.58</b>
<b>Receipts - FUNDS RECEIVED DURING MARCH 2019</b>		
WCC	Grant	£500.00
	<b>TOTAL</b>	<b>£500.00</b>

Funds as per cash book at 31st March 2019 £31,304.35

less Earmarked Reserves

Village Gates	£1,445.99	
Rec Ground Equipment Maintenance	£5,000.00	
Rec Ground Buildings Maintenance	£7,500.00	
Village Hall Maintenance	£7,500.00	
Village Design Statement	£750.00	
Village hall Door (Grant)	£500.00	

Total Earmarked Reserves = £22,195.99

= Net Unrestricted Funds available as at 3rd April

= Unrestricted Funds 2019 £9,108.36

**BOARHUNT PARISH COUNCIL - Minutes of 3rd April 2019**

**ii Provisional Financial Report for year ended 31<sup>st</sup> March 2019**

**BOARHUNT PARISH COUNCIL - Financial Report  
for Financial Yr to Date 31st Mch 19 - Updated**

FY 18/19 Annual	FY 18/19 Actual v Budget		FY 18/19 Actuals as at 31st Mch 19 (M12)	FY 18/19 Forecast 31st Mch 2019 (M12)	FY18/19 VARIANCE Actual v Forecast
£	%		£	£	£
<b>RECEIPTS</b>					
22,580.00	100%	Parish Precept	22,580.00	22580	-
420.00	100%	Council Tax Support Grant	420.00	420	0.00
<b>23,000.00</b>	<b>100%</b>		<b>23,000.00</b>	<b>23,000</b>	<b>-</b>
500	332%	Other Grants received	1,658.48	1658	0.48
165	76%	Allotment Income	125.00	165	40.00
1000	210%	Other (e.g. Rent, VAT reclaimed, Bank interest & Sponsorship)	2,104.46	3,000	895.54
<b>24,665.00</b>	<b>109%</b>	<b>TOTAL RECEIPTS</b>	<b>26,887.94</b>	<b>27,823</b>	<b>935.06</b>
<b>PAYMENTS</b>					
3,300	101%	Net Salaries & Allowances	3,336.25	3336	<b>-0.25</b>
0	0%	HMRC Deductions	38.80	45	6.20
300	118%	Clerk's Expenses	353.57	350	<b>-3.57</b>
500	3%	Chairman's Allowance (incl Public Meeting, Traffic Calming & Cllr's Expenses)	12.60	200	187.40
100	72%	Bank charges	72.00	72	0.00
5000	294%	Capital Expenditure (incl Play Equipment, etc)	14,708.94	16000	1,291.06
435	90%	Audit Costs	390.00	390	0.00
300	148%	Administration Costs (incl Books & Media)	442.99	500	57.01
400	103%	Insurance	413.01	413	<b>-0.01</b>
300	162%	Subscriptions (incl Parish Online & Planing Local)	485.00	311	<b>-174.00</b>
400	69%	Rents paid to Southwick Estate	275.00	450	175.00
1000	110%	Grants Paid Out	1,100.00	1100	0.00
0	0%	Section 137 Payments	-	0	0.00
500	52%	Training	260.00	350	90.00
1000	44%	Rec. Ground (incl Equipment Repairs & Maintenance, Pest control & Play Inspections)	440.69	600	159.31
300	240%	Legal, Social Club, VH Hire, etc	720.00	1000	280.00
600	88%	Utilities (incl Street Lighting & Rec Ground)	526.06	600	73.94
225	108%	Allotments (incl share of Grounds Maintenance & Water) but excludes Land Rental	242.79	250	7.21
1000	241%	VAT (to be claimed/reclaimed)	2,411.12	2750	338.88
7000	0%	Building & Equipment Reserve	-	0	0.00
350	109%	Website & IT Costs	379.99	425	45.01
1655	71%	Grounds Maintenance (excl Allotments share)	1,169.01	1400	230.99
<b>24,665</b>	<b>113%</b>	<b>TOTAL PAYMENTS</b>	<b>27,777.82</b>	<b>30,542</b>	<b>2,764.18</b>
		Balance brought forward on 01/04/2018	32,194.29	32,194.29	0.00
		<b>ADD Total Receipts</b>	<b>26,887.94</b>	<b>27,823.00</b>	<b>935.06</b>
			<b>59,082.23</b>	<b>60,017.29</b>	<b>935.06</b>
		<b>LESS Total Payments</b>	<b>27,777.82</b>	<b>30,542</b>	<b>2,764.18</b>
		<b>= Cash Balance as at 31/03/19</b>	<b>31,304.41</b>	<b>29,475.29</b>	<b>-1,829.12</b>

<b>Funds represented by:</b>	
Current Account Balance (Unity Bank) 31.03.19	24,453.95
Current Account Balance (Lloyds Bank) 29.03.19	87.36
Savings Account (Scottish Widows) 01.05.18	6,853.88
Savings Account (Lloyds Investment) 15.05.18	499.40
<b>Less: Items for Payment authorised but not presented 31.03.19</b>	<b>590.18</b>
<b>= Reconciled Bank Balances</b>	<b>31,304.41</b>

<b>Details of Funds held</b>	
<b>Earmarked Reserves:</b>	
Village Gates Sponsorship	1,445.99

## BOARHUNT PARISH COUNCIL - Minutes of 3rd April 2019

### BOARHUNT PARISH COUNCIL - Financial Report for Financial Yr to Date 31st Mch 19 - Updated

Rec Ground - Equipment Maintenance	5,000.00
Rec Ground - Buildings Maintenance	7,500.00
Village Design Statement	750.00
Environment Fund	250.00
Village Hall - Maintenance	7,500.00
Village Hall Door (Specific Grant)	500.00
<b>Total Earmarked Reserves</b>	<b>22,945.99</b>
<b>Unrestricted Funds</b>	
<b>Total Unrestricted Funds</b>	<b>8,358.42</b>
<b>Total Parish Council Funds</b>	
<b>= Total Earmarked Reserves &amp; Unrestricted Funds</b>	<b>31,304.41</b>

Signed: 03/04/2019

Geoff Wright  
Responsible Financial Officer to Boarhunt Parish Council