

BOARHUNT PARISH COUNCIL - Minutes of 6th March 2019

<u>Present</u>	<u>Others present</u>	<u>Apologies/Absence</u>
Cllr B. Dell (Chair)	Clerk – Mr G. Wright	Cllr S. Eaton
Cllr S. Brunet	HCC Cllr P. Stallard (left at 1950)	Cllr E. Schofield
Cllr D. Pynigar	WCC Cllr T. Evans (left at 1950)	
Cllr G. Pearce	WCC Cllr N. Cutler	
	4 members of the Public (for part or all of the meeting).	
Item	Description	Action
223/18	Apologies for absence	
223.1/18	Apologies for absence were received from Cllrs Eaton (illness) and Schofield (work commitments).	
224/18	To receive declarations of Disclosable Pecuniary Interests for items on the Agenda	
224.1/18	None.	
225/18	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.	
225.1/18	Members of the Public (MOTP) raised the following matters:	
	Wickham Court – Sewerage issues on site were still not resolved.	
225.2/18	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 items of particular note: Community Buildings – Potential sources of funding were available via grants – details on HCC website. Silver (Help) Lines – details of potential help available for Transport to & from Hospital; Free home checks for over 65's. Other information – News that the current Leader of HCC was standing down as Leader early in order to provide help to a new Leader in May 2019. HCC Cllr Stallard said that the Hampshire Countryside service were open to discussion with BPC regarding maintenance of Wickham Common .	
225.3/18	WCC Cllrs Report – Council Tax for 2019/20 - WCC Cllr Evans reported that although there would be no increase in the WCC (District) element of Council Tax from 1 st April 2019, other components of the total Council Tax charged would increase (for example, the Hampshire County Council element and the Hampshire Police Authority element). Gypsy and Traveller DPD (G&T DPD) – WCC Cllr Cutler reported that the – G&T DPD had finally been approved. He said that Boarhunt had been allocated a much higher level of both Gypsy and Traveller sites and Showpersons pitches than other larger Towns and Parishes within the Winchester District. Enforcement issues – Land adjacent to Strawberry Barn, off Southwick Road – WCC Cllr Cutler said that the occupation of this site over the weekend and noisy generator had been reported to WCC Enforcement. Following several exchanges with the Enforcement team, they had finally agreed to take Enforcement action. Wickham Common – Maintenance – WCC Cllr Cutler said he had discussed the matter with WCC Cllr Clear (also the Chair of Wickham PC) and that it was content for BPC to help maintain the Common. Wickham Court (WC) – Site Licence – WCC Cllr Cutler apologised for not finding the time to investigate the terms of WC's licence.	WCC Enforcement WCC Cllr Cutler
225.4/18	Police Report – No Police representative present at the meeting or report provided.	
226/18	To receive and approve the Minutes of the meeting held on 6th February 2019	
226.1/18	It was RESOLVED to Approve the minutes.	
227/18	To receive actions and updates from previous meetings	

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227.1/18	<p>(i) 38.1/18 (i) Action and resources regarding GDPR – ongoing - Cllr Brunet said that some technical issues still needed to be resolved regarding obtaining specific email addresses for Parish Councillors.</p> <p>(ii) 39.1/18 (iii) WCC Community Planning Manager for Housing Services to be invited to attend a future PC meeting – suitable date not yet agreed with Housing Services Manager.</p> <p>(iii) 63.4/18 Arrangements for Police and Community Team (PACT) Meeting – Meeting still to be arranged. Response awaited from PCSO Towler.</p> <p>(iv) 77.1/18 (i) Traffic calming measures on B2177 – Village entrances – further investigation/liaison with HCC & WCC required – ongoing.</p> <p>(v) 176/18 (i) Weekly Play Inspection Reports – still awaited from Mr Parker – The Clerk had contacted Mr Parker.</p> <p>(vi) 176/18 (ii) Revised Allotment agreements – action outstanding – Clerk to resolve.</p> <p>(vii) 185/18 (iii) Dog Bin in Bere Farm Lane – The Clerk said that this matter would be addressed in item 229 (v).</p> <p>(viii) 185/18 (v) Wickham Court – Fire precautions & Licensing of homes at the site – actions outstanding - Cllr Pynigar agreed to raise residents’ 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>(ix) 198/18 (ii) – Play Inspector’s Quarterly report of 21st December 2018 – Outstanding actions still to be agreed.</p> <p>(x) 199/18 (ii) – Staples Cross junction (B2177/Fareham Road) – Reflective warning posts and Warning (Give Way) sign still not in place – Outstanding actions for HCC Highways to resolve - (already reported twice by The Clerk).</p>	<p>Cllr Brunet</p> <p>The Clerk</p> <p>PCSO Towler</p> <p>The Clerk</p> <p>Mr Parker</p> <p>The Clerk</p> <p>Cllr Pynigar & WCC Cllr Cutler</p> <p>Parish Council</p> <p>HCC Highways</p>
228/18	To receive the Parish Clerk’s report (for information only)	
228/18.1	<p>The Clerk said that subject to approval, he would be attending the Society of Local Clerks (SLCC) Regional Training Seminar (RTS) and HCC Highways event for Town & Parish Councils, both on 13th March 2019 and the Southern Parishes Group meeting on 18th March 2019. He said arrangements for the Parish Litter Pick on 30th March 2019 had been made.</p>	
229/18	Finance and Council Business	
229.1/18	<p>(i) Receipts received and payments made during February 2019 were endorsed and items due for payment in March 2019 were approved. The Clerk said that a payment to Sawscapes Ltd, was being withheld until outstanding work had been completed.</p> <p>(ii) The Financial report for the year to date 28th February 2019 was received, balances agreed and reserves held noted.</p> <p>(iii) It was resolved to approve the following transfers to Earmarked reserves (1) £7,500 for Village Hall Building Maintenance; (2) £7,500 for Rec Ground Building Maintenance and (3) £5,000 to Rec Ground Equipment Maintenance.</p> <p>(iv) It was resolved to endorse the NALC/SLCC 3% pay award to Town & Parish Clerks from 1st April 2019.</p> <p>(v) It was resolved to approve the addition to the PC’s Waste collection schedule for the new Dog Bin in Bere Farm Lane at a cost of £382.50 per annum, based on one collection per week.</p> <p>(vi) It was resolved to approve a subscription to ‘Parish Online’ (an online Mapping tool for use with the Ordnance Survey) at a cost of £75 plus VAT per annum.</p> <p>(vii) It was resolved to approve a subscription to <i>Planning Local</i>’ (an online Planning training and support resource) at a cost of £100 per annum.</p>	
230/18	Planning Applications	
230.1/18	<p>The following application was considered:</p> <p>(i) 19/00433/LDC – Well Road, Well Cottage, Hundred Acres, Wickham, PO17 6JT – Dwelling House. The PC could not locate any planning permissions</p>	

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	available to the Public for this site but Resolved to raise no objection to the application.	
231/18	Planning Decisions	
231.1/18	(i) None notified.	
232/18	Planning Appeals	
232.1/18	(i) None notified.	
233/18	Other Planning Matters	
233.1/18	(i) It was noted that WCC's Traveller Development Plan (G&T DPD) was approved on 28 th Feb 2019. (ii) Village Design Statement (VDS) – a further meeting had been arranged for 21 st March 2019 – all those interested were welcome to attend. (iii) Swanmore PC's VDS now out to Consultation – closes on 5 th April 2019. (iv) It was noted that a hard copy of the proposed Aquind Interconnector project had been received – any response to be made by 29 th April 2019.	
234/18	Planning Enforcements	
234.1/18	(i) No updates received from WCC. (ii) Land adjacent to Strawberry Barn added to list of open cases – 5 th March 2019.	
235/18	Environmental Issues	
235.1/18	(i) Wickham Common – further discussion to be arranged.	Parish Council
236/18	Grants	
236.1/18	(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. (iii) Notification had been received from WCC that it had approved BPC's Grant application for £500 towards the cost of replacing the front door to the Social Club/Village Hall. The PC recorded a vote of thanks for WCC's kind generosity. The Clerk agreed to complete the funding agreement on behalf of the PC.	The Clerk
237/18	Village Hall and Community Activities	
237.1/18	(i) Village Hall & Social Club - Meeting took place between Parish Cllrs and Social Club (SC) Committee. Agreed PC responsible for external fabric of the building; SC for internal part of the building. Any updates/improvements/repairs to meet Building Regs requirements and also to improve Disabled access where possible. Quotes being obtained for upgraded front door. (ii) Boarhunt - Great British Spring Clean – 30th March 2019 – arrangements made for supply of Litter pickers, Hi Viz jackets & Rubbish bags. PC insurers to be made aware & Risk assessment completed – meeting at VH Car Park at 10 a.m. All welcome! (iii) No items for inclusion in Southwick & Boarhunt Parish Magazine.	
238/18	Recreation Ground and Allotments	
238/18	(i) Awaiting completion of work on new Springy items. (ii) Approval given for the Clerk to obtain quotes for items identified in Play Inspectors report.	The Clerk
239/18	Highways, Traffic Calming, Community Transport and Village Maintenance	
239.1/18	(i) Approval given for the Clerk to obtain a quote for repair of existing Speed Sign. (ii) Approval given for the Clerk to obtain quotations for new Speed signs.	The Clerk The Clerk
240/18	Other Council Business	

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240.1/18	<p>(i) Cllr Dell reported on his attendance at WCC’s Parish Planning forum held on 5th March 2019. He said that a Focus Group was being set to explore proposals for a Parish Charter on Planning and Enforcement matters.</p> <p>(ii) It was Resolved to approve Cllr Eaton’s attendance at the Hampshire Association of Local Councils (HALC) training event on ‘The Knowledge & Core Skills’ at Basingstoke in July 2019.</p> <p>(iii) It was Resolved to approve The Clerk’s attendance at the SLCC’s RTS at Maidenhead and also HCC’s Highways event at Winchester, both being held on 13th March 2019.</p>	
241/18	To receive Reports and consider Correspondence received	
241.1/18	<p>Receipt of the following communications were noted:</p> <p>(i) From HALC – Consultation on Introducing a Deposit Return Scheme.</p> <p>(ii) From HCC – access to Superfast Broadband.</p> <p>(iii) From CAB Winchester - Thank you letter for award of Grant of £300 from BPC.</p> <p>(iv) From Portsmouth Hospitals NHS Trust – Notice of Public meetings being held in March 2019.</p>	
242/18	Date of next Meetings	
	<p>The dates of the next meetings were confirmed as:</p> <p>(i) Wednesday 3rd April 2019</p> <p>(ii) Wednesday 1st May 2019 – Note – Two meetings being held with <u>the first starting at 7pm (Annual Meeting of the PC)</u>, followed by the Annual Parish Assembly at 8pm.</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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i. List of Payments and Receipts

BOARHUNT PARISH COUNCIL - 6th March 2019		
PAYMENTS MADE in February 2019		
PAYEE	DESCRIPTION	AMOUNT
G W WRIGHT	Net Salary, Travel & Office Allowance - Jan 2018	£320.68
HMRC	Tax for Oct, Nov & Dec 2018	£7.60
Winchester CAB	Grant for 2018/19	£300.00
Feb-19	TOTAL	£628.28

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 Jan 2019	£2.60
	TOTAL	£2,702.60

Payments due in Feb/Mch 2019 but not yet approved for payment		
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
Mch 2019	TOTAL	£545.22

Funds as per cash book at 28/02/19 - Note: this amount includes payments due as at 28/02/19 only. It does not include those highlighted Blue above.

£32,790.03

Total Funds available =

£32,790.03

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 March 2019

£30,040.88

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ii Financial Report for year to date 28th February 2019

**BOARHUNT PARISH COUNCIL - Financial Report
for Financial Yr to Date 28th Feb 19**

FY 18/19 Annual	FY 18/19 Actual v Budget		FY 18/19 Actuals as at 28th Feb 19 (M11)	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	1658	499.52
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	27,823	1,435.12
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	350	107.45
		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	110%	Grants Paid Out	1,100.00	3500	2,400.00
0	0%	Section 137 Payments	-	0	0.00
500	40%	Training	200.00	350	150.00
		Rec. Ground (incl Equipment Repairs & Maintenance, Pest control & Play Inspections)	370.69	600	229.31
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	250	45.68
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	1400	392.49
1655	61%	TOTAL PAYMENTS	25,792.14	32,942	7,149.86
		Balance brought forward on 01/04/2018	32,194.29	32,194.29	0.00
		ADD Total Receipts	26,387.88	27,823.00	1,435.12
			58,582.17	60,017.29	1,435.12
		LESS Total Payments	25,792.14	32,942	7,149.86
		= Cash Balance as at 28/02/19	32,790.03	27,075.29	-5,714.74

Funds represented by:	
Current Account Balance (Unity Bank) 28.02.19	28,052.05
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 28.02.19	2,702.60
Less: Items due for Payment but not yet authorised 28.02.19	-
= Reconciled Bank Balances	32,790.03

Details of Funds held	
Earmarked Reserves	
Village Gates Sponsorship	1,445.99

BOARHUNT PARISH COUNCIL - Financial Report
for Financial Yr to Date 28th Feb 19

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	30,040.88
Total Parish Council Funds	
= Total Earmarked Reserves & Unrestricted Funds	32,790.03

Signed: 06/03/2019

Geoff Wright
Responsible Financial Officer to Boarhunt Parish Council