

BOARHUNT PARISH COUNCIL - Minutes of 9th January 2019

<u>Present</u>	<u>Others present</u>	<u>Apologies/Absence</u>
Cllr B. Dell (Chair)	Clerk – Mr G. Wright	WCC Cllr A. Clear
Cllr S. Eaton	8 members of the Public (for part or all of the meeting).	Sgt S. Gilmore
Cllr S. Brunet		PCSO B. Towler
Cllr E. Schofield (Vice Chair)		
Cllr G. Pearce		
Cllr D. Pynigar		

Item	Description	Action
181/18	Apologies for absence	
181.1/18	Apologies for absence were received from WCC Cllr Clear, Sgt Gilmore and PCSO Towler.	
182/18	To elect Chair of the Parish Council	
182.1/18	Cllr Dell agreed to continue in the role of Chair until the Annual meeting of the Parish Council (PC) in May 2019. Resolved: Cllr Dell elected as Chair of the PC.	
183/18	To elect Vice Chair of the Parish Council	
183.1/18	Cllr Schofield volunteered to fill this position until the Annual meeting of the PC in May 2019. Resolved: Cllr Schofield elected as Vice Chair of the PC.	
184/18	To receive declarations of Disclosable Pecuniary Interests for items on the Agenda	
184.1/18	None raised at the meeting, however subsequent to the meeting, Cllr Eaton declared an interest (as a near neighbour) to Planning Application 18/02753/FUL – Land adjacent to The House, Southwick Road.	
185/18	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.	
185.1/18	<p>Members of the Public raised the following matters:</p> <p>(i) Planning Application for Land Adjacent to The House, Southwick Road (previously known as Land adjacent to Rowndale) – a MOTP considered the application not appropriate for the site. Also, some near neighbours not notified of proposed development & Planning notice posted at incorrect location. Additionally, it appeared that landscaping conditions were not be adhered to.</p> <p>(ii) Land Adjacent to The Grey House, Southwick Road & Logs on the verge - The property owners provided updates to the meeting: - Development of the site – they said they had now retracted their contract with Hazeley Developments (HD) (reported at a previous PC meeting) due to concerns they had with HD’s final proposal which they felt was not in the best interest of the village; the owners said they were looking at submitting an alternative Planning Application in the future and would keep the PC updated and ensure that any draft plans were brought to a future meeting prior to submittal. Logs on the verge – the owners said that they had discussions with Hampshire Highways (HH) regarding the logs which were placed on the boundary to their property and HH confirmed that both the trees and the verges were the owners’ responsibility and that they were content the logs remained in situ having now been moved back 1 metre from the verge.</p> <p>(iii) Dog Bin in Bere Farm Lane - A Wickham Court (WC) resident said that a Dog Bin had been purchased and (with the site owner’s permission) been located near the rear entrance to the WC site in Bere Farm View Lane. It was being used and emptied by WC residents into the large multipurpose bin in the layby near to the side entrance of WC. The asked if the PC would enquire whether or not WCC would include the emptying the Bin on its schedule.</p>	The Clerk

BOARHUNT PARISH COUNCIL - Minutes of 9th January 2019

	<p>(iv) Cllr Dell asked the Clerk to make enquiries with WCC, but pointed out that Bere Farm View Lane was a private road and it might not be possible.</p> <p>(v) Wickham Court – Fire precautions – A WC resident raised concerns (again) regarding access to Fire Hydrants from the site. Cllr Pynigar agreed to raise the resident’s concerns (again) with Fire Service Colleagues but pointed out that WC was a private estate and that there was no legislation (or powers) making the Fire Service responsible for installing Fire Hydrants on private estates. It would appear that the responsibility rests with others, probably the site owner. WCC Cllr Cutler agreed to make enquiries at WCC regarding the Licencing of the homes at the site. WCC Cllr Cutler, once again pointed out that Planning approval at WC had been granted (on Appeal by the Site Owner) using the Lawful (Planning) Development Certificate route, rather than making a Full Planning Application.</p>	Cllr Pynigar WCC Cllr Cutler
185.2/18	HCC Cllr Report – HCC Cllr Stallard had provided her report prior to the meeting and the full report can be found on the BPC website. HCC Cllr Stallard identified the following as off particular note: New App – Connect to Support Hampshire website – provides help for people to find information on local services; Free Phone No. – 03300 165 112 for Cases of Domestic Abuse (both Men and Women); Extra Care Housing; Health Headlines for WCC District; Changes to Special Needs & Disability Information, Advice & Support in Hampshire. The full report can be found on the PC’s website. Also, not in the report, Central Govt providing an additional £3 Million to HCC (rather than the initial £0).	
185.3/18	WCC Cllrs Report – Cllrs Cutler and Evans provided the following updates at the meeting – Enforcement – No action currently being taken regarding Firgrove Lane as WCC still waiting for Gypsy & Traveller DPD to be approved before doing so. Cllr Cutler has requested meetings with Enforcement team on two occasions without success. Main issues with WCC continue to be with Staff retention in both the Planning and Enforcement teams. WCC Cabinet meeting – due to meet at Wickham Community Centre on 23rd Jan 2019.	
185.4/18	Police Report – Sgt Gilmore and PCSO Towler had sent their apologies prior to the meeting, however, Sgt Gilmore had advised via email that there had been increased ‘drifting’ activity on the B2177 at the Southwick roundabout. He advised drivers to be aware.	All
186/18	To receive and approve the Minutes of the meeting held on 12th December 2018	
186.1/18	It was RESOLVED to Approve the minutes.	
187/18	To receive actions and updates from previous meetings	
187.1/18	<p>(i) 150.1/17 (ii) Branches on overhanging Trees in Trampers Lane – Branches now trimmed. Action complete.</p> <p>(ii) 190.1/17 Village Design Statement (VDS)/Parish Plan – Ongoing – Cllrs Schofield and Eaton - meeting of interested parties/volunteers arranged for 7.30pm on Thursday 17th January 2019 at the Village Hall.</p> <p>(iii) 38.1/18 (i) Action and resources regarding GDPR – ongoing - Cllr Brunet was still liaising with E-Mango for specific email addresses for Parish Cllrs exclusive use.</p> <p>(iv) 39.1/18 (iii) WCC Community Planning Manager for Housing Services to be invited to attend a future PC meeting – The Clerk had contacted the Manager but still needed to agree a suitable date.</p> <p>(v) 63.4/18 Arrangements for Police and Community Team (PACT) Meeting – Meeting still to be arranged. The Clerk to contact PCSO Towler again.</p> <p>(vi) 77.1/18 (i) Traffic calming measures on B2177 – Village entrances – further investigation/liaison with HCC & WCC required – ongoing.</p>	<p align="center">Cllrs Schofield & Eaton</p> <p align="center">Cllr Brunet</p> <p align="center">The Clerk</p> <p align="center">PCSO Towler/The Clerk The Clerk</p>

BOARHUNT PARISH COUNCIL - Minutes of 9th January 2019

	<p>(vii) 116.1/18 (i) Social Club Property repairs, etc – Social Club Chair had been unable to attend – ongoing - Social Club Chair to be invited to the next PC meeting – Cllr Dell agreed to follow up.</p> <p>(viii) 176/18 (i) Play Inspection Reports – not yet received from Mr Parker – The Clerk to follow up.</p> <p>(ix) 176/18(ii) Revised Allotment agreements – not yet sent out – The Clerk to action.</p>	<p align="center">Cllr Dell/Chair of Social Club The Clerk The Clerk</p>
188/18	To receive the Parish Clerk’s report (for information only)	
188/18.1	The Clerk reported that he would be attending the Southern Parishes Group (SPG) meeting on 14 th Jan 2019 and the Society of Local Council Clerk’s Branch meeting on 17 th Jan 2019. He said that he would report back at the next PC meeting.	
189/18	Finance and Council Business	
189.1/18	<p>(i) Receipts received and payments made during December 2018 were endorsed and items due for payment in January 2019 were approved.</p> <p>(ii) The Financial report for the year to date 31st December 2018 was received, balances agreed and reserves held noted.</p> <p>(iii) Cllrs Eaton and Pearce were approved as Bank signatories and for online viewing access to the PC’s Bank accounts.</p> <p>(iv) Appropriate training for the Clerk and the Parish Councillors for the next 12 months was considered. Councillors agreed to inform the Clerk of their requirements and the Clerk agreed to inform the PC of his.</p> <p>(v) WCC’s consultation on the review of Licensing Policy – Licensing Act 2003 was considered. It was resolved to take no further action.</p> <p>(vi) WCC’s consultation on the review of Statement of Principles – Gambling Act 2005 was considered. It was resolved to take no further action.</p> <p>(vii) Receipt of the formal constitution of the Southern Parishes Group was noted.</p>	<p align="center">Parish Councillors/ The Clerk</p>
190/18	Planning Applications	
190.1/18	<p>The following applications were considered:</p> <p>(i) 18/002762/HOU – Bere View House, Bere View Lane, North Boarhunt, PO17 6JJ – Erection of gates - PC Resolved to raise no objection in principle to the application but thought that the gates were too large and did not fit in with other properties in the vicinity or the character of the area.</p> <p>(ii) 18/02753/FUL – Land Adjacent to The House, Southwick Road, North Boarhunt, PO17 6JH – Proposed detached dwelling with associated garage block and landscaping – By a majority, the PC resolved to raise no objection to the application, but considered that it was (1) a very large dwelling in such a small plot and (2) that the proposed dwelling was out of character for the area and would set a precedent for future development if it was approved without amendment.</p>	
191/18	Planning Decisions	
191.1/18	(i) No Planning decisions for Boarhunt Parish had been reported by WCC for the period 12 th December 2018 to 9 th January 2019 at the time of the meeting.	
192/18	Planning Appeals	
192.1/18	(i) None notified.	
193/18	Other Planning Matters	
193.1/18	(i) Cllr Schofield confirmed that the Village Design Statement Group meeting would be meeting on Thursday 17 th January 2019.	
194/18	Planning Enforcements	
194.1/18	<p>(i) No further updates had been received regarding existing cases since the last report of 30th October 2019.</p> <p>(ii) Details of a potential new case were still being investigated; Cllr Schofield agreed to report back at the next PC meeting.</p>	<p align="center">Cllr Schofield</p>

BOARHUNT PARISH COUNCIL - Minutes of 9th January 2019

195/18	Environmental Issues	
195.1/18	(i) Remedial Sewage works at Wickham Court still to be completed. (ii) Cllr Eaton asked if a litter pick could be arranged along the B2177 (Southwick Road). Cllr Dell advised that for safety reasons only areas within the 30mph zone could be litter picked by Volunteers and contractors employed by the PC. However, this area would be added to the Parish's input to the Annual 'Keep Britain Clean' initiative providing there were sufficient Volunteers to do so.	Parish Councillors/ The Clerk
196/18	Grants	
196.1/18	(i) No Grant applications for funds from the PC had been received. (ii) There were no new applications for Grants made by the PC to others for approval. (iii) No Grant funds had been received by the PC since the last meeting.	
197/18	Village Hall and Community Activities	
197.1/18	(i) No representative from the Social Club present, so Property maintenance of Village Hall/Social Club deferred to next meeting.	Chair of Social Club
198/18	Recreation Ground and Allotments	
198/18	(i) The Clerk reported that there were concerns regarding the installation of the two new (Springy) items of Play equipment. Cllrs agreed that payment to the Contractor should be withheld until concerns had been resolved. Cllr Schofield agreed to contact the contractor. (ii) The Quarterly Play inspector's report dated 21 st December 2018 was received. A follow up action plan would be considered to address issues raised at a later meeting.	Cllr Schofield Parish Council
199/18	Highways, Traffic Calming, Community Transport and Village Maintenance	
199.1/18	(i) A report from Hampshire Countryside Access Forum was considered. No further action was agreed. (ii) In response to a question raised by a member of the Public, the Clerk agreed to report the removal of the warning posts and the Give Way sign at Staples Cross road junction (B2177) with the appropriate authority. The Clerk said he would report it to HCC, however, there was an online facility for reporting these matters via the HCC website.	The Clerk
200/18	Other Council Business	
200.1/18	(i) None. (ii) The Clerk's attendance at the SPG and the SLCC Branch meeting in Jan 2019 were approved.	
201/18	To receive Reports and consider Correspondence received	
201.1/18	Receipt of the following communications were noted: (i) HALC – LCPD People News (ii) WCC – January edition of Parish Connect	
202/18	Date of next Meetings	
	The dates of the next meetings were confirmed as: (i) Wednesday 6th February 2019 (ii) Wednesday 6th March 2019	
	The meeting closed at 9.10pm.	
	CONTACT DETAILS FOR THE CLERK to Boarhunt Parish Council email: boarhuntpc@gmail.com Phone: 0755 711 8073 Parish Council Website: www.boarhuntparishcouncil.org	

BOARHUNT PARISH COUNCIL - Minutes of 9th January 2019

i. List of Payments and Receipts

BOARHUNT PARISH COUNCIL - 9th January 2019		
PAYMENTS MADE in December 2018		
PAYEE	DESCRIPTION	AMOUNT
B C Martin (Claymart)	Groundworks for 1 cut in Nov 2018 (£68) plus Complete Refurbish of Bench in Trampers Lane (Labour = £12; Materials = £20)	£100.00
G W WRIGHT	Net Salary, Expenses (items purchased on behalf of PC), Travel & Office Allowance - Nov 2018 (includes £5.00 VAT for Norton Security Deluxe)	£381.37
Southern Electric	Rec Ground incl Standing Charges (VAT = £1.74 @5%	£36.63
Southern Electric	Rec Ground incl Standing Charges - adjusted invoices Vat = £9.74 @ 20%; Credit for Electric = £2.69	£7.05
North Boarhunt Social Club	Hall Hire 2017/18	£360.00
North Boarhunt Social Club	Hall Hire 2018/19	£360.00
Unity Bank	Q3 Bank Charges 2018/19	£18.00
Dec-18	TOTAL	£1,263.05
Payments to be made in January 2019		
PAYEE	DESCRIPTION	AMOUNT
G W WRIGHT	Net Salary, Travel & Office Allowance - Dec 2018	£304.48
HMRC	Tax for Dec 2018	£2.60
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
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
Jan-19	TOTAL	£3,235.20
RECEIPTS		
FUNDS RECEIVED DURING December 2018		
RECEIVED FROM	DESCRIPTION	AMOUNT
HCC	HCC Cllr Grant for Play Equipment	£1,000.00
J Parker	0.5 Plot for Allotment 2018/19	£15.75
	TOTAL	£1,015.75
Funds as per cash book at 31st Dec 2018		£36,648.45
Less: Payments to be made in Jan 2019		£3,235.20
Total Funds available =		£33,413.25
less Earmarked Reserves		
Village Gates	£1,445.99	
Play Equipment including Groundworks (Non Grant)	£1,553.16	
Play Equipment including Groundworks (Non Grant)	£1,000.00	
Village Design Statement	£750.00	
Environmental Fund	£250.00	
Total Earmarked Reserves =		£4,999.15
= Net Unrestricted Funds available as at 9th Jan 2019		£28,414.10

BOARHUNT PARISH COUNCIL - Minutes of 9th January 2019

ii Financial Report for year to date 31st December 2018

**BOARHUNT PARISH COUNCIL - Financial Report
for Financial Yr to Date 31st Dec 2018**

FY 18/19 Annual	FY 18/19 Actual v Budget		FY 18/19 Actuals as at 31st Dec 18 (M09)	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)	2,104.34	3,000	895.66
24,665.00	107%	TOTAL RECEIPTS	26,387.82	27,665	1,277.18
PAYMENTS					
3,300	68%	Net Salaries & Allowances	2,236.13	3406	1,169.87
0	0%	HMRC Deductions	28.60	50	21.40
300	72%	Clerk's Expenses	217.35	300	82.65
500	3%	Chairman's Allowance (incl Public Meeting, Traffic Calming & Cllr's Expenses)	12.60	500	487.40
100	54%	Bank charges	54.00	72	18.00
5000	240%	Capital Expenditure (incl Play Equipment, etc)	11,983.94	15000	3,016.06
435	90%	Audit Costs	390.00	390	0.00
300	78%	Administration Costs (incl Books & Media)	235.00	500	265.00
400	103%	Insurance	413.01	413	-0.01
300	100%	Subscriptions	298.99	311	12.01
400	53%	Rents paid to Southwick Estate	212.50	450	237.50
1000	80%	Grants Paid Out	800.00	1000	200.00
0	0%	Section 137 Payments	-	0	0.00
500	40%	Training	200.00	500	300.00
1000	30%	Rec. Ground (incl Equipment Repairs & Maintenance, Pest control & Play Inspections)	302.25	1000	697.75
300	240%	Legal, Social Club, VH Hire, etc	720.00	1000	280.00
600	77%	Utilities (incl Street Lighting & Rec Ground)	463.93	600	136.07
225	81%	Allotments (incl share of Grounds Maintenance & Water)	181.34	225	43.66
1000	183%	VAT (to be claimed/reclaimed)	1,826.51	2500	673.49
7000	0%	Building & Equipment Reserve	-	0	0.00
350	100%	Website Costs	350.00	350	0.00
1655	61%	Grounds Maintenance (excl Allotments share)	1,007.51	1500	492.49
24,665	89%	TOTAL PAYMENTS	21,933.66	30,067	8,133.34
		Balance brought forward on 01/04/2018	32,194.29	32,194.29	0.00
		ADD Total Receipts	26,387.82	27,665.00	1,277.18
			58,582.11	59,859.29	1,277.18
		LESS Total Payments	21,933.66	30,067	8,133.34
		= Cash Balance as at 31/12/18	36,648.45	29,792.29	-6,856.16
Funds represented by:					
		Current Account Balance (Unity Bank) 31.12.18	29,212.93		
		Current Account Balance (Lloyds Bank) 10.09.18	87.24		
		Savings Account (Scottish Widows) 01.05.18	6,853.88		
		Savings Account (Lloyds Investment) 15.05.18	499.40		
		Plus Credits not reflected	-		
		Less: Payments authorised but not presented 31.12.18	5.00		
		= Reconciled Bank Balances	36,648.45		

BOARHUNT PARISH COUNCIL - Minutes of 9th January 2019

<u>Earmarked Reserves</u>	
Village Gates Sponsorship	1,445.99
Play Equipment incl Groundworks (Non Grant)	1,553.16
Play Equipment incl Groundworks (Grant)	1,000.00
Village Design Statement	750.00
Environment Fund	250.00
Total Earmarked Reserves	4,999.15
<u>Unrestricted Funds</u>	
Total Unrestricted Funds	31,649.30
Total Parish Council Funds	
= Total Earmarked Reserves & Unrestricted Funds	36,648.45

Signed: 09/01/2019
Geoff Wright
Responsible Financial Officer to Boarhunt Parish Council