

Draft Minutes

Greywell Parish Council Meeting

Tuesday 17th March 2020 at 6.00 pm in the Village Hall

	Present: David Millard (Chairman), Sue O'Neill (Vice Chair), Earl of Malmesbury, Mike Barter, District Councillor John Kennett and Elizabeth Ford (Clerk)	
1	Apologies: Apologies accepted from Henri Mogg. Apologies from County Councillor Jonathan Glen, District Councillors Ken Crooke and Chris Dorn and incoming Clerk Beverley Bridgman.	
2	Minutes of last meeting It was resolved to approve the minutes of the last meeting on Tuesday 14 th January 2020 with a correction of the spelling for Pound Cottage under item 6 d.	
3	Declarations of interest relating to this agenda: None, but see under item 6 c.	
4	Matters arising from previous minutes: None	
5	Planning: a. To consider 20/00180/PREAPP, Street Record, Bidden Road, North Warnborough. Solar Voltaic Farm DM, EoM, and MB had met with Hart DC case officer Robert Moorhouse and Hampshire and Isle of Wight Wildlife Trust Greywell Moors reserve officer, Ian Stoneman, on Monday 16 th March to discuss the proposed development. A major concern had been the original inclusion in the development of the approx. 100 acre field between the Bidden Road and the River Whitewater. This was no longer part of the scheme and the scheme would now be out of site of the village. A suggestion was made to transfer the field to the HIOWWT as mitigation for the scheme. The field could then act as a buffer to any nutrient loading of the river from the adjacent agricultural land and increase the overall area of the nature reserve. The draft document outlining the concerns of the Parish Council was discussed at the meeting and provided to the case officer as notes but not was not formally presented as a comment. Odiham Parish Council had already submitted a comment to object to the scheme. b. Update on previous applications <i>20/00252/HOU, Skylark Cottage, Deptford Lane. Erection of part first floor part two storey rear extension, extension to driveway and alterations to fenestration.</i> Since the last meeting the Parish Council had submitted a comment to support the above planning application. c. Local planning matters Since the last meeting DM had attended a meeting at Hartley Wintney on the Shapley Heath Garden Village proposals. There was unanimous concern due to the Hart DC insistence to proceed with feasibility studies for the scheme even though it had been removed from the Local Plan. There was discussion on how to object and a statement was under preparation for presentation at the upcoming Parish Assemblies. District Cllr Kennett reported that the Local Plan would be formally adopted at the Hart District Council meeting on Thursday 26 th March. There were two sides in the HDC response to Shapley Heath with the western parishes opposing and Fleet and Church Crookham, to the east, supporting. It was currently planned that a significant amount of money (£0.5M) would be spent on the studies. The new settlement had been rejected by the Plan Inspector because there was insufficient evidence for it at the time of the evaluation not because it was opposed in principle. Re-introduction in a future review of the Plan was a possibility. Further incoming changes to planning regulation were noted e.g. simplified planning requirements to facilitate the addition of two storeys to existing apartment blocks with no considerations for local infrastructure. Finally the Hart DC 2020/2021 budget had been finalised with a £5 annual increase (for a Band D dwelling) in the District Council component of the Council Tax.	

<p>6</p>	<p>On-going issues</p> <p>a. Speedwatch (report by the Clerk on behalf of HM) Two sessions were held in February. On Monday 10th (2.30 - 3.30pm) outside the Village Hall. No-one caught speeding but there were cars parked along the road which had slowed traffic. On Tuesday 11th (9am - 10.00am) outside Shenton Cottage, Hook Road. Several people were caught doing around 35 miles an hour. Although no one was caught doing excessive speeds in the village, the two sessions acted as a reminder to people that Greywell is a 30 mph zone and the speed of traffic was being monitored.</p> <p>b. Website) The website provider would have the Parish Council pages of the new website operating as soon as possible. DM had requested the contributors of the photos on the old website to provide new photos of a higher definition for the new website. The old website was still accessible for public viewing and the 2018/2019 accounts documentation (self-certification of exemption from external audit, notice of the period for the exercise of public rights, Governance and Accounting Statements and Internal Audit Report) had all been uploaded within the necessary timescales. Previous minutes were also available until uploading of document had ceased in November 2019 when construction of the new website commenced.</p> <p>c. DLFF All Councillors declared a pecuniary interest as donors and were granted a dispensation to continue with discussion of this item. The power to refund the donations had been confirmed by the SLCC National Legal Adviser in July 2017. The Parish Council had the power to refund the DLFF donations to residents because the Parish Council was holding the Deptford Lane Fighting Fund donations in trust, the donations were given for a specific purpose and, if not used for that purpose, the unused monies should be repaid in accordance with the terms under which the original donations were made. That would be incidental (under s111 LGA 1972) to the power to accept gifts in s139 LGA 1972. The Clerk had obtained updated contact details from the majority of donors. The only expenditure to date had been on obtaining professional advice, leaflet printing and catering for the village meeting on the issue. These costs had been met by Parish Council (plus a refund of shared legal fees made by the PDLA). It was resolved unanimously to return the donations in full to residents as soon as possible. DM would draft a message to residents to advise of the refund and request bank details. The payments could then be made by bank transfer by the new Clerk.</p> <p>a. Village Communications List (GDPR considerations) Due to GDPR considerations, the village communication list could not be used as a source of resident contact details for PC business. DM would discuss the ongoing management of the list with Scott Flatman and whether permission could be obtained that members details could be passed to Parish Councillors for Parish Council business.</p> <p>b. Phone box – Defibrillator, CPR training, Village Emergency Telephone System The phone box was still not painted although this had been discussed again with the volunteer who had offered to carry out the work. There had been no problems with the new defibrillator. There had been no calls to the VETS. Refresher CPR training had been under consideration but postponed as no trainers were available (they were fully occupied due to the outbreak of Covid-19). To guard against any risk of virus spread, the case and defibrillator were being cleaned with antiseptic wipes at the weekly check of the equipment.</p> <p>c. Parish Lengthsman An updated schedule had been provided to the Parish Lengthsman (see Appendix A) but no reply had yet been received on how many hours were left. The Parish Lengthsman would be requested to contact the Chairman to advise when he was working in the village.</p> <p>d. Apple trees It was decided to proceed with the planting of the four donated apple trees which were stored at the back of the Village Hall. EoM had already provided mycorrhizal fungi and tree ties to HM and Ian Stoneman would be contacted re. planting. The trees would be planted together in a group so that grass could be left uncut below them. It was also agreed to cut the grass in only part of the area in front of the waterworks to enhance the wildlife habitat value of the area.</p>	<p>DM Clerk</p> <p>DM</p>
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	<p>e. Review of highways issues</p> <p>There had been a serious deterioration in the condition of the roads in the village with significant potholes arising especially on Hook Road. The Parish Lengthsman could not repair potholes (not allowed to work on the "live" road) but could clear grips.</p>										
7	<p>Report from County Councillor</p> <p>County Councillor Jonathan Glen had sent apologies that he could not attend the meeting and the Annual County Councillor Report is included as Appendix B.</p>										
8	<p>Report from District Councillor - See under 5. c.</p>										
9	<p>Finance</p> <p>a. <i>To note current financial situation and sign bank statements</i></p> <p>Bank reconciliations as at 17th March 2020 were approved and signed as correct. Account balances were noted as follows:</p> <table style="margin-left: 40px;"> <tr> <td>i.</td> <td>Treasurer's account</td> <td style="text-align: right;">£19,592.48</td> </tr> <tr> <td>ii.</td> <td>Business 30 day account</td> <td style="text-align: right;">£12.26</td> </tr> <tr> <td></td> <td>Reconciled total</td> <td style="text-align: right;">£19,604.74</td> </tr> </table> <p>This included a compensation payment of £105 from Lloyds Bank for the ongoing failure to correct the contact details for the accounts.</p> <p>b. <i>Payments and cheques for signature</i></p> <p>Payments were approved with a total of £2,471.83, as per the schedule in Appendix C. This was a larger total as it covered committed expenditure until the end of June. In addition the setting up of a standing order for the monthly salary of the new Clerk was approved.</p> <p>c. <i>To confirm appointment of internal auditor and arrangements for internal audit</i></p> <p>It was confirmed that Do The Numbers Ltd had been appointed to carry out the 2019/2020 internal audit at a cost of £160.</p> <p>d. <i>To decide whether to request or opt-out of an external audit</i></p> <p>It was resolved (proposed DM and seconded SO'N) to opt out of the external audit (interim assessment review).</p> <p>e. <i>To note changes to bank mandate</i></p> <p>Two bank mandate variation forms were signed to (1) add the new Clerk as a full signatory with online access to make payments and to change existing signatories to have view only online access. Bank transfer payments would be made independently by the Clerk after two signatories had emailed to confirm payment approval. All payments would then be itemised in the bank reconciliation which would be reported to the next meeting.</p> <p>(2) remove the outgoing Clerk and DM from the bank mandate and change the contact address to that of the new Clerk.</p>	i.	Treasurer's account	£19,592.48	ii.	Business 30 day account	£12.26		Reconciled total	£19,604.74	
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10	<p>To consider revision of the governance documents.</p> <p>The Standing Orders, Financial Regulations, Code of Practice and Risk Assessment had been revised in March 2018. The Council's Publication Scheme under the Freedom of Information Act had been adopted in July 2018. A Data Protection Policy had then been adopted in January 2019.</p> <p>It was resolved to adopt the existing governance documents and risk assessment without change.</p>										
11	<p>Village Spring Clean-up</p> <p>Due to Covid-19 it was decided that there would not be a Village Clean Up this Spring. A big thankyou was given to the retiring organisers, Kevin and Susan Sampson, for their work in organising these events since Spring 2018.</p>										
12	<p>The consider flooding in the village and attendance at the Hart Flood Forum</p> <p>The Clerk would forward details of the next Hart Flood Forum to MB who would attend on behalf of the Parish Council. The recent severe flooding had affected the Waterworks Cottages on Deptford Lane. EoM advised that Reading University had installed weirs to monitor flows and flooding in the Warnborough Green SSSI.</p>	Clerk									

13	<p>To consider the 'Climate Emergency', Hart Climate Change Action Plan and the Hart Green Grid Survey.</p> <p>SO'N had attended the first meeting of the Hart Climate Change Action Plan Group. Hart DC as an organisation planned to be carbon neutral by 2040. Meetings would be every few weeks and SO'N was happy to progress.</p>	
14	<p>To consider renewal of the membership of the Basingstoke Canal Trust</p> <p>It was resolved to renew membership of the Basingstoke Canal Trust</p>	
15	<p>To consider renewal of the membership of the Whitewater Valley Preservation Society</p> <p>It was resolved to renew membership of the Whitewater Valley Preservation Society</p>	
16	<p>To consider Parish Council safeguards against business interruption (coronavirus)</p> <p>Due the limitations placed on Parish Council meetings following the Covid-19 outbreak, DM agreed to stay on as a Parish Councillor and Chairman in the short term. Candidates for co-option to fill the Casual Vacancy on his retirement would be sought and would need to be consider taking on the role of Chairman soon after becoming a Parish Councillor. Due to family illness SO'N would retire as Vice Chairman at the next meeting but continue as a Parish Councillor. MB confirmed that he would be prepared to stand as Vice Chair at the next meeting.</p> <p>(At the end of the meeting there was a further discussion regarding community initiatives to provide support to residents during the Covid -19 outbreak. Reference was made to the "offer of help postcard" which had been used elsewhere to provide information on how to ask for help e.g. when self-isolating. The Fox and Goose Public House were looking at offering shopping and take-away services to local residents. Communication could be available through the Facebook page. Some residents were looking at the Parish Council to take the lead in setting up a support network. It was agreed that SO'N would chair a meeting of those who were interested in setting up a local network but due to family illness she could not commit on taking the lead in this as it went forward.)</p>	SO'N
17	<p>To consider arrangements for the Parish Assembly and Parish Council AGM</p> <p>It was resolved that the Parish Council would not hold a Parish Assembly. The Parish Council AGM would be held on Tuesday 19th May subject to any restriction on meetings at that time.</p>	
18	<p>To agree meeting dates until March 2021</p> <p>No meeting dates were agreed but it was noted that meetings would need to be held to in the week of the third Thursday of the month, as requested by the new Clerk.</p>	
19	<p>To record change of Clerk from 1st April 2020</p> <p>It was noted that from 1st April 2020 Beverley Bridgman would be the new clerk to the Parish Council</p> <p>The outgoing Clerk was thanked for her hard work for the Council and given a gift as a token of appreciation.</p>	
20	<p>To confirm date of next meeting</p> <p>The next meeting would be the Parish Council AGM on: Tuesday 19th May at 6pm in Greywell Village Hall</p>	

The meeting closed at about 7.20pm

Appendix A : Parish Lengthsman Schedule 2019/2020

Two Key items 1 and 2 with others later in year subject to hours being available

1. Boardwalk between Church and Mill:

Repair mesh - reposition mesh where laid incorrectly as enter from Church side and cut rectangle away and cover with larger area of new mesh (approx 15 locations)

Replace missing/rotten sub-structure and lay new top boards - approx 5m

Cut vegetation encroaching over boardwalk (in late summer, pref at end of September to protect ground nesting birds).

The Clerk had been advised that maintenance of existing PRW structure with timbers replacement on a like for like basis would not require SSSI consent

To be covered by hours carried over from 2018/2019

Material costs estimated at £100

2. At the Deptford Lane Bridge - clear ditch along front boundary of Thames Water PS, from the access road to the Old Post House to the edge River Whitewater

Also:

3. clear/dig out the ditch opposite Pound Cottage, which, approaching the village from the A287, is the thatched cottage on Hook Road just after the Greywell sign at the entrance to the village [note to contractors: the road is regularly flooded after heavy rains between Pound Cottage and the next entry point into a drain or ditch just beyond the Greywell sign, a stretch of about 50 yards)

4. lift all roadside drain covers inside the village on Deptford Lane, Hook Road and The Street and clear silt traps – to be carried out in Spring – hours permitting. **Following discussion at meeting on 17th March 2020 also clean out grips**

5. Clean road signs

6. retain remaining hours as contingency

Appendix B: County Councillor Report

Facts and Figures Hampshire's population is 1,376,300 (2018) the third most populous county in England (85% is rural and 15% urban). Hampshire CC maintains 5400 miles of roads, 4300 miles pavements, 133,000 streetlights, 481 schools, 45 libraries, 3 Discovery Centres and 1 e-library, 16 care homes with 960 beds for older people, 9 residential homes for children and young people, 24 Household Waste Centres and 5 Country Parks. Every year 94% of all household waste is diverted from landfill (40% recycled) is burnt for energy and powers 50,000 homes. Every day 454,000 people travel to work by car or van, 86,000 bus journeys are made, and 4% journeys are by train. More than half of Hampshire's EU citizens have signed up to the Government's EU settlement scheme.

Budget (2020-21) includes spending £2.1 billion on delivering important public services 1.3 million residents during the next financial year. One-off investment is pledged for tackling climate change (up to £2 million) and an extra £2 million each year for fixing potholes, with an additional £3 million for 2020/21. This is on top of the £10 million spent annually on Operation Resilience - the long-term strategy to ensure Hampshire's road network is more resilient to the impact of heavy traffic and worsening winters.

Social care pressures top the list of priorities with number of people aged 75+ in Hampshire increasing by almost a third over the next few years. The County Council agreed a 3.99% increase in the council tax precept from 1 April 2020 – of which 2% is specifically for adult social care. Hampshire is still the 2nd lowest council tax of all counties in England.

HCC will also propose major investment in Hampshire's economy, jobs and the quality of the environment - with projects totalling £386.5 million over the next three years.

Schemes include:

£94.8 million for new and extended school buildings in Hampshire to ensure a school place for every child in Hampshire – and 19,100 new school places by September 2023

£115.8 million for structural maintenance and improvement of roads and bridges in Hampshire

£830,000 to deal with the impact of ash die back disease

£3.2m LED Street lighting replacement scheme

£45.8 million for integrated transport schemes including over £10 million specifically focused on walking and cycling improvements

Climate Change Hampshire County Council has been taking active steps to ensure Hampshire is resilient to climate change and in mitigating further changes through carbon reduction measures. HCC's own emissions have reduced by more than 43%, with more than a 50% reduction by 2025 and carbon neutrality by 2050. The **2050 Hampshire Commission of Enquiry** placed climate change and the environment as its top priority. In the budget HCC pledged £2m towards climate change measures in addition to the capital schemes outlined above. HCC is aware its greatest leadership and influence will be achieved by working in partnership with the District, City and Parish Councils, businesses and communities. At a household level HCC is supporting the county-wide Greening Campaign -this aims to find simple solutions around reducing and measuring power consumption, insulating housing stock, reducing water usage, sourcing local food, community travel and renewable energy schemes. Parish representatives will be invited to attend our regular climate change briefing events.

Public Health -Coronavirus (Covid-19) Hampshire County Council continues to keep a close watch on the Coronavirus outbreak with processes in place to respond if and when required. A small number of cases have been confirmed in the UK. Hampshire residents can stay up to date with the latest information and guidance on gov.uk/coronavirus

Schools 2019 GCSE performance statistics confirmed that Hampshire pupils continue to perform better than their peers nationally at the end of year 11 along with over 90% of our schools being judged as good or outstanding by Ofsted.

Appendix C: Schedule of cheques and payments for approval/signature on 17th March 2020

Serial	Payee	Services/Goods	Amount	Cheque No	Dated
Current					
21	CPRE Hampshire	annual membership donation	£ 50.00	560	17.3.20
22	E Ford	Clerk salary & exp's (Mar)	£ 188.91	561	17.3.20
23	Whitewater Valley Preservation Society	annual membership donation	£ 25.00	562	17.3.20
24	Basingstoke Canal Trust	annual membership donation	£ 15.00	563	17.3.20
25	Major Jollyon Coombs	Refund DLFF donation	£ 480.00	564	17.3.20
26	Nick Jeffery	Refund DLFF donation	£ 200.00	Trf	1.4.20
27	C Gallop	grass cutting	£ 150.00	565	17.3.20
28	Came and Company	insurance cover with Inspire, LTA to June 2021	£ 356.92	Trf	1.5.20
29	Community Heartbeat Trust	Defib support Year 4	£ 126.00	Trf	May-20
30	HALC	HALC/NALC annual subs, TBC	£ 170.00	Trf	May-20
31	Do The Numbers LTD	internal audit	£ 160.00	Trf	Jun-20
32	Upperbridge Enterprises	final payment new website	£ 450.00	Trf	May-20
33	Greywell Village Hall	Annual Hall Hire	£ 100.00	Trf	Apr-20
		Total 2	£ 2,471.83		