

GREYWELL PARISH COUNCIL

**The next meeting of Greywell Parish Council
will be held remotely on Tuesday 14 July 2020 at 6.00pm**

Beverley Bridgman, Parish Clerk – 8 July 2020



Follow the passing of the Coronavirus Act 2020 (c. 7), Parish Councils are unable to meet in person during the COVID emergency. This meeting will therefore be held online via the Zoom video conferencing system

Members of the public are encouraged and welcome to attend meetings. Please join the meeting by downloading the zoom app from a computer, tablet or smartphone and entering the following:

Meeting ID: 975 5344 6278

Password: 1iNC1W

Allow a few minutes to download and open the Zoom application if you have not used Zoom before. You do not need to register with Zoom to join a meeting

Members of the public are unable to participate in the general proceedings of the Council, unless invited to do so by Council (the Chairman). In online meetings they will be muted unless invited to contribute by the chair or if they have submitted a question.

If a member of the public would like to submit a question, then please do so 48 hours in advance of the meeting to parishclerk@greywell.info

Agenda

1. Receive and accept apologies for absence
2. Receive and note any declarations of interest relevant to the Agenda
3. To note the resignation of Cllr O'Neill as Vice Chairman of the Parish Council and to elect a replacement
4. The Chairman to approve as a correct record the minutes of the Parish Council meeting held on 19 May 2020
5. Open the meeting to members of the public
6. Receive reports from:
 - a) County Cllr

- b)** District Cllr
- c)** Parish Clerk
- d)** Cllr O'Neill

7. Consider and discuss the following planning applications:

a) Demolition of existing garage and erection of a detached garage with habitable accommodation at first floor. Extension of hardstanding area and relocation of existing retaining wall

Old Wharf House, Hook Road, Greywell, RG29 1BT

References 20/01338/LBC, 20/01306/HOU and 20/01307/LBC

b) Erection of part first floor part two storey rear extension, extension to driveway and alterations to fenestration

Skylark Cottage, Deptford Lane, Greywell, RG29 1BS

Reference 20/01567/HOU

8. Update on previous planning applications

9. Discuss a potential planning application for a Solar Farm on land at Chosley Farm, North Warnborough

10. Update on land at the Pumping Station

11. Approve the Electronic Payment requests for July and August

12. Note the current financial situation and approve bank statements

13. Presentation of Q1 accounts

14. Discuss signatories on the Parish Council bank accounts

15. Approve the Lead and Associate Parish Agreement for the Parish Lengthsman Scheme 2020-2021

16. Discuss and agree a schedule of works for the Lengthsman

17. Discuss the village website

18. Discuss comments to be raised at the next Hart District Council Community Recovery Sounding Board Meeting

19. Confirm the date and time of the next meeting

20. To agree that under the Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from the meeting whilst confidential business is discussed

21. To discuss confidential business regarding the agreed three month review of Parish Clerks salary and hours

An Agenda Pack is available on line at the Parish Council website;

www.greywell.info

GREYWELL PARISH COUNCIL

Minutes of the Greywell Parish Council meeting held remotely on 19 May 2020 at 6.00pm

In attendance: - Cllr D Millard, Cllr S O'Neill, Cllr M Barter, Cllr Lord Malmesbury (due to Clerk's error attended at the end of the meeting) and Cllr H Mogg

Also in attendance-Beverley Bridgman (Parish Clerk), County Cllr J K Glen, District Cllr C Dorn and District Cllr J Kennett

Draft minutes subject to confirmation

1. Receive and accept apologies for absence

None received from Parish Councillors. Apologies received from District Cllr K Crookes

2. Receive and note any declarations of interest relevant to the Agenda

None

3. The Chairman to approve as a correct record both the minutes of the Parish Council meeting held on 17 March 2020 and the Private and Confidential minutes from the Parish Council meeting held on 8 October 2019

The minutes of the Parish Council meeting held on 17 March 2020 and the Private and Confidential minutes from the Parish Council meeting held on 8 October 2019 were approved by the Chairman and will be physically signed at the next available opportunity

4. Open the meeting to members of the public

5 members of the public attended the remote meeting. Comments had been raised by one member of the public prior to the meeting regarding the land in front of the pumping station:

- They firstly wished to mention the fantastic work completed by a villager who makes an excellent effort with the grass cutting and general upkeep of the area
- Trees have become quite overgrown and branches are becoming entangled in electricity and phone wires
- Wooden posts have become quite rotten and so need replacing and perhaps a few more could be installed
- Ditches need clearing

The Parish Chairman confirmed the Parish Council is very grateful for the grass cutting and general maintenance work which is completed by a villager at a cost far less than using a commercial contractor. Greywell is a very small parish with a limited budget which for this year is about £4400. Apart from grass mowing and emergency tree work, the Parish Council has not budgeted for extra maintenance work this year. Once proper ownership of this land is established the Parish Council will perhaps need to re-calculate the amount spent on maintenance for the year 2021-2022; this may involve an increase in the precept. In the meantime the County lengthsman could perhaps be asked to divert some of his time to the green and ditches. In view of the current restrictions concerning Covid-19 the Parish Council does not know when the next village clean-up day will take

place. However many villagers are taking it upon themselves to take up some maintenance work to keep the village looking nice. Lord Malmesbury advised that the utility companies are responsible for clearing branches from the telephone and electricity lines

5. Receive reports

Reports were received from the Parish Clerk, Cllr O’Neill, County Cllr Glen and District Cllr Kennett. These reports can be found in Appendix A

6. Consider and discuss the following planning applications:

- a) Erection of a barn style shed and replacement of old white picket fence bordering Hook Road with new white picket fence
Old Pound Cottage, Hook Road, Greywell, RG29 1BU
References 20/00568/HOU and 20/00569/LBC**

The Parish Council discussed the applications. It was agreed to submit the comment that the Parish Council support this application and therefore has no objection

7. Update on previous planning applications

Since the last Parish Council meeting on 17 March 2020 the following planning application has been withdrawn:

20/00252/HOU Skylark Cottage

Since the last Parish Council meeting the Hart Local Plan (Strategy and sites) 2032 has been adopted by Hart District Council

8. Discuss letter received from DLP Consultants regarding a potential planning application at Chosley Farm, North Warnborough

Councillors discussed the letter received and agreed they are interested in exploring further a dialogue about the proposed scheme, either through an on line presentation or an alternative method if this is available. The Parish Clerk would contact DLP Consultants to advise accordingly

9. Approve the Electronic Payment request for May

The Electronic Payment request for May as shown below was approved and will be physically signed at the next available opportunity

Greywell Parish Council May Electronic Payment Request

To	Item	Amount	Invoice number	Type
Staff	Salary May 2020	£172.64	5/20	SO
Do The Numbers Ltd	Internal Audit	£160.00	12/936	EP
Hampshire Association of Local Councils Ltd	HALC Affiliation fees plus NALC levy	£165.26	INV 3884	EP
Came and Company	Parish Council Insurance 2020-2021	£366.13	1609972	EP
Tall Fellers Tree Service	Fell of Aspen tree at pumping station	£250.00	INV0076	EP

Chairmans Signature and date:

10. Note the current financial situation and approve bank statements

The current financial situation was noted and can be found in Appendix B. The bank statements will be physically signed at the next available opportunity

The current balances are:

Current Account: £10918.73 less 1 un-presented cheque £25

Savings Account: £12.26

11. Approve the end of year Bank Reconciliation

The end of year Bank Reconciliation was approved and will be physically signed at the next available opportunity, this will then be published on the Parish Council website

12. Approve the Certificate of Exemption (Part 2 of the AGAR 2019/20)

The Certificate of Exemption (Part 2 of the AGAR 2019/20) was approved. PKF Littlejohn (External Auditor) have confirmed the AGAR paperwork can be approved in a remote meeting but they do require a 'wet signature'. The Parish Clerk will arrange for the Chairman to physically sign the paperwork, this can then be sent to PKF Littlejohn and published on the Parish Council website

13. Approve Section 1 of the Annual Governance Statement 2019/20

Section 1 of the Annual Governance Statement 2019/20 was approved. The Parish Clerk will arrange for the Chairman to physically sign the paperwork, this will then be published on the Parish Council website

14. Approve Section 2 of the Annual Governance Statement, Accounting Statements 2019/20

Section 2 of the Annual Governance Statement, Accounting Statements 2019/20 was approved. The Parish Clerk will arrange for the Chairman to physically sign the paperwork, this will then be published on the Parish Council website

15. Discuss the Internal Auditors report for the past financial year

The Internal Auditors report can be found in Appendix C. The Parish Clerk advised the following regarding points raised:

- The Private and Confidential minutes from 8 October 2019 have now been approved and will be physically signed at the next available opportunity
- The new website only went live on the day of the auditors visit and so information had not yet been circulated via villagers. This will be actioned once a couple of minor points have been corrected on the website
- The spreadsheet formula has now been adjusted to reflect new guidelines
- The Parish Council had already informed donors that their contributions would be returned shortly and the Parish Clerk had already started this process at the time of the audit. As the external audit exemption limit is £25000 for incomings or outgoings it is unlikely the Parish Council will exceed this amount, however the Parish Clerk will keep the Parish Council updated as to incoming funds and expenditure

16. Approve the schedule of Banking Standing Orders

The schedule of Banking Standing Orders, which reflects payment of the Parish Clerks salary, was approved and will be physically signed at the next available opportunity

17. Update on Deptford Lane Fighting Fund refunds

Donations to the Deptford Lane Fighting Fund had previously been received using the power to accept gifts under s139 of the Local Government Act 1972. Using the General Power of Competence under s111 of the Local Government Act 1972, the Parish Clerk

confirmed 45 donations have been returned to donors. There are 4 cheques to be signed, the Parish Clerk will arrange for this to be actioned with the bank signatories. There are 3 remaining donations to be returned, these donors have not replied to email contact and/or there are no contact details. The Parish Chairman will endeavour to obtain addresses for these donors and cheques and letters will be posted

18. Discuss the new Parish Clerks handover

The new Parish Clerk took up her role on 1 April 2020. Whilst she hopes that the work load will now reduce the clerk advised that during the first month of the role she had spent an additional 18 hours working for Greywell Parish Council. The offer letter for her role stated the Parish Council were happy to pay handover costs for up to 1 months additional salary. The Parish Council discussed and confirmed they were happy to pay the Parish Clerk an additional £172.64 to reflect the handover period

19. Discuss renewal of Parish Council insurance

The Parish Council insurance is on a 3 year Long Term Agreement (LTA). The renewal notice shows an increase in premium by £9.21 which reflects index linking. In view of the LTA the Parish Council agreed to renew the Policy at a total cost of £366.13 but agreed to seek alternative quotations next year

20. Discuss the new website including approval of a Privacy Notice

The new website, www.greywell.info went live on Monday 27 April. The Parish Clerk advised a new photograph is needed for the front page as there are copyright questions regarding the photograph used by the web provider. A Privacy Notice prepared by the Parish Clerk was approved by the Parish Council and will be signed at the next available opportunity. The Parish Clerk will post the Privacy Notice on the website

21. Update from Councillor O'Neill on community initiatives to provide support to vulnerable residents during the pandemic

An informal group has been set up in the village to provide support to vulnerable residents during the pandemic. Cllr O'Neill advised that every household in the village has been posted a card which details the name and contact telephone number of the team leader for that area of the village. Residents can call this number to ask for help, the team leader will then call upon volunteers in the village to undertake the particular task using a specific Whats app group. Co-ordinators and volunteers have been asked if there are specific people that either live alone, are elderly or more vulnerable who may need more help. Assurances have been received advising that residents living in Deptford Lane and Mill View have someone checking on them every couple of days, or are catered for by family. The only concerns are regarding residents in The Street as no information has been provided regarding vulnerable/elderly people in this area of the village. Councillor O'Neill confirmed there is a hardship grant available to those residents who may be in hardship due to Covid-19

22. Discuss the land in front of the pumping station

Whilst the Parish Council has arranged for the grass to be cut on this land for 20+ years and arranged/paid for any necessary tree work there appears to be no paperwork confirming their ownership of the land, nor has it been listed as a Parish Council asset. It was agreed the Parish Council will seek adverse possession of the land and will take this up with HM Land Registry. There are concerns regarding the cost of maintaining this land which will be taken into account when calculating the budget for 2021-2022. District

Cllr Dorn offered to forward some appropriate information to the Parish Clerk and pointed out this process may take up to a year to complete

23. Discuss and agree meeting dates until March 2021

In view of the current situation regarding Covid-19 the Parish Council will not plan ahead for meetings at this time

24. Confirm the date and time of the next meeting

It was agreed the Parish Clerk will arrange a meeting date for a couple of months time; once a date has been arranged this will be advertised on the website

There being no other business the meeting finished at 7.10pm

Appendix A

Greywell Parish Clerk Report May 2020

- Hampshire Association of Local Councils ' Hampshire and Isle of Wight Village of the Year' has been cancelled this year
- Confirmation has been received from Hart District Council to confirm 'The Fox and Goose' has been re-listed as 'An Asset of Community Value', the listing is for a period of 5 years
- The Countryside Access team have advised that due to the uncertainty regarding Covid 19 the contract for Priority Cutting Lists 2020 has been postponed. They are requesting that each Parish and Town Council look at alternative means of working with them to cut and manage either the full list or a prioritised list during 2020. Greywell had requested the following paths to be cut in 2020:
Footpath 2 - Runs parallel with Hook Road behind Pound Cottage
Footpath 3 - Deptford Lane to Greywell Mill
Footpath 6 - Whitewater upstream from the Mill
Footpath 8 - Manor Farm to Mill to Upton Grey
Footpath 10 - Through the Little Dell and behind the houses in the Street
- The Aspen tree on the green in front of the pumping station was reported as being dangerous and felled. This work was authorised by the Parish Clerk after consultation with all Councillors, the Tree Safety Officer at Hart District Council and in accordance with the Greywell Financial Regulation 4.5

"In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter"

The Tree Safety Officer has advised that a replacement tree must be planted between October 2020 to March 2021. The tree must be of an appropriate size and should be no smaller than 2.0 metres tall when planted, with a stem girth of 10-12cm. If possible the replacement tree should be of the same species that was removed

May Report from Cllr S. O'Neill regarding the VETS Scheme

Due to Covid-19 restrictions the VETS scheme has been temporarily suspended and the telephone number cancelled via the Community Heartbeat Trust. The village noticeboard has been updated to reflect this. Cllr O'Neill will discuss current advice received from the Community Heartbeat Trust with the VETS volunteers, it could be that the scheme is re-started but with a limited service

May Report from Cllr J. K. Glen

Local Crime

Rotherwick

A couple of weeks ago two children's bicycles were stolen from outhouses, this theft has been reported It is my opinion that entry to the outhouses was made from the fields at the rear

As a result of this there have been a lot of opinions exchanged each Thursday evening when the National Applause takes place

As a precaution I now leave our outside lights on during the night

This is done to deter any opportunist burglaries where we live

Rotherwick Woods, Hook Road

Land is being sold off for development without any dialogue with Hart District Council (HDC)

HDC is aware of this

Nefarious characters have also been seen cooking and sitting in the woods

The police have been notified

Hook

A couple of months ago there were a spate of household burglaries in the Holt Lane development area.

The MO was to engage young kids to case the area and watch for residential movements and habits.

Based on their information the professionals moved in, usually through the back door, picked up car keys and drove off in the stolen cars

Cron dall

Equipment has been stolen from sheds (The Police have actually caught and charged someone in possession of lots of this equipment)

County Lines

We are aware that the county lines criminals use the track from the end of Holt Lane, Hook to the M3 motorway. At the motorway end is a bridleway bridge which they find very useful

Cost of Covid

The County Council is predicted to be 91 million pounds in debt by the end of June due to Covid 19.

The County Council will be contacting the Government to see if these costs can be covered by them

Household waste recycling centres

These are now open between 10am-4pm

Robert Mays

On 27 February the County Council made the decision to refrain from stopping the bus service for pupils to Robert Mays School, Odiham

May Report on Hart District Council by Cllr J Kennett

Hart is practising remote working as far as possible while lockdown regulations are in force, with only a few people going in to open the mail etc

At the end of April, it held a virtual meeting to formally adopt the Local Plan so that it now has full force.

Town and village Neighbourhood Plans which are already completed, such as Odiham's, are incorporated into it. This means that the big Deptford Lane development, while not permanently dead, now has a much higher hurdle to jump. The Shapley Heath development is also not in the Plan

This Thursday, May 21 the Council will hold its AGM (also virtually) which elects some office holders and members of various committees, whose members each elect a chairman for the coming year. Overall control of the Council comprising its Leader and Cabinet will remain unchanged with the same LibDem/ CCH coalition forming the Executive

The Council is planning to resume green waste collection, although no date has yet been set. The process has not been helped by Basingstoke Council choosing this time to withdraw from the joint waste collection between the two councils

Government grants and loans to businesses are being processed by the council and Capita, any eligible business who has not yet applied should do so as soon as possible. Greywell Village Hall, along with Long Sutton and South Warnborough halls, should get a grant of £10,000

All Council departments, including Planning, are continuing to function normally as far as possible

Greywell Parish Council Monthly Sheet for May (Appendix B)

Lloyds Current Account

Balance as at 17 March 2020

£19592.48 (agrees statement dated 30 April 2020)

Payments

Date	To	Amount
15 April 2020	Grass Cutting 2020	£150.00
15 April 2020	The Basingstoke Canal Society Donation	£15.00
15 April 2020	CPRE Yearly Subscription	£50.00
16 April 2020	Greywell Village Hall-Hall Hire 2020	£100.00
16 April 2020	Community HeartBeat Annual Support 2020-2021	£126.00
21 April 2020	The Villager Subscription 2020-2021	£306.20
15 April-28 April	Deptford Lane Fighting Fund (44 BACS repayments)	£11485.00
24 April 2020	Deptford Lane Fighting Fund (CHQ 000564 repayment)	£480.00
29 April 2020	Staff Salary March CHQ 000561	£188.91
30 April 2020	Staff Salary April STANDING ORDER	£172.64

Receipts

Date	From	Amount
17 April 2020	Hart District Council Precept Payment	£4400.00

Balance as at 13 May 2020

£10918.73 (agrees on line statement dated 13 May 2020)

Lloyds Savings Account

Balance as at 17 March 2020

£12.26 (statement dated March to April 2020 shows no

Balance as at 13 May 2020

£12.26 (agrees on line statement dated 13 May 2020)

Total Balance as at 13 May 2020

Lloyds Current Account	£10918.73
Lloyds Savings Account	£12.26
Unpresented cheques	-£25.00
Net Bank Balance	£10905.99

Chairmans Signature and date:

Do the Numbers Limited

37 Upper Brownhill Road
Southampton, SO16 5NG

023 8077 2341

27th April 2020

Beverley Bridgman , Clerk
Greywell Parish Council
Chippington Cottage, Weston Road
Upton Grey RG25 2RJ

Dear Beverley,

Subject: Review of matters arising from Internal Audit for 31 March 2020

Please find below the list of matters arising following my visit today. The internal audit took place during the COVID lockdown and appropriate allowance has been made for such.

Overall I found the records of the council to be in very good order and I felt that the visit went well.

Control area	Issue	Recommended Action
Confidential minutes	The confidential minute from the October 2019 meeting was not on file at the time of audit.	Due to the change of clerk and contact restrictions, the document was missed from the handover. It will be checked next year.
Website	The new council website is live but is not being picked up by search engines.	It may be worth members and residents tagging the correct domain name onto the map centre of the village so that search engines update their records.
AGAR Box 4	The new guidance is that only wages and tax and NI and pensions should be included in Box 4.	Please amend the spreadsheet formula so that mileage and office expenses go in box 6. The 2020 Box 4 value should be £2073
Earmarked reserves	The council has £13,581 in a reserve relating to Deptford Lane. It is planned that these funds are returned to donors during 2020/21.	It may be worth spreading the payments so that they do not push the council over the audit exemption limit which would incur more cost and time.

Please find attached my bill for the agreed fee. If you or your members have any queries or require further information, please do not hesitate to contact me.

Regards



Eleanor S Greene

eleanorgreene@thedunnefamily.co.uk

Registered in England No. 7871759

Director: Eleanor S Greene

Greywell Parish Council July Electronic Payment Request

To	Item	Amount	Invoice	Type
Staff	Salary July	£172.64	07/20	SO
Staff	Expenses July	£6.55	07/20	EP
Information Commissioners Office	Renewal of Data Protection Fee	£35.00	ZA267323	DD
Chairmans Signature and date:				

Greywell Parish Council August pre-payment authorisation

To	Item	Amount	Invoice	Type
Staff	Salary August	£172.64	08/20	SO
Upper Bridge Enterprises	Annual Website fees	£189.49	tbc	EP
Chairmans Signature and date:				

Greywell Parish Council Monthly Sheet for July (Appendix B)

Lloyds Current Account

Balance as at 13 May 2020

£10918.73 (agrees statement dated 29 May 2020)

Payments

Date	To	Amount
20 May 2020	Staff New Clerk Handover payment (minute reference 19 May 2020 18)	£172.64
20 May 2020	Do The Numbers Ltd Invoice 12/936 (Internal Audit)	£160.00
20 May 2020	Hampshire Association of Local Councils Invoice 3884 (Yearly Subscription Fees)	£165.26
20 May 2020	Came & Company (Insurance Renewal)	£366.13
20 May 2020	WR Sindle Invoice 0076 (Tree Removal)	£250.00
1 June 2020	May Salary	£172.64
1 June 2020	Upper Bridge Enterprises Invoice 0695 (New Website)	£390.00
1 June 2020-8 June 2020	DLFF repayments	£250.00
18 June 2020	Upper Bridge Enterprises balance of Invoice 0695 (New Website)	£60.00
22 June 2020	DLFF repayment (Cheque no 000569)	£50.00
22 June 2020	DLFF repayment (Cheque no 000570)	£500.00
30 June 2020	June Salary	£172.64

Receipts

Date	From	Amount
3 June 2020	VAT refund	£125.74
17 June 2020	VAT refund	£141.80

Balance as at 8 July 2020

£8476.96 (agrees on line statement dated 8 July 2020)

Lloyds Savings Account

Balance as at 13 May 2020

£12.26

Balance as at 8 July 2020

£12.26 (agrees on line statement dated 8 July 2020)

Total Balance as at 8 July 2020

Lloyds Current Account	£8476.96
Lloyds Savings Account	£12.26
Unpresented cheques	£200.00
Cancelled cheques	Nil
Net Bank Balance	£8289.22

Chairmans Signature and date:

PARISH LENGTHSMAN SCHEME NEWNHAM CLUSTER



LEAD AND ASSOCIATE PARISH AGREEMENT 2020/21

THIS AGREEMENT is made on the 10th day of June 2020

Between

LEAD Parish Council of NEWNHAM of 2 Ash Cottages, Newnham Road, Newnham RG27 9AF, hereinafter called the "Lead Parish" of the one part
and

ASSOCIATE Parish Council of GREYWELL (hereinafter called the "Associate")
of the other part

WHEREAS

- 1) The Lead Parish, under an agreement made with Hampshire County Council, has agreed to undertake the duties of lead parish in a Parish Lengthsman scheme (referred to here as "The Scheme").
- 2) The Scheme will include The Lead Parish and other local Parish Councils as agreed with Hampshire County Council (the "Associates") and will operate for 2020/21 under this agreement ("Agreement").
- 3) Hampshire County Council will provide funding to the Lead Parish, which will arrange for the works and services to be provided for the Scheme by a contractor ("Parish Lengthsman").
- 4) The Lead Parish Council has agreed to fulfil certain obligations to Hampshire County Council and to procure that the Associates shall fulfil those same obligations, insofar as it concerns the activities of the Scheme within the Associate's parish.

NOW IT IS HEREBY AGREED

1. Operational Matters

- 1.1. The Lead Parish and the Associate will agree a schedule of dates when the Parish Lengthsman will work at the parish of the Associate. The total time funded will be divided approximately equally between the Parishes in the Group.
- 1.2. In the event that the Associate requires a level of service above that which is funded under the Scheme, the Associate shall meet any such cost.
- 1.3. The Lead Parish will make the following funding available for the Scheme: One thousand pounds (£1,000) per annum per participating parish plus Lead Parish administration fees at ten percent (10%) of the total Scheme funding.

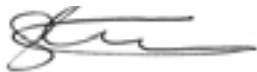
- 1.4. While the duties of the Parish Lengthsman will be performed under contract with the Lead Parish, the Associate will be responsible for the allocation of tasks, supervision of work, confirmation of hours worked and approval of any expenses incurred in carrying out of duties while at the parish of the Associate.
- 1.5. The Associate undertakes to remit any records of work carried out under this Agreement in a timely fashion.
- 1.6. The Associate undertakes that it will ensure that the Parish Lengthsman carries out those duties in accordance with the practices and procedures prescribed by the Lead Parish.
- 1.7. The Associate will allocate tasks that are included in Schedule 1 to this Agreement and will not allocate tasks set out in Schedule 2 to this Agreement.
- 1.8. In providing the services and works under this Agreement the Associate shall conform to policies, specifications, procedures, standards and directions provided by the Lead Parish on behalf of Hampshire County Council Highways Manager [North] .
- 1.9. Where common forms or documents have been agreed by the parties the Associate shall use such forms and documents.
- 1.10. Under the Health and Safety at Work Act 1974, The Lead Parish and the Associate have a duty to ensure the Health, Safety and wellbeing of the Parish Lengthsman. This will include training in basic highway safety and the provision of safe working practices and procedures.
- 1.11 The Lead Parish may instruct the Associate to undertake Further Works as defined in Schedule 1). The costs for any Further Works shall be assessed and agreed between the Parties in writing.

2. Insurance and Claims

- 2.1. The Associate shall take out and maintain Public Liability insurance, which shall, for any one occurrence or series of occurrences arising out of one event, be not less than £10,000,000.
- 2.2. The Lead Parish and the Associate acknowledges that claims and proceedings against the highway authority in respect of the provision of the Scheme by the Associate under this Agreement (other than claims under contracts undertaken by the Associate) shall be handled by Hampshire County Council.

- 2.3. Any such claims or other intimation of such proceedings received by the Associate shall be referred by the Associate to the Lead Parish and Hampshire County Council as soon as possible but in any event within seven days of receipt of the claim together with all supporting information.
- 2.4. The Associate shall provide to Lead Parish and Hampshire County Council any witnesses, information, evidence, documents or other material necessary to enable Hampshire County Council to conduct or settle any subsequent proceedings.
- 2.5 This Agreement shall be governed by English Law and the parties submit to the exclusive jurisdiction of the English Courts.

Signed on behalf of
Newnham Parish Council



Susan Turner, Clerk

Signed on behalf of
Greywell Parish Council

SCHEDULE ONE: DUTIES OF PARISH LENGTHSMAN

This schedule lists the duties the Parish Lengthsman may undertake.

1 Drainage

- Clearing existing drainage grips
- Maintaining ditches
- Cleaning channels
- Clearing outfalls
- Rodding pipes (off highway)
- Flood prevention works (as specifically directed by the Parish Council as 'further works')

2 Signage

- Cleaning (non illuminated)
- Minor repairs

3 Other Minor Works

- Remove soil/detritus
- Cutting back vegetation overhanging the road or footway
- Clearing footways of weeds/moss
- Removing vegetation from parapets or fences
- Grass strimming
- Reporting defects
- Sweeping
- Litter picking
- Removing flyposting
- Unauthorised sign and graffiti removal
- Cleaning street name plates
- Cleaning bus shelters
- Minor repairs to street furniture
- 'Village upkeep'.

SCHEDULE TWO: EXCLUDED WORKS

This schedule lists the duties the Parish Lengthsman may not undertake.

- 1 Cleaning, repair or any work on:
 - Street lighting
 - Illuminated signs and bollards (ie any street furniture with an electrical connection)
 - The live road; and
 - Patching and structural repairs (no excavation due to possibility of underground apparatus)
 - Emergency call-outs to highway incidents.

Greywell Parish Council 1st Quarter Accounts 30 June 2020

Incoming Payments

	Predicted 2020-2021	Already received	Payments due
Precept	£4400.00	£4400.00	£0.00
Bank Interest	£0.00	£0.00	£0.00
VAT refund	£60.00	£267.54	£77.00
Totals	£4460.00	£4667.54	£77.00

Outgoing Payments

	Budget 2020-2021	Already paid	Agreed but not yet paid	What's left in the budget
Salary	£2073.00	£863.20	£1382.44	-£172.64
Clerk's Expenses	£110.00	£16.27	£0.00	£93.73
Administration	£50.00	£0.00	£0.00	£50.00
Insurance	£357.00	£366.13	£0.00	-£9.13
Training	£0.00	£0.00	£0.00	£0.00
S137	£325.00	£126.00	£0.00	£199.00
Chairmans Allowance	£50.00	£0.00	£0.00	£50.00
Repairs and Maintenance	£250.00	£400.00	£0.00	-£150.00
Membership and Donations	£300.00	£230.26	£0.00	£69.74
Village Hall Hire	£100.00	£100.00	£0.00	£0.00
Website	£200.00	£373.00	£189.49	-£362.49
Internal/External audit	£170.00	£160.00	£0.00	£10.00
The Villager	£300.00	£306.20	£0.00	-£6.20
Parish Newsletter	£75.00	£0.00	£0.00	£75.00
VAT on payments	£100.00	£77.00	£0.00	£23.00
DLFF repayments		£12765.00	£200.00	
Totals	£4460.00	£15783.06	£1771.93	-£129.99

Balance Carried forward 01/04/20	£19604.74
ADD Total Receipts (as above)	£4,667.54
LESS Total payments (as above)	£15,783.06
Balance Carried forward 30/6/2020	£8,489.22
Current Account as at 30 June 2020	£8,476.96
Savings Account as at 30 June 2020	£12.26
Total	£8489.22