

GREYWELL PARISH COUNCIL

Minutes of the Greywell Parish Council meeting
held in the Village Hall at 6pm on Wednesday 13 April 2022

In attendance: - Cllr D Millard, Cllr M Barter, Earl of Malmesbury, Cllr H Mogg and Cllr J Pocock
Also in attendance-Beverley Bridgman (Parish Clerk), District Cllr J. Kennet & County Cllr J. Glen

Draft minutes subject to confirmation

1. Receive and accept apologies for absence

All Parish Councillors present. Apologies received from District Councillor K. Crookes

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

None

3. The Chairman to sign as a correct record the minutes of the Parish Council meeting held on 23 February 2022

Approved and signed

4. Open the meeting to members of the public

3 members of the public attended the meeting.

Representatives from the recently formed Greywell Road Safety Group introduced themselves to the Parish Council. They explained the group was formed after a personal project on speeds in the village was conducted in September 2021. The results of this survey were published in the Greywell Gazette with a request for additional helpers to collect more data, consider ideas and gather support generally to support traffic moderation in Greywell. As a result of the Gazette article another 8/9 people offered to help with the project and the Greywell Road Safety Group was formed.

The groups next step is to conduct a survey of villagers to see if they are supportive of traffic moderation in the village and for ideas of what could be done to solve the issues. The group has also been in contact with County Cllrs Humby and Mellor regarding the local campaign "20 is plenty" and will pass on any data they gain so this can be fed into the county project

5. Receive reports

Reports were received from County and District Cllrs, these can be found in Appendix A.

Both the County and District Cllr and all members of the Parish Council expressed their thanks to Cllr Millard for his services to the Parish Council for many years, he will be sorely missed.

6. Consider and discuss the following planning application:

a) Replace roof tiles at Northbourne, The Street, Greywell, RG29 1DA

Reference 22/00503/HOU

The Parish Council discussed the application and agreed to send a comment of 'support' to Hart District Council

7. Update on previous planning applications

None

8. Discuss whether the Parish Council wishes to comment on the Construction Method Statement submitted for the approved planning application at the Old Dairy (21/02002/FUL)

Agreed the Parish Clerk will send an email to both the Planning Officer and Agents representing the applicants with the following comments:

- Because of the narrow roads in parts of the village with no passing spaces, the Parish Council asks if articulated loads could be escorted through the village?
- There are safety concerns regarding some junctions in the village such as the Greywell Road onto the Nately Road. This junction is on a hill and there are blind spots with regard to vehicles travelling from both directions, the junction is also heavily used by cyclists in view of this the Parish Council would like to see traffic signage in these areas
- There is often many cars parked along The Street, some of which are villagers cars. This makes what is already a narrow road even more difficult to negotiate. If the Parish Council could be forewarned of large loads they could circulate information to the village asking them to remove their cars from The Street at these times

9. Approve the Electronic Payment request for April

Approved - The Electronic Payment request for April is shown overleaf:

Greywell Parish Council April 2022 Electronic Payment Request

To	Item	Amount	Invoice number
Staff	Salary April 2022	£299.00	4/22
	Home Office Allowance April 2022	£15.00	
	Total	£314.00	
Hampshire Association of Local Councils Ltd	HALC/NALC subscription 2022-2023	£174.09	INV-5020
C Gallop	Grass Cutting 2022-2023	£200.00	2022-2023
Do The Numbers Ltd	Internal Audit 2021-2022	£125.00	12/04
Chairmans Signature and date:			

10. Note the current financial situation and sign bank statements

Noted - The current financial situation can be found in Appendix B. The balances as at 7 April 2022 were:

Current Account: £6213.82

Savings Account: £12.26

11. Note the Parish Council accounts for Q4

Noted-the Accounts for Q4 can be found in Appendix C

12. Note comments and discuss any necessary action from this years Internal Audit

The Internal Auditors report can be found in Appendix D. Points raised were discussed:

C. Risk Assessment-the risk assessment document still shows, as the author, a former clerk. When the content is updated, the current clerk becomes the author

The Parish Clerk will amend the document ready for the next review in March 2023

Council Computer-The records of the council are managed on the clerks own laptop. It would improve security and resilience if council records were held on a computer it owned

The Parish Clerk advised the Parish Council should be providing the Clerk with all the equipment necessary to do the role, ie laptop, printer, shredder. However she is happy to use her own laptop, printer and shredder for now as the purchase of this equipment would be a big expense to the Parish Council which hasn't been budgeted for in 2022-2023. The Clerk confirmed she is the only one who uses her laptop, does all the Apple updates and back ups the Parish Council documents weekly.

She did however advise that the Parish Council will need to consider purchasing their own up to date equipment in the future, especially when the time comes for a new Parish Clerk

I. Savings Account-the councils savings account bears little interest and is little used. It may be worth holding the bulk of the councils funds in that account

The precept for 2022-2023 was paid into the bank account on Monday. The Parish Clerk suggested that what was left in the current account on 31 March (£6213.82) is transferred to the savings account. **Agreed**

M. A newly co opted member of the council has not included their home address on the DPI form. After the election, all members should review their forms for completeness and accuracy

The 'new' Parish Council will all need to complete new DPI forms in May so this issue will be addressed.

13. Approve and sign end of year Bank Reconciliation

Approved and Signed

14. Approve and sign the Certificate of Exemption (Form 2 of the Annual Governance and Accountability Return (AGAR) 2021/22)

Approved and Signed

15. Approve and sign Section 1 of the AGAR, the Annual Governance Statement 2021/22

Approved and Signed

16. Approve and sign Section 2 of the AGAR, Accounting Statements 2021/22

Approved and Signed

17. Review Operation London Bridge (replacement Councillor for Sue O'Neill)

Agreed to postpone until the May meeting when the 'new' Parish council takes their seats

18. Discuss Parish Councillor vacancy as the result of the Uncontested Election

Hart District Council has confirmed that four candidates put themselves forward for the 5 seats available on the Parish Council. As a result those four candidates, who are Mike Barter, the Earl of Malmesbury, Henri Mogg and Liz Muir, will take office as Greywell Parish Councillors from Monday 9 May 2022.

As of 9 May there will be a vacancy on the Parish Council for a fifth Parish Council which will be determined by co-option. The Parish Clerk will advertise the role and a decision on cop-option will be made by the 'new' Parish Council

19. Discuss training for new Councillors

Hampshire Association of Local Councils (HALC) are holding an on-line "Knowledge and Core Skills" course for new Councillors 22 June (2hrs) and 6 July (2.5hrs). The cost of the course will be £95 plus VAT and includes a copy of The Good Councillor Guide. The Parish Clerk advised Liz Muir has indicated she would like to attend the course subject to agreement by the Parish Council

Agreed

20. Note the date and time of the first meeting of the new Parish Council, 6pm on Thursday 19 May 2022

Noted. The District and County Councillors advised they will be unable to attend this meeting due to District and County meetings being held at the same time

There being no other business the meeting closed at 7.05pm

www.greywell.info

Email: parishclerk@greywell.info

Appendix A

District Councillor J. Kennett April Report

There will be elections for councillors to Hart District Council on 5 May so Hart is now in the pre-election period, previously known as 'purdah'. During this time the District has specific restrictions on communication activity which could be seen to affect voting.

District Cllr K. Crookes is standing down and so his replacement will be elected at these elections.

The Hart Planning Department should be more stable in the future, due to the employment of new staff to help with the workload.

The previously reported 'work' at the Chosley Solar Farm is to provide the pre-commencement archaeological information as required under Condition 9 of the approved Planning Application and does not relate to the Solar Farm development itself.

A planning application for a cheese factory at Newlyn's Farm, which will enable the continued growth of the Hampshire Cheese Company, has recently been approved by the District (21/02690/FUL)

County Councillor J. Glen April Report

The leader of Hampshire County Council, Cllr K. Manns is standing down and so there will be a 'mini' election for a new leader. Further information will follow in May.

Humanitarian support for Ukraine

It's been a news-worthy few weeks since my last report, and foremost in our minds is the unfolding tragedy in Ukraine. I have been heartened by the many local charities and individuals who have given up their time and talent to support relief efforts, including personally driving trucks filled with donated goods to the Polish border. I salute you all. It's a heartfelt reminder we must never take democracy for granted.

<https://www.doctorswithoutborders.org/.../countries/ukraine>

I am happy to signpost residents to collection points for donations for Ukrainian refugees.

For those who would prefer to offer financial support for those undertaking humanitarian efforts in Ukraine, these links might be of help:

The British Red Cross, which has launched an appeal to raise funds for food, medical supplies, shelter and water
<https://donate.redcross.org.uk/appeal/ukraine-crisis-appeal>

The Ukrainian Red Cross <https://redcross.org.ua/en/donate/>

Doctors Without Borders, whose base in Ukraine provides treatments for a range of regional diseases and medical problems <https://www.doctorswithoutborders.org/.../countries/ukraine>

The Association of Ukrainians in the UK have a centralised fund raiser and collection for items, including a warehouse in Ukraine <https://augb.co.uk/>

Homes for Ukraine

The County Council is working with local district and borough councils, as well as key local partners such as the NHS and Hampshire Constabulary, to prepare for the provision of immediate support and assistance to Ukrainians arriving in Hampshire under the Government's Homes for Ukraine scheme. An initial £100,000 has been set aside to provide immediate support and assistance.

The position is developing rapidly and remains fluid. Several key areas of activity are currently being prioritised: a process for home visits is being put in place; individual sponsors will be contacted by the County Council regarding these, as soon as they have been formally notified by Government of an impending arrival a process is

Appendix A

also being set up to allow sponsors to receive a 'thank you' payment of £350 per month direct to their bank accounts.

DBS checks are required of all sponsors under the Homes for Ukraine scheme, as well as enhanced DBS checks for hosts who will have Ukrainian children staying with them. These will commence as part of the home visit process and will be undertaken by HCC.

Guest families will be assisted with school admissions so that formal education can continue as soon as possible; queries about school places can be directed to https://www.hants.gov.uk/educationandlearning/admissions/contacts_places

The County Council's adult social care team is liaising with NHS representatives regarding how support will be provided. GP support and the provision of crisis mental health assistance is a key consideration.

A dedicated 'Support for Ukraine' webpage www.hants.gov.uk/ukraine has been set up and is being regularly updated with the latest information, together with signposting to updates from central Government.

Storms Dudley, Eunice & Franklin

We were faced with considerable disruption this month as a result of Storm Eunice and then Storm Franklin. HCC Highways staff undertook a brilliant effort to keep routes open and clear any trees that did block our roads.

Over 12,000 incidents were reported during the storm and the clear up continues. Debris and timber that's lying along the roads will be cleared in the coming weeks, please bear with us while that happens.

It's been sad to see the damage at Sir Harold Hillier Arboretum and Gardens. Around 84 of their trees have been lost or badly damaged. The clean up job has been a big one and the gardens are likely to be affected for a while yet. Well done to the team for getting the gardens safely open once more within a couple of days of the storms.

Our local community has proven in the last couple of years that when faced with adversity we all pull together and the challenges Storm Eunice brought proved that once more. For example those who offered support to friends and neighbours left without power, the tree surgeons and farmers who worked tirelessly to clear roads of fallen trees quickly and TVBCs bin collection teams who completed their rounds in the most difficult of circumstances. Thanks to everyone who played their part.

Roads

Across the county 11,395 square metres of carriageway were resurfaced in February, 16,521 gullies and other drainage was cleared and 4,905 potholes were repaired.

The Task & Finish group set up to investigate 20mph speed limits in residential areas has had its first meeting and will now begin reviewing the evidence. The outcome is expected later in the year.

Secondary School Places – September 2022

More than 98% of parents in Hampshire have been offered a place for their child, at one of their three preferred choices for a secondary school in September 2022.

More than 92% have been offered a place at their first-choice school.

Applicants were informed of the outcome of their application by letter or email on March 2nd.

Pupils who did not secure a place at one of their chosen schools have been allocated a place at their catchment school or the next nearest available school. Parents have the right to appeal in these situations and their child's name will be added to the waiting list for their preferred schools. Places do become available owing to parents changing their mind, or families moving home. There's information about waiting lists and appeals on our website: <https://www.hants.gov.uk/educationandlearning/admissions>

In total we received 14,982 applications by the deadline this year – that's an increase of 499 applications compared to September 2021 (14,483).

New Community Grants launched by Hampshire County Council

Hampshire County Council has launched a new round of grants ranging from £1,000 to £30,000 to help upgrade community buildings.

Appendix A

HCC has released significant community grants to help local groups and parishes tackle climate change and improve resilience. These funds may be used to help reduce energy bills, LED light conversion, replace windows or install solar panels.

For further information visit : <https://www.hants.gov.uk/community/grants/grants-list/parish-town-council-investment-fund?fbclid=IwAR2MaXCXQIRMb3fp-y5Cib9dLFkvCvco-TIH9vYXqayl7a14qfp-XHkoROI>

Covid-19 update

Changes have occurred to the national Covid testing regime, as part of the Government's 'Living with COVID' plan, which has been made possible largely thanks to the successful vaccination programme; this has placed the UK in a strong position to now treat Coronavirus like other respiratory diseases.

Recent changes include the closure of testing sites for people with symptoms and the end of the provision of free tests for the general public in England. Anyone wishing to get tested will be able to purchase an LFD test from pharmacies.

Limited free symptomatic testing will continue for a small number of at-risk groups and will also remain available to social care staff. Guidance on testing arrangements for visitors to care homes is provided on the [gov.uk webpages](#)

The current data shows a picture of increased COVID-19 activity and continued high case rates across all ages in Hampshire, with the highest rates currently among 35-39 year olds, and rising infections in the those aged 60+. Despite hospitalisations decreasing since the peak of the Omicron wave, there is a slight upward trend in those admitted to hospital with COVID-19, which HCC's Public Health team are monitoring closely, alongside outbreaks within the community.

More information can be found on the 'Keep Hampshire Safe' web page at <https://www.hants.gov.uk/socialcareandhealth/coronavirus/covid-changes-faqs>

New community pantries

Five new Community Pantries are opening in Hampshire with support from the connect4communities programme, led by Hampshire County Council. Each pantry will help families who are facing hardship to access food at reduced prices. There is now at least one community pantry in each of the 11 districts in the HCC local authority area, with a total of 20 across Hampshire. For more information visit www.connect4communities.org

And finally, I'd like to highlight the following useful web links for any environmental concerns that need reporting. We can't fix it if we don't know about it, but please be patient as our contractors need to prioritise storm damage first.

Links to report road issues are here:

Potholes: <https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/potholes>

Tree/hedge problems: <https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/treehedge>

Flooding/drainage issues: <https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/flooding>

Pavement problems: <https://www.hants.gov.uk/transport/roadmaintenance/roadproblems/paving>

Problems with rights of way: <https://www.hants.gov.uk/landplanningandenvironment/rightsofway/reportaproblem>

When reporting an issue, you'll be sent an email confirming a reference number for the report. If you would like me to follow this up for you then do please forward that message to me and I will add a comment as County Councillor, which should hopefully bump it up the priority list. Please don't forget to include your written permission to pass on your email/contact details to the relevant department(s).

jonathan.glen@btinternet.com

Greywell Parish Council Monthly Sheet for April 2022 (Appendix B)

Lloyds Current Account

Balance as at 17 February 2022

£6898.78 (agrees statement dated 28 February 2022)

Payments

Date	To	Amount
24 February 2022	Whitewater Valley Preservation Society Annual Renewal	£30.00
25 February 2022	Greywell Village Hall (Feb Hire) Invoice 220002	£10.00
28 February 2022	Staff Salary and Expenses February 2022	£266.08
22 March 2022	Upper Bridge Enterprises Invoice 1167	£112.80
30 March 2022	Staff Salary and Expenses March 2022	£266.08
Balance as at 7 April 2022		£6213.82 (agrees on line statement dated 7 April 2022)

Lloyds Savings Account

Balance as at 17 February 2022

£12.26

Balance as at 7 April 2022

£12.26 (agrees on line statement dated 7 April 2022)

Total Balance as at 7 April 2022

Lloyds Current Account	£6213.82
Lloyds Savings Account	£12.26
Unpresented cheques	Nil
Cancelled cheques	Nil
Net Bank Balance	£6226.08

Chairmans Signature and date:

Greywell Parish Council Q4 Accounts 31 March 2022

Incoming Payments

	Predicted 2021-2022	Already received
Precept	£5200.00	£5200.00
Bank Interest	£0.00	£0.00
VAT refund	£100.00	£70.38
Totals	£5300.00	£5270.38

Outgoing Payments

	Budget 2021-2022	Already paid	What's left in the budget
Salary	£3193.00	£3192.96	£0.04
Clerk's Expenses	£50.00	£0.00	£50.00
Administration	£50.00	£55.03	-£5.03
Insurance	£400.00	£339.13	£60.87
Audit	£160.00	£125.00	£35.00
Venue Hire	£100.00	£59.49	£40.51
Website Management	£300.00	£251.91	£48.09
Repairs and Maintenance	£575.00	£473.66	£101.34
Training	£0.00	£0.00	£0.00
Subscriptions and Donations	£300.00	£350.95	-£50.95
Chairmans Allowance	£50.00	£0.00	£50.00
VAT paid	£100.00	£107.62	-£7.62
Totals	£5278.00	£4955.75	£322.25

Balance Carried Forward 30/4/21	£5911.45
ADD Total receipts (as above)	£5270.38
LESS Total payments (as above)	£4955.75
Balance Carried Forward 31/3/22	£6226.08
Current Account as at 31/3/22	£6213.82
Savings Account as at 31/3/22	£12.26
Total	£6226.08

Subscriptions and Donations over budget due to £50 extra donation
Administration over budget due to price increases for printer ink

Do the Numbers Limited
37 Upper Brownhill Road
Southampton
SO16 5NG

11th April 2022

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 2022

Following my visit with you today, please find below the list of matters arising. Please ensure that the issues raised are addressed in advance of approval of the AGAR

The internal audit was carried out in accordance with the requirements of the [Audit and Accounts Regulations 2015](#) and the guidance and instruction in the [Practitioners Guide 2021](#)

I found the records of the council to be in exemplary order.

Test	Matter arising	Recommended Action
A	<i>Appropriate accounting records have been properly kept throughout the financial year</i>	
	The records of the council comply	with this test
B	<i>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for</i>	
	The records of the council comply	with this test
C	<i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these</i>	
Risk Assessment	The risk assessment document still shows as the author, a former clerk.	When the content is updated, the current clerk becomes the author.
Council computer	The records of the council are managed on the clerk's own laptop.	It would improve security and resilience if council records were held on a computer it owned.
D	<i>The budget resulted from an adequate budgetary process, progress against the budget was regularly monitored, the reserves were appropriate</i>	
	The records of the council comply	with this test
E	<i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for</i>	
	The records of the council comply	with this test
F	<i>Petty cash payments were properly supported by receipts, all petty cash was approved and VAT appropriately accounted for</i>	
	Not applicable to this council	
G	<i>Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied</i>	
	The records of the council comply	with this test

<i>H</i>	<i>Asset and investment registers were complete and accurate and properly maintained</i>	
	The records of the council comply	with this test
<i>I</i>	<i>Periodic Bank reconciliations were carried out during the year</i>	
Savings Account	The councils savings account bears interest but it little used.	It may be worth holding the bulk of the councils funds in that account.
<i>J</i>	<i>Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cash book, supported by an adequate audit trail and debtors and creditors recorded.</i>	
	The records of the council comply	with this test
<i>K</i>	<i>Certified Exempt in prior year</i>	
	The records of the council comply	with this test
<i>L</i>	<i>Transparency Code</i>	
	The records of the council comply	with this test
<i>M</i>	<i>Public Rights</i>	
Member's DPI forms	A newly co opted member of the council has not included their home address on the DPI form.	After the election, all members should review their forms for completeness and accuracy.
<i>N</i>	<i>Publication of prior year AGAR</i>	
	The records of the council comply	with this test
<i>O</i>	<i>Trust funds</i>	
	Not applicable to this council	
<i>P</i>	<i>Borrowing</i>	
	Not applicable to this council	

Please find attached my invoice for the agreed fee.

If either you or your members have any queries, please do not hesitate to contact me.

Regards,



Eleanor S Greene