

# GREYWELL PARISH COUNCIL

## Minutes of the Annual Meeting of Greywell Parish Council held in the Village Hall at 6pm on Wednesday 24 May 2023

---

**In attendance: - Cllr M. Barter, Cllr R. Cole, Earl of Malmesbury, Cllr H. Mogg and Cllr L. Muir**  
**Also in attendance-Beverley Bridgman (Parish Clerk), County Cllr J. Glen, District Cllr C. Dorn & District Cllr J. Kennett**

### Draft minutes subject to confirmation

#### **1. Election of Chairman and declaration of acceptance of office**

Cllr Barter was elected as Chair of Greywell Parish Council for the ensuing year. The Parish Clerk will provide Cllr Barter with a Declaration of Acceptance of Office for signature  
(Proposed by the Earl of Malmesbury and unanimously agreed)

#### **2. Election of Vice Chairman and declaration of acceptance of office**

Cllr Cole was elected as Vice Chair of Greywell Parish Council for the ensuing year. The Parish Clerk will provide Cllr Cole with a Declaration of Acceptance of Office for signature  
(Proposed by the Earl of Malmesbury and unanimously agreed)

#### **3. Receive and accept apologies for absence**

All Parish Cllrs present

#### **4. Receive and note any declarations of interest relevant to the Agenda**

None

#### **5. The Chairman to approve as a correct record the minutes of the Parish Council meeting held on 22 March 2023**

**Approved** and signed

#### **6. Open the meeting to members of the public**

1 member of the public attended the meeting

#### **7. Receive reports**

Parish Councillors congratulated District Councillor C.Dorn on his re-election.

County Cllr Glen had provided a written report that was circulated ahead of the meeting and District Cllrs Dorn and Kennett provided verbal reports.

All reports can be found in Appendix A

#### **8. Update on previous planning applications**

Since the last Parish Council meeting on 22 March 2023 the Parish Council has sent comments to Hart District Council (HDC) for the applications below:

- Erection of building to house a biomass boiler to provide heating and hot water to the site  
Barnsgrove, White Lane, Greywell, RG29 1GF  
Reference 23/00636/FUL

The Parish Council submitted a comment of support.

HDC has since granted the application subject to certain conditions which can be found on the [Hart website](#)

- Erection of a two storey rear extension, replacement front window and insertion of window first floor side  
3 Manor Farm Barns, The Street, Greywell, RG29 1DB  
Reference 23/00555/HOU

The Parish Council submitted a comment to state they support the application in general but believe Planning Officers should conduct an onsite visit in order to determine if the separation between the properties to the

west of the development is sufficient in respect of the proposed new window on the applicants existing west facing first floor wall.

HDC has since granted the application subject to certain conditions which can be found on the [Hart website](#)

- Erection of a greenhouse

Old Pound Cottage, Hook Road, RG29 1BU

Reference 23/00446/HOU

The Parish Council submitted a comment of support.

HDC has since granted the application

**9. Agree renewal of annual membership to Hampshire Association of Local Councils £159.10, National Association of Local Councils £15.42 & Whitewater Valley Preservation Society £30**

The Parish Clerk confirmed the 2022-2023 budget had allowed for these payments within Subscriptions and Donations

**Agreed** to renew both memberships

**10. Approve renewal of the Parish Council insurance policy (£353.59)**

A copy of the renewal insurance schedule had been circulated to Councillors prior to the meeting.

The Policy is due for renewal on 1 June 2023 and the premium remains the same as last year at £353.59 (includes a £50 admin fee), this is the last year of a 3 year Long Term Agreement.

The Parish Clerk informed Councillors that if, and when, the Parish Council has claimed adverse possession of the land in front of the pumping station this will increase insurance costs as will the addition of a Speed Indicator Device, and village gates.

The Parish Clerk also advised that as from this years renewal there has been some changes to the insurance policy in respect of cover provided for bonfire and firework displays. These events will no longer be insured if organisation of the event is delegated to another group.

**Approved** - the Parish Clerk will renew the Policy and inform the Village Hall Committee of the need to arrange their own insurance cover for bonfire and firework displays

**11. Approve the Electronic Payment request for May 2023**

**Approved** - The electronic payment request and copies of all invoices had been circulated to Councillors prior to the meeting. The approved request can be found below:

To	Item	Amount	Invoice
<b>Staff</b>	Salary May 2023	£316.94	
	Home Office Allowance May 2023	£16.50	
	Total	<b>£333.44</b>	May 2023
	Expenses April & May 2023	<b>£3.35</b>	May 2023
<b>Greywell Village Hall</b>	Hall Hire May 2023	<b>£15.00</b>	230010
<b>Do the Numbers Ltd</b>	Internal Audit 2022-2023	<b>£125.00</b>	12/1380
<b>Community Heartbeat Trust</b>	Annual Support Cost (yr 7)	<b>£162.00</b>	16441
<b>* HALC</b>	Affiliation Fees & NALC Levy 2023-2024	<b>£174.52</b>	INV-5726
<b>* Whitewater Valley Preservation Society</b>	Annual Membership Renewal 2023-2024	<b>£30.00</b>	Renewal 23-24
<b>* Gallagher Insurance</b>	Insurance Renewal 2023-2024	<b>£353.59</b>	1609972
<b>* to be discussed</b>			

## **12. Note the current financial situation**

**Noted** - The current financial situation can be found in Appendix B. The balances as at 18 May 2023 were:

Current Account: £6626.69

Savings Account: £5770.57

## **13. To receive and note the Parish Council Annual Internal Audit Report**

**Received and noted** - all audit paperwork had been circulated to all Councillors prior to the meeting. The Internal Auditor had mentioned the following points:

- 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.

Agreed to consider the purchase of a Parish Council owned laptop at a future budget calculation. In the meantime the Parish Clerk only uses her laptop for Greywell Parish Council business and backs up documents onto a memory stick each week. The Parish Clerk email is also managed by a website provider so, at the point of a change in Parish Clerk, would be removed from the Parish Clerks laptop.

- There appears to be a timing difference between the AGAR payments and the P60 of the clerk. Care should be taken to ensure that all payments are recorded in the correct tax year

The Parish Clerk advised that she had made an error in the payments to HMRC in April 2022 and had inadvertently recorded her Home Office Allowance as part of her salary opposed to non taxable pay. This was rectified the following month and there has been no overpayments by the Parish Council. This has since been explained to the Internal Auditor who is happy with the explanation

## **14. Approval of Section 1 of the AGAR**

**Approved**

## **15. Approval of Section 2 of the AGAR**

**Approved**

## **16. Approval of the Certificate of Exemption**

**Approved**

## **17. Chairman and Parish Clerk to sign the Annual Governance Statement and Chairman to sign the Accounting Statements**

**Signed** - Copies of all paperwork will be published on [greywell.info](http://greywell.info)

## **18. Confirmation of commencement date for the exercise of public rights**

**Confirmed** as 6 June 2023 to 14 July 2023. The notice will be published on the village noticeboard on Friday 2 June by Cllr Cole and the Parish Clerk will publish on [greywell.info](http://greywell.info)

## **19. Certificate of Exemption to be signed by the Parish Clerk/RFO and Chairman**

**Signed** - The Parish Clerk will send the certificate to the external auditor and publish on [greywell.info](http://greywell.info)

## **20. Discuss the addition of photographs to the Parish Councillor details on greywell.info (Cllr Cole)**

**Agreed** to add photographs of all members to [greywell.info](http://greywell.info). Councillors will send their photographs to the Parish Clerk for publication. Agreed there does not need to be a photograph of the Parish Clerk

## **21. Agree and approve Terms of Reference for the Parish Council Road Safety Working Group**

**Agreed and approved** - The Terms of Reference had been circulated to all Councillors prior to the meeting; a copy can be found in Appendix C

## **22. Update from the Road Safety Working Group (Cllr Cole)**

At the last Parish Council meeting it was indicated the Village Hall Committee may be prepared to offer funding to help with the purchase and implementation of village gates and/or a speed indicator device. At this time the Committee is not sure if the rules of the Charity Commission will allow such a donation so, at the appropriate time, it may be necessary for the Parish Council to seek further funding opportunities.

The Traffic Management team at Hampshire County Council will be liaising with the Road Safety Working Group with regard to next steps on utilising the available S106 funds. This team has recently undergone some organisational changes after an initial restructure and the new Traffic Management contact will be in contact in due course. In the meantime we have been advised that, as the team are currently at capacity with Community

Funded Initiative projects, additional schemes are unlikely to be progressed until sometime later in this financial year.

### **23. Discuss re-joining The Villager (Cllr Muir)**

Points raised:

The annual cost to include Greywell as part of The Villager would be around £300 which, in proportion to the Parish Council budget is a lot of money.

When the Parish Council did make annual contributions (£1578 over 5 years) there were very few contributions from Greywell residents.

Whilst Greywell no longer contributes articles to The Villager those who are signed up to the village email communication still receive a monthly copy of the magazine which provides articles from neighbouring villages. Greywell now has The Greywell Gazette which is produced by volunteers at no cost to the village and represents Greywell only.

Along with The Gazette, the [greywell.info](http://greywell.info) website and the village email circulation provide information relating to the Greywell Parish at no cost to villagers.

The Parish Council decision to cancel membership in October 2020 wasn't taken lightly. As with all Parish Council meetings, the agenda noting discussion of membership to The Villager was circulated to all residents prior to the meeting. Residents were invited to attend remotely to put forward their views.

**Discussed and agreed that at this time the Parish Council would not be contributing to The Villager**

### **24. Confirm the date and time of the meetings in July and September**

**Confirmed** - The next Parish Council meetings will be held at 6pm in the village hall on Wednesday 5 July and Wednesday 6 September

**There being no other business the meeting finished at 7.20pm**

## **Appendix A**

### **County Councillor J. Glen May Report**

I recently visited Greywell to view the deteriorating condition of the carriageway in The Street and Deptford Lane following complaints from a resident.

\*\* since the Parish Council meeting Hampshire Highways have inspected these locations and orders have been raised to attend to those defects which meet the County Council's safety defect criteria.

#### **Road repairs and a general pothole update**

I am seeing lots of posts and receiving emails about road repairs, with quite a few saying, "Good to see repairs being undertaken in X or Y" and also quite a few saying, "I reported this pothole weeks ago and they haven't fixed it yet."

Fortunately the weather has now improved, with less rain and higher road temperatures, and finally Hampshire Highways can do more in terms of patching and fixing.

From December to February the number of reports of potholes exceeded the number of repairs each week. Since then the trend has gradually reversed, particularly over the last month thanks to extra resources being pumped in – both money (from HCC's budget and the £6 million given to us for pothole repairs from the Government grant) and extra staff (as we have been able to stand down those on gritter duty, for example).

There remains much to do of course, and I suspect the comments to this post will fill with "but you've not fixed the dreadful pothole at X or Y". However, you'll understand there has to be a hierarchy for deciding which potholes get fixed first.

We are prioritising repairs where there is a genuine safety concern above everything else (the arbiters of whether a safety concern is 'genuine' are our highway engineers who assess them).

We then look to repair those with the greatest impact on traffic and road safety, so on 'A' roads and main routes, then minor routes and finally residential streets and side roads. It is of course generally much easier to avoid a road problem on a quiet side street or lane than on a busier route.

Finally, do please continue to report any road issues you come across. If they are already reported, not fixed yet, but getting worse then do update your report to say so or report them again. I am always happy to come out on a site visit so do please get in touch if you want to bring a particular road issue to my attention.

You can find all the reporting links to do so here:

<https://www.hants.gov.uk/tra.../roadmaintenance/roadproblems>

Thanks so much for bearing with us. The intense heat last summer and then the freezing temperatures this past winter was the worst possible weather combination for road damage and there remains a huge amount still to do.

#### **Utility works on the highway**

The current works being undertaken around our area have resulted in quite a number of questions about why and how [Hampshire County Council](#) allow utility companies, other public bodies and development companies to work on the roads.

So, I hope it's helpful to share this Q&A which helps explain the process for granting permission and what control Highways have over these type of roadworks:

#### **Q. What is the HCC Highway's role?**

A: The Highways team is responsible for the coordination of all works and events on the public highway in order to minimise traffic disruption. The Street-works team also monitors the utility companies' activities on the public highway and checks active work sites and reinstatements for compliance with national specifications.

## **Appendix A**

### **Q. Can utility companies legally work on the public highway?**

A: Yes, they have legal duties and rights to install and maintain apparatus on the public highway. However, they have to comply with national specifications and obtain a permit from the County Council for planned works. Legislation gives them legal rights to install cabinets and masts (up to 15 m high) on the public highway without planning permission.

### **Q. Can HCC stop a utility company from working on the public highway?**

A: No, except under very specific circumstances, for example: where a utility company wants to install new apparatus on a highly important and strategic road that has been specifically designated, by law, as a protected street.

### **Q. What conditions can be placed on works on the public highway?**

A: The County Council can place conditions on any permit application. Conditions are used to try to minimise traffic disruption. The conditions available as part of the permit scheme are not 'free form' and are restricted to controls over works timing, works area, traffic management type and stakeholder engagement. Conditions have to be reasonable and be able to be met by the works promoter.

### **Q. Who decides what type of traffic management (TM) to use?**

A: The works promoter is entirely responsible for selecting the most appropriate type of TM. They are the experts in the works they are undertaking and what the risks are. In selecting the TM type they must consider the risks to the workforce, passing traffic (including pedestrians) and relevant legislation and Codes of Practice.

### **Q. Who decides what diversion routes to use when road closures are needed?**

A: The works promoter is entirely responsible for selecting an appropriate diversion route. Best practice is to ensure that the diversion route uses similar roads to those closed. Unfortunately, the existing networks don't always permit this. Diversion routes are not enforceable.

### **Q. Who is responsible for the information provided on the permit?**

A: The works promoter is ALWAYS responsible for the information they supply. The County Council must assume that it is correct when assessing the permit and determining what conditions to apply.

### **Q. Does granting a permit mean that the County Council approves of the works/installation?**

A: No, the permit relates ONLY to the works and its impact on traffic. Approval for installing apparatus is given either by a utility company's legal rights or via the local Planning Authority.

### **Q. I've seen a utility leave a blacktop reinstatement in a flagstone surface. Is this allowed?**

A: Yes, utility companies are allowed to use a temporary reinstatement in order to re-open a road quickly or to give them time to source specialist materials. Normally temporary reinstatements are allowed for up to 6 months, the utility company has to reinstate the original surface within that time.

### **Q. How long is a utility company responsible for its reinstatement?**

A: Legislation states that a utility company is liable for any 'reasonable' repairs for two years.

### **Q: How much notice does the County get for works?**

A: Legislation requires all works promoters to submit permit applications between 3 working days and 3 months ahead of works starting.

For 'Immediate works' (relating to safety or loss of service) there is no advance warning. Works are started and the County Council is alerted within 2 working hours.

## **Appendix A**

### **Q. Can penalties be applied for non-compliance?**

A: Yes, there are a range of penalties open to the County Council where works promoters do not comply with permit conditions.

### **Q. How well do utility companies comply with specifications and permit conditions?**

A: Very well, in 2022 Over 95% of site signage and 96% of reinstatements complied with the National specifications. 97% of utility sites comply with permit conditions. 99% of utility sites were completed on time, or early.

### **Q. How can I see what works are planned in the County?**

A: The County Council handles all permits via a National IT system. This system automatically publishes all permits on the <https://one.network> website

### **Q. How many utility works are undertaken on the County's road network?**

A: In the 2021/2022 financial year we processed 52,000 permit applications/changes from utility companies which resulted in 36,000 works being undertaken.

In the meantime, I'm sure you share my jubilation at the re-opening of the A30/B3349 roundabout and the celebration of the new Sainsbury's supermarket. I am delighted that most of the work is now completed and hopefully our local traffic patterns will return to normal shortly.

[jonathan.glen@hants.gov.uk](mailto:jonathan.glen@hants.gov.uk)

### **District Councillor J.Kennett May Report**

A new Chairman (Cllr P. Wildsmith) and Vice Chairman (Cllr D. Smith) were elected for 2023/24 at the Hart District Council Annual General Meeting (AGM) on Thursday 18 May. The Cabinet members and Chairmen of Hart District Council Committees were also appointed. I am on both the Hart Planning and Standards Committees.

There is nothing new to say about the warehouse planning applications on land at Lodge Farm, North Warnborough.

[john.kennett@hart.gov.uk](mailto:john.kennett@hart.gov.uk)

### **District Councillor C.Dorn May Report**

I am pleased to have been re-elected as a District Cllr and am also Chair of the Hart Overview and Scrutiny Committee and a member of the Hart Standards Committee.

Hart District Council (HDC) is currently conducting consultations on two draft Supplementary Planning Documents:

Cycle and Car Parking in New Developments

Viability Appraisals for New Development

Both consultations will run until 23 June 2023; further information can be found on the [HDC website](#)

[chris.dorn@hart.gov.uk](mailto:chris.dorn@hart.gov.uk)

## Greywell Parish Council Monthly Sheet for May 2023 (Appendix B)

### Lloyds Current Account

Balance as at 16 March 2023

£396.80 (agrees statement dated 31 March 2023)

#### Payments

<u>Date</u>	<u>To</u>	<u>Amount</u>
23 March 2023	Basingstoke Canal Society-Annual Renewal	£30.00
24 March 2023	Greywell Village Hall Invoice 230005	£12.00
30 March 2023	Staff Salary & Home Office Allowance March	£314.00
4 April 2023	Christine Gallop-Grass Cutting 23-24	£200.00
6 April 2023	HMRC Land Registry Cheque No 000573	£40.00
2 May 2023	Staff Salary & Home Office Allowance April	£333.44

#### Receipts

<u>Date</u>	<u>From</u>	<u>Amount</u>
27 March 2023	Parish Council Savings Account	£474.33
13 April 2023	Hart District Council-Precept 2023-2024	£6685.00

**Balance as at 18 May 2023**

**£6626.69** (agrees on line statement on 18 May 2023)

### Lloyds Savings Account

Balance as at 16 March 2023

£6237.82 (agrees statement dated 6 April 2023)

#### Payments

<u>Date</u>	<u>To</u>	<u>Amount</u>
27 March 2023	Parish Council Current Account	£474.33

#### Receipts

<u>Date</u>	<u>From</u>	<u>Amount</u>
11 April 2023	Bank Interest	£3.80
9 May 2023	Bank Interest	£3.28

**Balance as at 18 May 2023**

**£5770.57** (agrees on line statement on 18 May 2023)

### **Total Balance as at 18 May 2023**

Lloyds Current Account	£6626.69
Lloyds Savings Account	£5770.57
Unpresented cheques	Nil
Cancelled cheques	Nil
Net Bank Balance	<b>£12397.26</b>

**Chairmans Signature and date:**



**Appendix C**  
**Greywell Parish Council**  
**Road Safety Working Group**  
**Terms of Reference**

**Purpose of the Working Group**

The Working Group is an advisory group of two council members and one member of the public, to research and advise the Parish Council on the costs and possible implementation of the following additional road safety measures in Greywell village:

- A Speed Indicator Device,
- Village gateways  
and
- implementation of a 20 mph speed limit.

**Terms of Reference**

1. As agreed at the full Parish Council meeting on 24 May 2023, the working group will include two council members, Cllr Cole and Cllr Mogg.
2. The working group will invite one member of the public selected from the Greywell Road Safety Group to join the efforts of the group and to attend working party meetings with voting rights at these meetings.
3. As agreed at the full Parish Council meeting on 22 March 2023 Cllr Cole will chair the working group and will ensure that all members of the working group, and the Parish Clerk are kept informed and involved with progress, and act as the primary contact to the Parish Council.
4. In line with the purpose set by the Parish Council, the remit of the working group is to:
5. Work with Hampshire Council to determine a plan to implement Road Safety measures and thus utilise S106 funding from the Old Dairy Planning Application.
6. In scope Road Safety aims are limited to the possible implementation of a Speed Indicator Device, Village Gateways, and a 20 mph speed limit.
7. Seek additional funding required over and above that available from Hampshire Highways.
8. The working group does not have any delegated powers to make decisions for or on behalf of the Parish Council and must not exceed its purpose or remit without the Parish Council's permission.
9. The working group cannot order goods or services on behalf of the Parish Council.
10. The working group reports to the Parish Council and should provide reports at each full Parish Council meeting whilst the working group is active.
11. Meetings of the working group are informal and therefore do not need to be held in public and may be held remotely.

**12.** Meetings of the working group do not need to be minuted, but minutes are considered best practice to allow for accurate reporting to the council.

**13.** Once the purpose of the working party has been fulfilled, the group will be disbanded.

The working group is an informal advisory group and any decisions made by the group cannot bind the council. The council will consider the advice provided by the working group but are under no obligation to accept the advice as a basis for any decisions made by full council/committee.

**Approved and adopted 24 May 2023**

**Review date May 2024 or earlier if required**