

Greatham Parish Council

Minutes of the meeting of Greatham Parish Council held at
Greatham Village Hall on Monday 5th July 2010 at 7.30 p.m.

Present Cllrs A Bridgman, A J Booton, D Jerrard, D Redman, and C Rudd. Also present Mrs T Whelan (clerk)

The meeting was declared open at 7.30 p.m

094/10 Apologies for Absence

Cllr Fellows

095/10 Chairman's Announcements

The Chairman pointed out the fire escapes in the event of a fire.

096/10 Declarations of Interest

Cllr Rudd declared a prejudicial interest with regards to the Planning Application for 5 Bakers Field as it involves a relation of hers.

Cllr Jerrard complained that item 3 of his email to the clerk with regards to the Agenda had not been adhered to. The clerk informed the meeting that she had taken advice from the SLCC who advised that the suggested title should not be used. She had included the item requested as Policing in Greatham, under Agenda Item 10. The Chairman said that Cllr Jerrard had made a proposal and the clerk had taken advice and the item has been included. Cllr Rudd asked why Cllr Jerrard had not been informed that the title had been changed. Cllr Jerrard said that he wished the discussion on this to be in an exempt session as well as Item 12 The result of the complaint against a Councillor. He then read p23 of the Good Councillor's guide on the importance of reducing crime and disorder in the area, and consideration of any criminal proceedings cannot be made public. Cllr Bridgman informed the meeting that they had been asked to adjourn to exempt session but he did not see the need for this and therefore asked the councillors to vote on this. There were representations and discussion for both sides on this issue. Cllr Bridgman informed the meeting that too much time had been spent and that Cllr Jerrard had proposed an exempt session to cover part of Item 10 Policing in Greatham and Item 12 and that this will be voted on when the appropriate Item is reached.

97/10 Public Question Time

Mrs Cheesman raised the question as to why Cllr Redman had proposed the Grant to the PCC as his mother is on the PCC and he should have informed the meeting of his personal interest and she feels that some councillors do not give their conflicts of interest. Cllr Bridgman said a note would be made of that. Cllr Rudd said that she would ask the question at the Code of Conduct training on Wednesday. It was asked if other councillors would also attend this. Cllr Bridgman said that as far as he is aware none of the other councillors have yet made their intentions known.

098/10 Approval of Minutes of meeting held on 7th June 2010

Cllr Jerrard said that the voting had not been recorded. The clerk responded that it is not usually done. Cllr Rudd said that under 088/10 she would like it clarified that in addition to her personal interest, she is secretary of the PCC.

PROPOSED by Cllr Booton and **SECONDED** by Cllr Redman, with all in favour. The minutes were then signed.

099/10 Matters arising from the Minutes

Cllr Jerrard noted that Mr Lewis was not here and that an email sent to Mr Lewis this afternoon from Linda Munday to councillors and cc Judy Onslow with questions regarding Greatham Housing Need.

Cllr Jerrard also asked if a letter had been sent to the Police. This was confirmed by the clerk.

100/10 Reports from County and District Councillors

Both Councillors Clarke and Onslow sent their apologies. Councillor Clarke did in addition send an informative email that he wished to report on Operation Restore. This is a long term scheme to restore the quality of Hampshire's roads and is budget protected. Every site has been assessed for the amount of damage including surface cracking, potholes\carriageway rutting and ride quality. All roads are then scored 1-10. Scores could be increased buy up to 3 points depending on level of vehicle usage – e.g. A/B roads, schools, hospitals. Worst roads have been checked by a deflectograph which checks residual life of the road. Parishes have also been taken into account and the worst roads have been dealt with first including Duckmead Road in Liss. He suggested that the Parish Council consider informing the Highways Dept in College St, Petersfield of any road in Greatham that should be dealt with early in the programme.

Cllr Bridgman said that Duckmead is a dead end and was puzzled. He said that he would notify HCC Highways that Petersfield road in particular was in need of repair.

101/10 Reports of Representative

(a) **Coryton Almshouses**

Nothing to report.

(b) **Village Hall**

Cllr Redman is the representative on this committee but this appointment was not made until their AGM which was after their last committee meeting. The clerk explained that she had informed both the Secretary and Chairman of the Village Hall committee about the Parish Council decision in June and had correspondence with both of these. However, it appears that they did not inform their committee or present the agreed quotation which had been obtained for them to be able to apply for the grant. They thought that as they were applying for the grant that they had to choose a board. They did consider the one approved by the Parish Council from Whitehill Direct but decided to order one from a carpenter at a similar cost. They did not apply for the EHDC July application for large grants and will now apply for a small grant £495 (max £500) which they believe will be matched by County Councillor Clarke. Cllr Bridgman suggested email to the chairman and secretary to clarify who is doing what. The GPC had agreed to order from 'Whitehill Direct using funds from EHDC and the District Councillor. Who is buying the board?

The clerk produced three quotes for cutting the grass around the playground. It was agreed to use Charles Taylor Stoakes who does the grass for the Village Hall at £15.ph. Proposed Cllr Redman and seconded Cllr Booton.

(c) **Old Church**

There is a meeting on Tuesday.

(d) **Transport and Highways**

Mr Rudd said that people seem to be driving down Longmoor Road the wrong way from the slip road off the A3. The clerk to write to Highways and the police to report this.

(e) **Footpath and Tree Warden**

Cllr Fellows is not in attendance but Cllr Bridgman understands that it is all under control

(f) **Planning Committee**

Cllr Rudd declared a personal interest with the regards to the planning application for 5 Bakers Field and left the room.

Cllr Bridgman said that this would not be discussed tonight as a visit was planned, The minutes of the planning meeting of 1st January 2010 were approved. Proposed by Cllr Booton and seconded by Cllr Bridgman

(g) **Playground Committee**

The report of the annual inspection by Mr Adams was presented. Cllr Rudd said that it was very good. Cllr Bridgman proposed that the recommended works are carried out. This was unanimously agreed. Cllr Booton would handle this.

102/10 RFO report to 30/06/10

Cllr Bridgman read out the RFO report and the balances on accounts on 1st July are as follows:

Bank reserve	£ 29020.99
Current	£ 654.76
Old church	£ 1,233.45

Schedule of payments

Payments to be made this month:

Clerk's salary June	£400.00
Clerk's expenses June	£ 19.79
AVG computer security to Clerk	£ 37.99
St John the Baptist	£800.00
N W Adams	£ 64.04
Alan Harland	£235.00
Total	£1556.82

Request for AVG computer Annual protection for Parish laptop £32.33 This was unanimously agreed.

It was proposed that the schedule of payments be made and that £1200.00 was to be transferred to the current account from the reserve account. **PROPOSED** by Cllr Booton and **SECONDED** by Cllr Redman. The clerk will send the signed transfer request to the bank.

Cllr Bridgman then reported to the Council from the letter received from the internal auditor.

Internal Auditors matters arising

1. NatWest as still paying interest on Old Church account net of tax.
2. VAT in accounts and annual return. He recommended that, starting from the accounts for the year ended 31 March 2011, input and output VAT should be excluded from income and expenditure in the council's accounts, so any residual unclaimed VAT at the end will be a debtor on the balance sheet. Refunds for prior years will be treated as a receipt in the current year.
3. The annual governance statement on page 3 of the annual return includes an affirmation that the council has considered the risks it faces and has agreed a policy for managing those risks. The council adopted a draft resolution at its meeting on 6 July 2009, as a summary of its risk policies. The council should consider this resolution again as soon as possible, as the insurance for 2010/11 has been renewed. I suggest that in future years a similar resolution should be passed when renewing insurance cover.

It was unanimously agreed to send a letter to the bank regarding item 1.

Resolution regarding risk assessment

The clerk noted that the Council needed to minute formally the discussions regarding risk assessments that had taken place earlier in the year, when the insurance renewal was being considered. The Council's annual return included affirmation that the Council had considered its risk assessment policies and processes, and further guidance on the ways in which risks were identified and then managed was provided in the Practitioners Guide to the audit process. It was acknowledged that the Council's annual budget was small and that the Council had no public facilities other than the play area beside the Village Hall. Most of its expenditure was on administration and enabling grants to community organisation, and income other than precept, interest and VAT refund was minimal. Overall risks were considered low.

The Practitioners' Guide indicated three areas for managing risks:

1. Using Insurance – The council was required to have the mandatory insurance cover for public, employer and similar liabilities and the other principal risk to be covered was property damage to street furniture and office equipment. Insurance had therefore been effected for these areas. Fidelity insurance had recently been increased as recommended by the external auditors.

2. Working with third parties – this was not appropriate for the Council
3. Self-management of risks – the Council considered internal controls in place, notably the approval of all payments by the Council; the accounting systems maintained by the clerk; the budgetary review process; and the annual review by internal audit. The Council considered that existing controls and procedures were appropriate for the annual expenditure levels.

Risk management arrangements were therefore considered appropriate.

This resolution was proposed by Cllr Booton and Seconded by Cllr Redman.

Cllr Bridgman informed the council that he had been to the bank to get hold of the statements and whilst there he collected the necessary paperwork to enable the clerk to deal with the bank. This will enable the clerk to speak with the bank and be given details of the different accounts which will be extremely helpful to the Chairman. Cllr Jerrard asked that it should be ensured that this is in accordance with the financial regulations of the Parish Council. Cllr Bridgman suggested that the clerk will complete these papers in accordance with the signing rules to put before the council at the next meeting together with the bank's resolution wording, which he read out. Proposed by Cllr Rudd and seconded by Cllr Jerrard.

103/10 Greatham Annual Parish Meeting items for discussion

Parish Plan

Unfortunately Mr Lewis was unable to attend. The clerk had received a letter from Mr Lewis which had been circulated to all the councillors and asked what the council wished to do next. Cllr Bridgman said that Mr Lewis had offered to take charge but funds would be required. He has read the papers and comments from the District Council, which do appear to make the whole procedure extremely complex and he is not sure this is necessarily correct but it will only be seen as Mr Lewis and his committee try it out. He said that there is £29,000 in reserve and would like to have a proposal that we offer a sum of money to the Parish Plan and ask Mr Lewis to carry on. Cllr Booton said he thought this quite sensible. Cllr Bridgman proposed funding of £1000 be available for the Parish Plan committee led by Mr Lewis who already has 5 willing members who are not Parish Councillors. Mr Lewis could then apply for a grant of up to £750. Mrs Cheesman asked if £1750 would be enough for this including the public consultation. Cllr Bridgman said that if the funds are insufficient, then Mr Lewis could come back to us. It was agreed that at the next meeting a proposal would be put forward to spend £1000 on the Parish Plan. The clerk was asked to inform Mr Lewis.

Policing in Greatham

Cllr Jerrard proposed an exempt session as there were confidential matters that may include possible criminal proceedings to be discussed. This was proposed by Cllr Jerrard, seconded Cllr Rudd. Cllr Bridgman said that he understands the concerns of Cllr Jerrard but does not believe that it is for the parish to have an exempt session to discuss something over which we have no remit. Cllrs Jerrard and Rudd voted for the proposal and Cllrs Redman and Booton voted against it. Cllr Bridgman used his casting vote to vote against the motion.

Cllr Bridgman then asked Cllr Jerrard if there were any items he wished to discuss in public. Cllr Jerrard said that at the Annual Parish Meeting, Sergeant Bromell who attended referred to there being little crime in Greatham when there has in fact been multiple crime: a landrover stolen, lead stolen off the school roof, arson, breaking into cars and others still under investigation. Sgt Bromell said that he was new to the area and was invited to come along without any briefing whatsoever. Cllr Jerrard felt that this is an insult to the village to come along without being briefed or informed. The clerk has sent a letter to which we do not have a reply. He suggests we need to contact a senior police officer to say that we have had no response. He also suggests that we have a crime officer attend a meeting and talk about crime in Greatham. Why is the council allowing the police to say that there is no crime in Greatham? Cllr Bridgman said it is clear Cllr Jerrard is interested in the policing in Greatham but there are no other parishioners here. Cllr Jerrard replied that Cllr Bridgman knows why no one comes to discuss this subject. Cllr Bridgman said that he fails to see what influence the

parish council can have on the police as we have no direct authority. There was further discussion on these lines then Cllr Jerrard said he had no further comments. Cllr Bridgman asked if anyone else had any comment. Cllr Redman said that about 18 months ago the police gave a talk along the same lines as Inspector White and Sgt Bromell and so they are all reading off the same hymn sheet. He agreed with Cllr Bridgman that there may be no purpose in continuing this. We do not see local police patrols, just vehicles at high speed not stopping in Greatham.

104/10 Correspondence

1. Particulars of the Parish by-election and that nominations closed on 2nd July. Cllr Jerrard said that he had telephoned the election office at 4.45 and was told by Judy Kelsey that Mr Dave Rudd was the only nomination and official notification would follow tomorrow.
2. A tree preservation order has been put on at Le Court
3. LUPIN AGM report from Mr Lewis to say that the EHDC contribution has gone from £250 to zero in spite of the fact that costs have been increased. We may therefore be asked for a contribution in future.
4. We have received the new Employers Liability certificate
5. Learning and Development dates from HALC for those looking for training/CPD
6. There will be a display of play equipment at Petersfield play and say day on 25 July.
7. Dates of Passenger Transport forum meetings – in particular concessionary fares.
8. Basingstoke and North Hants foundation Trust Hospital is looking for members – no cost.
9. Invitation to the Greening Campaign Conference 20th July
10. Whitehill and Bordon master plan will be left at Village hall where it must stay, together with booklets that may be taken away..
11. Robin Stockwell has resigned from the Liss and Greatham Sick Poor fund with immediate effect.
12. HALC update with news and view, policy and legislation and training and development items.
13. Highways works notification of the closure of Selborne road for resurfacing 12-15th July at Empshott.
14. Alton classic bus and country pub day 17th July for those interested in real ale.
15. July Community Forum Bulletin. July 6th Meeting includes Petersfield Town Design Statement.

105/10 Result of hearing of Complaint against a Councillor

Cllr Jerrard proposed that anything regarding the findings should be held in an exempt session as Cllr Rudd has an appeal pending. Cllr Bridgman asked if there was any point in discussing any items as the council was not involved in the preparation of the defence so could they play any part in the appeal. Cllr Rudd said she would ask for support. Cllrs Bridgman, Booton and Redman confirmed their support. Cllr Rudd said she is going to the Code of Conduct meeting at Whitehill on Wednesday and if any one else wants to go they just need to contact Cynthia Haveron to say who is going. Cllr Booton said that as it is the semi finals of the world cup he would go on another occasion. Cllr Jerrard said that the councillors must agree that the findings were wrong or unfair. How would they support Cllr Rudd? Cllr Bridgman said he needed time to think and would talk with Cllr Rudd in private and that everyone has been happy to continue to support Cllr Rudd.

106/10 Any Other business for the next Meeting

1. Proposal to support Parish Plan with funds £1000.
2. Cllr Jerrard asked that the items on the Agenda should err on the side of too much rather than too little information.

092/10 Date and place of next meeting:

The next full Parish Council meeting will be on Monday 6^h September 2010 at 7.30 p.m. in the Village Hall.

There being no further business, the meeting closed at 9.40 p.m.