

Greatham Parish Council
Parish Council Meeting
Greatham Village Hall
Wednesday 14th December 2022 at 8pm

Dear Councillor,

You are hereby summoned to a meeting of Greatham Parish Council for the transaction of business set out below.
Lizzy Keeling

Lizzy Keeling
Locum Parish Clerk
9th December 2022

AGENDA

1. Chairman's Announcements

2. Apologies for Absence: To note any apologies received from Councillors

3. Declarations of Interest:

Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the room or chamber when the meeting discusses & votes on the matter

4. Approval of Minutes: To approve minutes from the council meeting held on 12th October 2022

5. Update on previous actions arising from council meetings (Appendix 1: Action Log)

6. Report from County Councillor: To note the report from Cllr Oppenheimer (Appendix 2)

7. Public Question Time: 15-minute adjournment to allow members of the public to raise questions

8. Parish Council Finances/Administration:

- a) Finance Report: To note finance report for November 2022 (Appendix 3)
- b) **Payment Schedule:** To approve current payments (Appendix 3)

9. Budget and Precept for 2023/24: To discuss & agree the budget and precept for the next financial year (Appendix 5: Draft Budget)

10. Job vacancy Parish Clerk/RFO: To discuss & agree any further actions required to enable the council to recruit a permanent Clerk/RFO and agree on Cllr Lafferty temporarily taking on the role of RFO.

11. Bank mandate: To update the bank mandate to include new councillors and appoint an administrator for the account

12. Planning and TPO Applications received: To consider and agree a response to the following application:

Reference	Address	Proposal	Consultation Expiry Date
SDNP/22/05021/FUL	Mill Cottage, Mill Lane, Greatham, GU33 6HH	Detached dwelling following demolition of existing	19/12/22

SDNP/22/05472/TCA	The Old Rectory, Petersfield Road, Greatham, GU33 6HA	Remove (T1) - sycamore (see sketch plan Ref1). This tree was probably self-seeded several years ago but is close to and interfering with a well grown oak tree (see photograph Ref2). The intention is to remove the sycamore and re-instate the laid hazel/holly hedge along the boundary, including the part now taken by the sycamore where new hazels would be planted if necessary	23/12/22
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13. Playground update: To note the report from Cllr Crick (Appendix 6)

14. SDNPA Call for Site Update by Cllr Bartlett.

15. To note reports from Working Groups:

- a) Old Church Strategy Working Group
- b) Village Design Statement Working Group
- c) Playground Working Group
- d) Traffic & Transport Working Group
- e) Policies & Compliance Working Group
- f) Staffing Working Group

16. Coryton Almshouse Trust – proposed changes to the Declaration of Trust: Note and comment on the report from Coryton Almshouse Trustees (Appendix 7: Coryton Almshouse Trust)

17. To note any reports from representatives of local Organisations, Outside Bodies, Leads & Groups

18. Date of next meetings:

- a) **Council Meeting:** Wednesday 11th January 2023
- b) **Planning Committee Meeting:** Monday 23rd January 2023

Appendix 1: Action List

Minute ref	Action	Who
2020/21	Bridleway 11 funding – discuss funding improvements at a council meeting potentially sourcing from Parish Partnership Fund	Clerk/All
2020/21	HCC Traffic Study – ask HCC to continue study after lockdown 02/02 HCC Strategic Transport Team are reviewing study	Clerk
2020/21	Telephone box – liaise with neighbours & relevant organisations such as EHDC to see if planning permission is required. Services underground need to be investigated and marked up. The panes in the telephone box need to be replaced. 05/01 no planning permission required. 02/02 SE Water offered to set plinth; waiting for Highways approval. 07/04 DC grant applied for. 11/05 grant amount increased & legal work to be organised through HCC. 15/06 licences stalled due to input required from contractor, Cllr Rook will speak to contractor (Clerk has emailed). 28/09 Hampshire Highways refused licence due to position on grass verge	Cllr Rook
21.39 07/21	Bench in Bakers Field is rotten and needs work/replacement 13/04 wood is currently seasoning and will be installed soon	Cllr Rook
21.39 07/21	Concerns raised about the parking at Bakers Field near the bungalows. The Traffic Working Group would investigate. 13/07 the working group will investigate further after the summer	Traffic WG
21.42 07/21	FOI - Councillors recommended that a disclosure log containing information that was in the wider public interest should be published.	Clerk
21.42 07/21	Councillors recommended that a working group is formed consisting of the Clerk, Cllr Crick and Cllr Harris to clarify how the disclosure log will work and to make decisions on future freedom of information responses and whether they should be published.	Clerk/Cllr Crick/Cllr Harris
21.48 & 21.100 07/21	Village gateways – source oak posts and advise supplier that design B had been selected. Get costs for installation and bring back to Council. 30/11 Contractor will be in contact to arrange site meeting. 10/02 purchase order placed. 11/05 contractor advised that installation is imminent. 05/07 Contractor has been unwell but now recovered, so work will be done soon.	Clerk
21.167 11/21	Transport & Traffic WG to approach landowners re permissive footpath/right of way 08/12 TB has approached landowner and will report back	Cllr Butler
21.226 01/22	To carry out the outstanding actions on the Risk Management Schedule	Clerk
21.302 04/22	Seek advice from Andy Davidson (HCC) and Cllr Carew on planting at Old Church	Clerk/Cllr Harris
21.303 04/22	Seek quotes for works specified in tree survey 05/07 Tree surgeons contacted	Clerk
22.18 05/22	Create snagging list for works required at junction of Longmoor Rd/Petersfield Rd 10/08 Cllr Rook to action urgently as SE Water meeting contractor this week	Cllr Rook
22.153 09/22	Provide newsletter articles to Susie Harris	All councillors

Appendix 2: County Councillor's Report to Parish Councils in Petersfield Hangers for December 2022 by Cllr Russell Oppenheimer

1. Highways preparedness

A lot of work has gone into ensuring that Hampshire Highways are fully prepared for the winter. Salting crews are on standby and salt stores are full. Arboriculture teams are also on standby to clear trees. It is crucial that we keep our roads clear so that residents can get to work, school and college safely, as well as travel for their essential shopping needs.

Heavy, intense rainfall can result in localised flooding, and trying to keep surface water off Hampshire's 5,500 miles of road surfaces is at the forefront of our highways preventive maintenance work throughout the year.

Since January, the service's year-round maintenance programme has seen the cleaning and clearance of over 107,500 roadside gullies and 22,500 metres of linear drainage, 10,076 catchpits (chambers near to the carriageway that act like gullies and from which silt has to be cleared) and nearly 16,000 intercepting ditches (known as grips, which generally run between the road and adjacent ditch and help prevent surface water from pooling on the road), as well as the completion of 13 major drainage improvement schemes across the county.

We have achieved this despite a reduction in real-terms funding brought about by inflation. I would also like to mention that Hampshire Highways won two awards at the National Highways Awards last month: the Environmental Sustainability Award and the Judges' Special Merit Award.

Parish Councils play an incredibly important role in keeping our roads clear by reporting issues to us as they happen. We are very grateful to you all for this – please keep it up.

The direct 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>

When reporting an issue, you will 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 chase for you.

2. Arts Council boosts funding to Hampshire

In its latest round of funding, which was announced on 4 November, the Arts Council has increased their funding to Hampshire arts organisations to £1.9m. Ten organisations in Hampshire will receive annual funding from 2023-2026 to deliver access to high-quality cultural experiences and provide the opportunity for everyone to engage in arts, culture and creativity. These organisations will deliver projects linked to theatre, music, heritage, arts and dance across the County.

One of the organisations to receive new funding is in East Hampshire: the Phoenix Theatre will receive £81,000 annually for the three years of the funding period.

The package also includes £0.5m for the Hampshire Cultural Trust which runs museums across Hampshire including two in East Hampshire.

Arts are a key part of our community vibrancy and our quality of life. The boost to arts funding is also good for the economy as many jobs will be safeguarded or created by this funding.

3. The Miyawaki method of tree planting

HCC has joined forces with the Tree Council to plant our first mini-forest on the Adhurst estate (in Sheet) using the Miyawaki method. We are very grateful to all the allotment holders on the estate who have helped with the planting.

Akira Miyawaki was a Japanese botanist and an expert in plant ecology who specialized in seeds and natural forests. He was active worldwide as a specialist in natural restoration of degraded land.

Miyawaki developed a method of planting trees which achieves growth **ten times faster than normal planting** on an area usually around the size of a tennis court. The method involves careful soil preparation: first you aerate the soil and then add some mulch. The method then involves densely planting a range of native woodland trees. As well as creating faster growth, this method is also proven to be more beneficial to wildlife.

At HCC we intend to plant more mini-forests using the Miyawaki method and so please do contact us at treeplanting@hants.gov.uk if you know of a suitable location.



4. Extra payments for Homes for Ukraine hosts

Hampshire County Council is to make additional Christmas payments to Homes for Ukraine hosts and guests. HCC will be making an extra one-off £250 payment to Hampshire residents hosting Ukrainian guests as part of the Government's Homes for Ukraine Scheme this Christmas, and £200 per Ukrainian guest to support them over the holiday period

We remain hugely grateful to the local hosts who continue to provide a safe haven for more than 1,300 Ukrainian families across our county. The county of Hampshire has welcomed the third highest number of Ukrainian nationals in England, which I think is a record we can be proud of.

The new payments will be distributed in mid-December and will be funded via the grant paid to upper tier local authorities to specifically support implementation of the Homes for Ukraine scheme locally. This funding is ring-fenced and cannot be used for any other purpose.

The new payments are in addition to the extra £200 discretionary payment being paid per month over a five-month period to local hosts by the County Council.

Appendix 5: Draft Budget and Precepts for 2023/24

		<u>BUDGET 2023/24</u>							
					<u>B/F balance</u> 2021/22	<u>C/F balance</u> 2022/23	<i>predicted</i>		
					34,977	19,877	<i>based on current year costs, starting figure on 01/04/23</i>		
					<u>Earmarked Reserves</u>	<u>Earmarked Reserves</u>			
		CIL/S106/grants (inc. in above)			25,781				
		Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Budget 2022/23	Predicted outcome 2022/23	Actuals to 06/10/22	Budget 2023/2 4	
RECEIPTS	Precept	15,178	19,640	19,537	23,000	23,000	23,000	22,859	
	Bank Interest	70	25	18		50	72	50	
	Grants	1,500	1,758	2,000	1,310	1,310	1,310	4,000	
	VAT Repayments	865	1,379	717					
	Other income	465		146					
	Old Church income	571	369	203	1,250	250	20	250	
	S106/CIL		5,052						
	Receipts Sub-Total	18,649	28,223	22,621	25,560	24,610	24,402	27,159	
TOTAL AVAILABLE RECEIPTS									
		Balance C/F plus income =			22,621	60,537	59,587	44,279	47,036
		Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Budget 2022/23	Predicted outcome 2022/23	Actuals to 06/10/22	Budget 2023/2 4	
PAYMENTS									
Staff costs	Clerks Salary	10,916	10,640	11,542	12,500	12,500	5,766	12,500	
	Travelling costs	255	172	142	200	200	43	200	
	Training staff		153	60	150	150	-	150	
Training Councillors	Training councillors		-	180	300	300	-	500	
Stationery & printing	Printing Newsletter/leaflets	150	170	178	400	400	122	400	
	Stamps/stationery	321	293	361	300	300	48	300	
	Publications	-	-	-	100	50	10	100	
Meeting costs	Room Hire	343	8	159	200	150	58	150	
Website/email	IT/email/website	288	770	480	350	350	180	350	
Equipment & Repairs	Repairs & Maintenance	-	115	292	-	-	-	500	
	Equipment purchase	573	114	770	560	381	381	250	
	SLR		281	295	300	300	-	300	
Section 137	Section 137 payments	-		-					
Grants	Grant allocation	2,717	1,267	1,888	1,250	1,250	1,250	1,250	
Insurance & Fees	Subscriptions & Fees	510	786	972	800	800	427	800	
	External Auditor	200	200	200	200	200	-	200	
	Internal Auditor	240	200	225	225	230	230	230	
	Insurance	594	604	614	700	630	630	700	
Outside Spaces	Grass Cutting	450	250	345	800	600	265	600	
	Maintenance/lengthsman	20	-	306	500	200	120	200	

	Maintenance/lengthsman	20	-	306	500	200	120	200
	Play Inspection	65	95	95	95	95	-	95
	Playground	-	13	-	300	-	-	150
	Old Church		171	525	4,000	4,000	-	4,000
Other Costs	VAT on payments	619	865	721			168	
	Bank charges	42	72	74	72	72	36	72
Earmarked Reserves	EMR Trees	410	2,060	315	1,000	1,000	250	150
	EMR Community Engagement			105	250	250	69	250
	EMR NDP			-	-	-	-	-
	EMR Elections	3,151		3,667	3,500	-	-	3,500
	EMR CFI			-	1,000	1,000	-	-
	EMR S106		250	-	4,802	4,802	-	-
	EMR Grants			545				-
	EMR CIL + £2k grants (Old Church repairs)				10,220	8,500	-	1,720
	EMR Telephone Box				1,000	1,000	-	500
	EMR King's Coronation							500
	EMR SLR Deployment	281						
	EMR Training	230						
	EMR Staff Recruitment	-						
	EMR Old Church	1,310						
	EMR Village Projects	-						
	EMR Playground	-						
	Expenditure Sub-Total	23,685	19,550	25,056	46,074	39,710	10,053	30,617
				C/F figures =	14,463	19,877	34,226	16,419
					24,302	23,158		

<u>Precept calculation</u>	Tax Base	Cost per band D household
2018/19 precept		
£15,000	332.04	£45.18
2019/20 precept		
£15,178	335.98	£45.18
2020/21 precept		
£19,640	335.41	£58.56
2021/22 precept		
£19,537	333.62	£58.56
2022/23 precept		
£23,000	335.78	£68.50
2023/24 precept		
£23,000	333.71	£68.92

As the tax base has decreased, you would have to raise the band D per household charge slightly to achieve the same £23,000 precept as last year

£22,859

333.71

£68.50

If you reduce the precept amount slightly, to the figure shown here, you can leave the band D per household charge the same as last year. This figure has been added to the budget.

Appendix 6: Playground Update

The Working Group

The working group is made up 5 parents from the village who have children of varying ages from age 1-14 and 2 councillors (Andrew Crick and Olly Rook). This has been done on purpose so that we ensure all age group requirements are catered for.

Working Group Ideas Meeting

The working group held an initial 'ideas' meeting facilitated by Trish Driver, in this session we talked about what each of us wanted to achieve from this project and put forward any ideas and feedback we had been given directly from children in the village. Trish then took all the information and formed a very comprehensive brief and we made a plan to take the project forward.

The overlying theme was that rather than us choose from a shopping list of play equipment we want the contractors to understand our requirements and use their expertise to create a design that exceeds our expectations.

We had asked the working group to come to the meeting having researched playgrounds that they like and where possible to come with suggestions for contractors.

The list of potential contractors was compiled, and the working party voted on their top 4. This is the 4 contractors that have invited to tender.

Since then we have heard back from 3 contractors and met on site with one.

Our Principles for a Brilliant Playground:

1. Must be in keeping with the local area, and the principles of the SDNPA who have awarded the grant.
2. The playground sits in a site where it's surrounded by trees, fields and farmland, so the materials used should be as natural as possible.
3. Sustainability must be at the heart of the design and implementation:
4. Where possible and appropriate, we want to ensure nothing from the old playground goes to waste if it can be reused (for example, the metal slides etc).
5. The playground should be designed in a way which makes it as easy and low cost as possible to maintain, and to repair in a way which isn't wasteful.
6. We would love the playground to have as much longevity as possible.

7. Accessibility - whilst not every piece of equipment needs to be accessible for wheelchair users, we want the playground to be accessible for children and their carers who may have access needs. We would also love to see "quiet areas" factored into the design to support children with non-visible disabilities to enjoy the space as well.
8. The park must be able to accommodate a large number of children at a time. The playground is opposite the village primary school, and outside the nursery, so at peak times there can be over 50 children in the area at the same time.
9. The park should provide a space which is usable and exciting for kids of all ages, and with all kinds of needs. Something which feels "dangerous" for the kids themselves, and is obviously safe has been raised as a good indicator of what constitutes exciting, and we also want to provide the kids with opportunities to come up with their own ways of using the play area.
10. Drainage and weather-proofing will be key to the usability of the playground, so are important considerations.
11. Our grant funding is finite, so we want to be able to stretch it as far as we possibly can to create the best possible space, and have the scope to easily add to the area as further funding is provided in the future.
12. We want to create a space which feels safe for kids and parents of all ages, so a place where teenagers can come, but without "hidden" areas.

The plan going forward

We have asked contractors to provide designs by 31st December, but this is looking more like early January. Once we have received the 4 designs and quotes we will hold a public consultation.

We intend for this to be held in two parts.

1. The first part will involve the school; where we will consult with the children.
2. The second part will be held in The Village Hall and open to all residents.

Appendix 7. Coryton Almshouse Trust – proposed changes to the Declaration of Trust

Every year the three Parish Councils of Liss, Greatham and Hawkley are asked to appoint Trustees to the Coryton Almshouses. Six out of seven places on the Charity Board are set aside for Parish Councillors.

Attached is a variation to our governing document that would allow the charity to choose four out of seven Trustees on the basis of their skills, experience and diversity, each for three-year terms. We are also proposing to ask each Parish Council to put forward their most appropriate and qualified Councillor for the role of Trustee, who will stay with us for a period of four years during their time as a Councillor.

The primary issue is simple to describe: though our charity is small - a set of four homes in West Liss - for many years we have had to use the services of a commercial lettings agency to manage our homes, because as Parish Councillors with a great deal of other matters to attend to, the Trustees simply haven't had the time to do it themselves.

A secondary issue is that the number of Parish Councillors compared to the populations of the three villages is tiny. We are currently unable to recruit the best possible Trustees and instead need to rely on a very small group of very busy people, and from them, those that feel able to add Trusteeship to all their other work as a Councillor.

The lettings agency in question is a for-profit organization and naturally treats the homes as they would any in their portfolio. We have come to believe there is a great gap between this and how an Almshouse charity should be run. A great deal of work has gone in this year to making up for that gap.

In short, our aim is to:

- improve the charity's duty of care to its vulnerable residents
- align the Coryton Almshouses with acknowledged standards of management and care throughout the almshouses movement

- bring the current governing document into compliance with Charity Commission recommended best practice for modern governance

We have been in consultation with the Charity Commission and the Almshouses Association and both are happy with what we are trying to achieve. At the end of this email is an exchange with Julian Marczak, Head of Member Services at the Almshouse Association. His words highlight how unusual our current arrangement is, and how by taking this action we would be heading not away from, but towards how the vast majority of Almshouse charities work.

Here is a section of his reply to us: "In our experience the vast majority of almshouse charities are managed by trustees who are appointed directly by the charity, in some instances supported by a clerk who in many cases is employed on a part-time basis. The Charity Commission often refers to charities having a board made up of a range of skill sets and work experiences, e.g., financial, legal, building etc. Especially in the case of smaller almshouses charities, it would generally not be seen as necessary to engage the services of a letting agency."

In summary, to bring about much-needed changes we need the ability to recruit a body of Trustees who have the necessary skills, experience, time and enthusiasm to do the best possible job for our residents.

We hope that you will understand and support our aim of becoming able to manage our own homes. We believe this change will positively benefit the residents of Liss, Greatham and Hawkley for generations to come.

If any Councillor would like to meet to discuss in person the issues we've been facing, we'd be happy to meet with them.

Please let us know your thoughts as soon as you are able, as we will be voting on the matter on January 25th 2023.

Appointment of Trustees to Coryton Almshouse Trust.

In variation of clause 11 of the Declaration of Trust of 2 August 1936 and clause 3 of the Scheme of 16 January 1976

- The Parishes of Liss, Greatham and Hawkley may each appoint one Trustee respectively, who shall serve for a term of four years. In addition there shall be four further Trustees, so that in total there shall be no fewer than seven Trustees.
- Aside from (a) above, every Trustee must be appointed for a term of three years by a resolution of the Trustees passed at a Special Meeting called under clause 10 (c) of this supplemental deed. Trustees retiring at the end of their term of office may be re-appointed in accordance with the terms of this clause.
- In selecting individuals for appointment as Trustees, the Trustees must have regard to the skills, knowledge and experience needed for the effective administration of the Charity.

Clause 11 as it currently stands:

9. THE Trustees may from time to time prescribe and alter such rules for the government of the Almshouses and the residents and as to the meetings of the trustees the mode of convening the same and the conduct of business thereat and otherwise as they may think fit.

10. THE Settlor and the said Isolda Louisa Coryton shall be trustees during their respective lives and the said Augustus Frederick Coryton shall be Chairman of the trustees during his life and upon his death the said Isolda Louisa Coryton shall hold the same office during her life.

11a. THE said Edward Bruce Alexander, Thomas Cartwright and Herbert Newman Collard are parish councillors of Liss parish and have been nominated for the purpose of this deed by the Parish Council for the parish of Liss and are to hold office until the next annual meeting of that parish Council and such Parish Council shall thereafter annually appoint from among the parish councillors of that parish three trustees for the purposes of this deed.

(b) SIMILARLY the said Francis Richard Jate and Gilbert Kemp are parish councillors of Greatham Parish and have been nominated for the purposes of this deed by the Parish Council for the parish of Greatham and are to hold office till the next annual meeting of that Parish Council and that Parish Council shall thereafter annually appoint from among the parish councillors of that parish two trustees for the purposes of this deed.

(c) SIMILARLY the said Benjamin Taunton Wörner is a Parish Councillor of Hawkley Parish Council and has been nominated for the purposes of this deed by the Parish Council for the parish of Hawkley and is to hold office till the next annual meeting of that parish council and that Parish Council shall thereafter annually appoint from among the parish councillors of that parish one trustee for the purposes of this deed.