

Greatham Parish Council

Parish Council Meeting

Wednesday 10th June 2020 at 8pm

To join the meeting please use this address: <https://us02web.zoom.us/j/81261021432>

Dear Councillor,

You are hereby summoned to a meeting of Greatham Parish Council for the transaction of business set out below. This meeting is being held remotely using the Zoom video conferencing platform.

J Ives

Jane Ives, Clerk to the Council

4th June 2020

AGENDA

1. **Chair's Announcements**
2. **Approval of Virtual Meeting Policy:** To approve a policy to manage Virtual Meetings
3. **Apologies for Absence** – To note any apologies received from Councillors
4. **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 and votes on the matter
5. **Approval of Minutes:** To approve minutes from the Parish Council meeting held on 11th March 2020 and Extraordinary Parish Council Meeting held on 19th March 2020
6. **Update on actions arising from Minutes of the Parish Council Meeting held as above**
7. **Report from District Councillors:** Report from Cllr Adam Carew/Cllr Phillip Davies
8. **Report from County Councillor:** To note a report from Cllr Russell Oppenheimer
9. **Public Question Time:** Adjournment of the meeting for 15 minutes to allow the public to raise questions
10. **Annual Meeting:** To review the requirement to hold an Annual Meeting under new legislation
11. **Meeting Dates 2020/21:** To agree meeting dates for the forthcoming year to May 2021
12. **Parish Council Finances/Administration:**
 - a) **Financial Report:** To note the current report
 - b) **Payment Schedule:** To ratify payment schedules approved by Council for March-May 2020 & approve current payments
 - c) **Delegation Scheme:** To ratify decisions made under the delegation scheme since March 2020
13. **Delegation Scheme:** To review & agree amended delegated powers in case of renewed Covid-19 lockdown as follows: *In response to the Covid-19 outbreak in the UK and in the event that it is not possible to convene a meeting of the council in a reasonable time, the Clerk shall have delegated authority to make decisions on behalf of the Council where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline. This will be carried out where possible by consultation with Members by email or telephone. The Clerk will further consult with the Chair for guidance as necessary. The delegation does not extend to matters expressly reserved to the Council in legislation or in its Standing Orders or Financial Regulations. Any decisions made*

under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. This delegation will cease by resolution of Council.

14. Internal Audit Report: To note the internal audit report and agree any actions

15. Annual Return & Governance Statements (AGAR) 2019/20:

- a) To note the Annual Internal Audit Report contained in the AGAR
- b) To complete and approve the Annual Governance Statement 2019/20 (to be signed by the Chair and the Clerk)
- c) To consider and approve the Accounting Statements 2019/20 prepared & signed by the RFO
- d) The Chair to sign and date the Accounting Statements 2019/20
- e) Confirm dates for the exercise of public rights to inspect accounting records to be Tuesday 1st September to Monday 12th October inclusive

16. Land adjoining Fern Farm: To note information received and agree any further action

17. Standing Orders: To consider and agree amendments to Standing Orders/Terms of Reference for Old Church working party

18. 1 Hill View: To agree to make representations to East Hampshire District Council, South Downs National Park Authority, Hampshire County Council and other bodies regarding use of land at 1 Hill View

19. Community Funded Initiative Scheme: To allocate an amount of £1,000 from General Reserves for fees to Hampshire County Council for traffic/transport schemes under the CFI scheme

20. To note reports from representatives of Organisations, Outside Bodies, Working Parties, Leads & Groups

21. Items for next agenda

22. Date of next meeting: Wednesday 8th July 2020, 8pm (to be confirmed). Planning Committee Meeting, Monday 15th June 2020, 8pm (to be confirmed).

Appendix 1: Virtual Meeting Policy

1. Introduction

Greatham Parish Council recognises the opportunities that in the current climate, where physical meetings are not possible, remote meetings may be convened under new legislation. This policy will assist the Chair, Councillors and members of the public and press to understand how these meetings differ from a physical meeting and to assist people to engage in debate and decision making. The policy is to be delivered within 'The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020' and that are currently enacted for meetings taking place on and up to 7 May 2021.

2. Publishing the agenda and providing documents

Councillors are to be summonsed in accordance with legislation with the agenda and documents being placed on the Council's website. Agendas may be published on village noticeboards if it is safe to do so. Any Councillor or member of the public unable to access the Council's website must contact the Council and request an electronic copy of the agenda and documents to be forwarded as appropriate. Copies can be sent by post if there is sufficient time between the request being made and the meeting date.

3. Virtual Meeting 'platform'

Greatham Parish Council will utilise Zoom to provide video communications. Zoom enables video and audio conferencing for persons using mobile devices, desktops, and fixed room systems.

In preparation for the meeting the Clerk to the Council will publish via the summons:

- The Zoom meeting link
- Meeting ID
- Meeting passcode

4. Standing Orders

Standing Orders will be used to guide the meeting in a similar way as if persons were present in a physical place. Where Standing Orders differ from this Policy, then this Policy will apply.

5. Specific Virtual Meeting Arrangements

a. Attendee names

All councillors, when joining the Zoom meeting, should rename themselves to be 'Councillor' followed by their name. This allows for member of the public in attendance to identify Council members.

b. Discussions

This section applies if members are experiencing good connectivity. In the case of poor connectivity see 5c.

During the meeting all persons will be muted. During the public participation period members of the public will be required to 'enable video' in order for them to be visible to the Chair and should raise their hand to indicate that they wish to speak. Their microphone will then be unmuted and they can address the meeting. Following the conclusion of their address the microphone will be muted.

During the meeting Councillors will raise their hand to indicate to the Chair that they wish to speak on an agenda item. Councillors will be unmuted during a discussion but will be placed back on mute once the discussion has ended.

All Councillors attending the meeting should monitor their own background noise and mute their own microphones, except when speaking, if necessary to negate interference with the meeting.

c. Voting

All voting will be by a show of hands. Where a Councillor is not able to connect to the meeting by video they will be asked for their vote verbally.

d. Poor connectivity

In the case of poor connectivity the Chair will decide whether to continue with the meeting or to reconvene.

In the case of video not being available for some or all of members attending, the Chairman can choose to continue but to operate on a roll call for councillor views on individual agenda items.

e. Attendance

If a member is believed to have 'dropped out' this will be minuted. If 'drop outs' result in the meeting becoming inquorate members will endeavour to rejoin for a period of 15 minutes. After 15 minutes if the meeting is still inquorate the Chair will suspend the meeting and reconvene at a later time and date subject to the statutory days of notice. Members will be telephoned to advise of the suspension.

f. Telephone attendance

Persons wishing to attend by telephone are advised to contact the Clerk in advance in order that processes can be put in place to enable appropriate engagement.

6. Virtual Meeting Etiquette

Normal Standing Orders apply with regard to Conduct at Meetings and all attendees are expected to be mindful of the difficulties people experience with regard to the operation of technology.

Behaviour that is contrary to the intended outcomes of the meeting will be dealt with at the discretion of the Chair. For a member of the public or press this may result in them being dismissed from the Zoom meeting.

7. Declaration of Interests

A Councillor that has declared an interest that requires them to leave the meeting will be placed in the Zoom waiting room. On conclusion of the item for which the declaration is made the Councillor will be returned to the meeting.

8. Public Participation

The Clerk will read any questions that have been submitted prior to the meeting from members of the public.

9. Confidential matters

Confidential matters will be dealt with through a separate Zoom meeting that is available to Councillors only. On conclusion of the ordinary agenda items, the meeting will be suspended for Councillors to re-join using the confidential Zoom meeting link that will have been provided to Councillors only. Councillors should ensure other members of their household are not present when confidential items are being discussed.

10. Recording

Zoom meetings will be recorded by the Clerk and made available to Councillors, the press and members of the public on request.

Policy adopted 2020

For further information see The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 <http://www.legislation.gov.uk/uksi/2020/392/contents/made>

Appendix 2: County Councillor's Report

1. Schools update

As you will be aware, Hampshire schools have remained open for vulnerable children and the children of keyworkers throughout the Covid-19 crisis. We are very grateful to the teachers and support staff for all that they have done. Each day in April and May there were around 7,000 pupils attending Hampshire schools.

As of today, schools are now welcoming more children back. All schools were sent detailed guidance by the Department for Education; Headteachers and their staff have analysed that advice and undertaken careful planning to make sure they can open safely. HCC's School Improvement Team has been actively supporting all Headteachers in the task of preparing risk assessments. HCC officers have also drawn together a series of FAQs and checklists to help Headteachers think through the practicalities of opening and these have been well received.

Precise arrangements vary from school to school but the phased return will hopefully see the majority of children from Reception, Year 1 and Year 6 back at school in smaller class sizes this month. The Government has previously indicated that it will only be *recommending* to parents that they send their children back to schools when they partially re-open. There will be no compulsion for parents to do so and therefore the Government has indicated that parents will not be fined if they choose not to send their children back.

2. Opening hours of HWRCs extended

The HWRCs did reopen in the week of 11 May 2020 as envisaged in my last report. Since the HWRCs reopened, the queues have unfortunately impacted on local people trying to get to work as well as having a detrimental impact on the ability of businesses nearby to get back up and running. Social distancing means that less people are allowed on site at any one time, so the queues are likely to be around for a while.

I am very conscious that there is a large backlog of waste which needs to be deposited, since many people have been clearing out attics and undertaking DIY whilst under lockdown.

In response to this unprecedented demand, since Saturday 23 May, I am pleased to report that HWRCs have been open until 6pm every day so the hours are now 10.00 – 18.00.

HCC is urging everyone to follow traffic management directions and queue responsibly. In particular the "Do not queue beyond this point" signs are important to prevent people waiting but not getting in, which is obviously a frustrating thing to happen. I would also urge people to consider if they really do need to take their waste to an HWRC at this time. If the waste can be safely stored for another month or so, this would help to ease the current congestion problems.

3. Country Parks car parks have reopened

To enable residents to enjoy the countryside and look after their mental and physical health, Hampshire's Country Park car parks are open to visitors. All country parks (excluding Staunton Farm and Manor Farm attractions) are operating normal opening hours and normal parking rates. Toilets are open but **cafes, shops, visitor centres and play areas remain closed** until further notice and in line with current government guidance. We are hopeful that it will be possible to reopen the cafes and shops in July.

4. Priority Cutting List

Parish Councils will (I believe) have been contacted by the Countryside Service about arrangements for cutting the Priority routes this year.

The increased popularity of Rights of Way during the pandemic means that our network is busier than ever and needs good maintenance, particularly as we are now moving into the heavy seasonal growth period. Unfortunately, the recommissioning of the cutting contract has been affected by Covid-19, with contractors unable to start work until mid/late June. Consequently, the Countryside Service has decided to deliver the work directly, for this season only, rather than face the further delays and impacts associated with the re-procurement process. We are now mobilising our teams and will be working closely with Parish and Town Councils to ensure that the network of paths is open to our communities.

On this issue, I wanted to mention one more thing. Grants are currently available from the HCC Rural Communities Fund to Parishes who wish to purchase equipment and take charge of their priority routes with teams of local volunteers.

I hope some Parishes will take advantage of this opportunity. In many years, as we know all too well, one annual cut to priority routes is simply not enough. We have had little rain so far this Summer so growth has not been too severe but next year could be different. It would be great to have more resilience in the community to keep key routes open in years where we face a lot of overgrowth. We all know how important these routes are to the community.

5. South Downs sets up Recovery Fund

A COVID-19 Recovery Fund of £375,000 has been approved by the South Downs National Park Authority to help support local communities and step up the National Park's role as a 'natural health service'. Members of the National Park Authority voted to approve the release of funds at an Authority meeting.

The fund, from earmarked reserves, will be used to help support projects across the National Park as organisations and businesses make steps to move into the recovery phase of the COVID-19 pandemic. It will also help to maximise opportunities for people to connect with the National Park and its many health and wellbeing benefits.

The funding has been split into five priority themes: landscape and biodiversity, cultural heritage, sustainable access, connecting people and communities, and economy and tourism, with an additional, smaller amount going towards engaging more people with the National Park during this unprecedented time.

RUSSELL OPPENHEIMER

County Councillor for Petersfield Hangers

Appendix 3: Meeting Dates 2020/21

All meetings will start at 8pm.

Due to the current Covid-19 pandemic and following government advice regarding public meetings, the Council can hold all meetings remotely until 7th May 2021. Greatham Parish Council will hold remote meetings until such time as the government advises physical meetings may be held.

	Parish Council (2nd Wednesday of each month)	Planning Committee (4th Monday of each month, subject to planning applications)
July 2020	8 th July	27 th July
August 2020	No meeting	No meeting
September 2020	9 th September	28 th September
October 2020	14 th October	26 th October
November 2020	11 th November	23 rd November
December 2020	9 th December	As required (TBA)
January 2021	13 th January 2021	25 th January 2021
February 2021	10 th February 2021	22 nd February 2021
March 2021	10 th March 2021	22 nd March 2021
April 2021	8 th April 2021 Annual Parish Meeting (TBA)	26 th April 2021
May 2021	12 th May 2021 Annual Meeting	24 th May 2021

Appendix 5: Payment Schedules

March 2020

Invoice Date	Payee	Description	Net Total	VAT	Total
		PAYMENTS MADE			
23/02/20	Clerk	Salary March 2020 (inc.additional hours worked)	£792.92	£0.00	£792.92
23/02/20	HMRC	Tax/Ni liability month 12	£263.50	£0.00	£263.50
19/03/20	Petaprint	Leaflet printing re volunteer support	£75.00	£0.00	£75.00
		TOTALS	£1,131.42	£0.00	£1,131.42

April 2020

Invoice Date	Payee	Description	Net Total	VAT	Total
		PAYMENTS MADE			
24/04/20	Greatham Village Hall	Hall hire March 2020	£8.25	£0.00	£8.25
24/04/20	Home Start Butser	Grant award 2020	£500.00	£0.00	£500.00
24/04/20	Victim Support	Grant award 2020	£50.00	£0.00	£50.00
23/04/20	Clerk	Salary April 2020	£792.92	£0.00	£792.92
		TOTALS	£1,351.17	£0.00	£1,351.17

May 2020

Invoice Date	Payee	Description	Net Total	VAT	Total
		PAYMENTS MADE			
18/04/20	ICO	Renewal subscription 2020/21	£35.00	£0.00	£35.00
		PAYMENTS TO BE MADE			
25/03/20	Zurich Insurance	Insurance 2020/21	£603.95	£0.00	£603.95
01/05/20	Lightatouch	Internal audit fee 2020	£200.00	£0.00	£200.00
25/04/20	Hexius	Email accounts and domain name renewal	£103.74	£20.76	£124.50
29/04/20	HALC	Subscription fees HALC/NALC 2020/21	£314.24	£0.00	£314.24
01/04/20	Liss Greatham & Hawkley Friendship Fund	Grant 2020/21	£100.00	£0.00	£100.00
01/04/20	Citizens Advice Bureau	Grant 2020/21	£100.00	£0.00	£100.00
31/05/20	Clerk	Salary May 2020	£792.92	£0.00	£792.92
31/05/20	HMRC	Tax/Ni liability	£12.68	£0.00	£12.68
18/05/20	Clerk	Expenses	£129.39	£15.26	£144.65
		TOTALS	£2,391.92	£36.02	£2,427.94

Appendix 6: Decisions to be ratified

Asset Register – to approve the asset register as at 31 st March 2020	Approved
Q4 Receipts & Payments Summary – reconciled to bank account	Approved
SDNP/20/01507/HOUS Bower Cottage, Longmoor Road, Greatham GU33 6AQ New vehicular access, widen pedestrian kerb and single storey side extension	No objection Greatham Parish Council does not object to the proposed works at Bower Cottage. As Bower Cottage is such a landmark historic building the Council are keen to see that all materials are appropriate and in keeping with the existing building. We note that the applicant does address this issue in their application.
SDNP/20/01023/HOUS Lindisfarne, Longmoor Road, Greatham GU33 6AG Single storey rear extension following demolition of conservatory	No objection The Council note that the development will form a directly South facing roof and we would strongly urge the applicant to consider adding solar panels or solar roof tiles to the design which would be very straight forward to do at this point but much harder later. Over time the additional expense would pay for itself and the carbon footprint of the building would be reduced. The SDNPA Local Plan and their developing Sustainable Construction Supplementary Planning Document require all new buildings to provide at least 20% on site green energy and Greatham Parish Council is keen to promote adoption of this standard for building alteration schemes where possible.



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Tel: 07762 780605 Email: Tim.Light1@hotmail.co.uk

4 June, 2020

The Parish Clerk
Greatham Parish Council
Greatham Village Hall
Petersfield Road
Greatham
Hampshire
GU33 6EY

Dear Jane

Final Internal Audit Report

Greatham Parish Council – April 2019 to March 2020

The Accounts and Audit (England) Regulations 2015 (as amended) require all Town and Parish Councils to undertake an effective internal audit to evaluate the effectiveness of their risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.

We confirm that we are independent of the Council.

The internal audit work we have carried out has been planned to enable us to give our opinion on the control objectives set out in the Annual Internal Auditor's Report on the 2019-20 Annual Governance and Accounts Return.

We have complied with the legal requirements and proper practices set out in:

- Governance and Accountability for Local Councils – A Practitioners' Guide (England)' 2019
- The Accounts and Audit (England) Regulations 2015 (as amended).

Background

Greatham Parish Council had income and expenditure of between £25,000 and £50,000 in 2018/2019 and was subject to a limited assurance review by the External Auditor, PKF Littlejohn.

The Council had a clean annual report from the external auditor for 2018-19.

The Council is not a sole managing trustee.

It is good practice for the Council to comply with the Local Government Transparency Code 2015.

The Council's accounting records are maintained on Excel Spreadsheets.

A National Westminster Current Account was closed, and the balances transferred to a new Unity Trust Bank Current Account was opened in October 2019. The Clerk had difficulties to with National Westminster Bank to close the Deposit Account and to transfer balances into a new Unity Trust Bank Deposit Account, but this was successfully achieved on the 20 January 2020. Both Unity Trust Bank Accounts are now operating well.

A short introductory meeting was held with the Clerk on 16 October 2019 to confirm the arrangements with the Internal Audit for 2019/2020. The current Coronavirus outbreak has delayed a further visit taking place this year. It was agreed that the internal audit review would be completed remotely, but consultations have continued by telephone conference calls and video link with the Clerk. The Clerk has also provided back-up information for the period April 2019 to March 2020 to support the current governance and financial management position of the Council.

Further confirmation has been obtained of good practice and compliance with the Transparency Code Regulations 2015 from the Council's website.

Internal audit checks

We have undertaken a series of audit tests on the Council's financial records, vouchers, documents, Minutes, policies, procedures and insurance documentation to ascertain the efficiency and effectiveness of the Parish Council's internal control framework. This internal audit report is based on the audit testing carried out at the visit.

During this audit we checked the following:

- Minutes of Council Meetings
- Policies and procedures
- Bank and cash
- Investments
- Income and expenditure
- VAT claims
- Insurance
- Budgets and reserves
- Payroll
- Transparency of the Council website
- End of Year Procedures

Findings

Details of good practice noted, our recommendations and other matters to be brought to the Council's attention are set out below.

Good practice that is being followed

- The Council maintains its books and records on Excel Spreadsheets
- The Clerk is aware of the requirements of GDPR and the Council is registered with the ICO
- Details of total payments authorised at meetings
- All records were up to date and easy to follow

- The budgeting process is detailed and thoroughly monitored throughout the year
- Bank reconciliations are carried out promptly each month and were accurate
- The Council takes an active scrutiny role
- The Insurance is appropriate for the size of the Council.
- The Council have considered its risks and recorded these in Council Minutes.
- Payments to HMRC for National Insurance and PAYE are made regularly
- The Assets Register is up to date and correctly records the items owned by the Council.

Recommendations

- No formal recommendations have been made from this internal audit review for 2019/2020.

Other matters to be brought to the Council's attention

- We are pleased to report that the Council has reviewed its risks for 2019/20 at its January 2020 meeting. This action has ensured that the Council can answer "Yes" to assertion 5 on the 2019/20 Annual Governance and Accountability Return (AGAR) Governance Statement and we are able to answer "Yes" on the Annual Internal Audit Report on the AGAR objective C to confirm that the risks have been reviewed during the financial year.
- The Website Accessibility Regulations 2018 have been considered to ensure that Parish Council can comply with the Regulations for existing websites by the 23 September 2020.
- The Parish Clerk has also checked that the Asset Register is correct as at the 31 March 2020. Details of all new purchases or disposals have been recorded and accounted for when completing Box 9 of the Accounting Statements on the AGAR 2019/2020.
- It is noted that the Council are in the process of having a new Website for 2020/2021 to ensure it continues to be compliant with the Transparency Code Regulations 2015.

End of Year Procedures

A full check was carried out on the End of Year documentation provided by the Clerk to confirm the accuracy of the details to be submitted to the External Auditor. This also included the validation of any variances of totals over 15% between 2018/19 and 2019/20 shown on Section 2 of the AGAR as required by the External Auditor.

- The Annual Internal Audit Report to be submitted to the External Auditor was completed and signed by Tim Light.

All the internal control statements shown in the internal audit report of the AGAR have been completed to show our opinion that there is an appropriate control framework in place for the Parish Council except for Objective L.

Exercise of Public Rights 2019

The External Auditor has for the first time required the Internal Auditor to check that the authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

An extract from the External Auditors notifications states:

"Our view is that Internal Control Objective L can only be answered positively if the Internal Auditor has seen evidence that:

- the Notice and approved AGAR Sections 1 and 2 were published on the website at least one day prior to the start of the period; and
- the period was compliant with the Regulations, i.e. 30 consecutive working days and commencing after the Section 2 approval date; and
- the Notice and approved AGAR remained on the website from the date of announcement to the end of the period.

“If the Internal Audit does not have evidence that all these criteria were met, a ‘No’ answer must be given; and if any cannot be demonstrated, a ‘Not covered’ answer must be given”

Although we have completed Objective L on the Internal Audit Report (AGAR) showing this as “Not Covered” for 2019/2020, it should be noted that compliance will be resolved at the time of posting the Notice for the Exercise of Public Rights 2020.

Conclusion

Based on the tests we have carried out at this final internal audit, in our view, the internal control procedures in operation are appropriate to meet the needs of Greatham Parish Council expect for the evidence required by the External Auditor for the posting date for the Exercise of Public Rights 2019.

Next Steps

This report should be noted and taken to the next meeting of the Parish Council.

Tim Light FMAAT

Internal auditor

Appendix 8: Fern Farm

The owner of Fern Farm, Mr Daniel Shea, contacted Greatham Parish Council in May to discuss a potential traveller incursion on a field adjoining his land which is currently the subject of High Court action to prove ownership. The landowner is very positive that the court will find in his favour and the decision is due to be made by end of June.

However, in the meantime the site has been advertised by a 3rd party on a website called Dragon Driving advertising the site as a potential traveller site with the benefit of being next to an approved site. The advert has since been withdrawn due to the landowner providing evidence of his claim to the land.

Greatham Parish Council and the landowner have been in contact with EHDC Enforcement to ask whether it is possible to take out a preemptive injunction to stop the site being used as a traveller site. EHDC advised that this was possible but the cost would be in the region of £5-6k and they would likely ask the SDNPA for this to be funded.

GPC have written to the SDNPA to express concerns about a potential illegal traveller site but also about the site's proximity to the Wealden Heath SPA and the effect this may have on this protected area. SDNPA have responded and provided us with the contact details of their EHDC/SDNPA Link Officer who we should contact should there be any further issues.

The landowner was keen that the Parish Council noted that he is very unhappy about the possibility of an illegal traveller site on this land and he was keen to work with us to stop this happening.

Jane Ives, Clerk, 04/06/20

Appendix 9: Terms of Reference Old Church

Old Church Working Group

Terms of Reference

1. The Working Group will consist of members of the public appointed by the Parish Council (pursuant to s.102(4) of the Local Government Act 1972).
2. Membership is to be determined by the parent body at its Annual meeting or at a normal full Council meeting.
3. At its first meeting of the working group members shall:
 - a. Appoint an elected member as Lead Member who should ensure the entire working group members are kept informed and involved with progress and act as the primary reporting channel back to the Council.
4. In line with the task set by the Council the purpose and remit of the working group is to:
 - a. **Formulate fundraising ideas and run events**
 - b. **Source grant funding and liaise with the Parish Council in writing grant applications**
 - c. **Suggest work to be carried out to conserve the building**
 - d. **Write documents/leaflets etc documenting the history of the Church**
 - e. **Help to promote the use of the Church/environs by the residents of Greatham and elsewhere in the National Park**
5. The group does not have delegated powers to make decisions on behalf of the Council nor should exceed its purpose and remit (above) without the parent body's sanction to a change to this Terms of Reference
6. The group reports to the **Council**
7. The group shall provide timely reports to the Council in the following manner:
 - a. **Provide notes/minutes of any meeting to the Clerk**
8. Meetings of the working group are not usually but may be public meetings

Advisory committees (and sub- committees) that are appointed advise a council in any matter relating to the discharge of their functions (pursuant to s. 102(4) of the 1972 Act). Advisory committees (and sub-committees) may be wholly comprised of persons who are not members of the council. In practice and dependent on their terms of reference, advisory committees are usually comprised of both councillors and those who are not members of the council. Councils often refer to advisory committees (and sub-committees) as working parties/groups/panels

s.102(3) of the 1972 Act provides that a local council can appoint persons who are not its members to committees and sub-committees (including joint committees and sub-committees) .

Appendix 10: Land at 1 Hill View

Councillors have raised issues regarding future use of land to the rear of 1 Hill View. The land has been subject to various EHDC enforcement action over a period of time and there are concerns about how this land may be used in future. It has been noted that there have been significant changes to the land at the rear of the property.

Council should now consider whether to make representations to various bodies to raise awareness of these issues and to establish whether any preemptive action can be taken.

I would recommend writing to the following to highlight our concerns:

Richard Ferguson, Planning Officer, SDNPA
Jean Chambers, EHDC/SDNPA Link Officer, SDNPA
Cllr Russell Oppenheimer, HCC
Cllr Phillip Davies, EHDC
Damian Hinds, MP

Jane Ives, Clerk, 04/06/2020