

**Greatham Parish Council**  
**Minutes of Council Meeting**  
**held on Wednesday 10<sup>th</sup> June 2020, 8pm (virtual meeting)**

**Present** Cllr T Butler (Chair), Cllr A Cheesman, Cllr A Crick, Cllr T Driver,  
Cllr S Harris, Cllr M Rodbert, Cllr O Rook

**Also present** Jane Ives, Clerk to Parish Council  
3 members of the public  
District Councillor Phillip Davies

- 20.01 Chair's Announcements:** The Chair welcomed everyone to the first virtual online meeting of the Council under new legislation and reminded everyone to keep themselves muted and to raise their hand when they wish to speak. Members of the public would be unmuted to ask questions during the public session of the meeting. The Chair thanked the volunteers who have offered incredible support to their neighbours during the Covid-19 pandemic and thanked the Clerk and Cllr Driver for pulling together the volunteer initiatives so quickly prior to lockdown.  
He noted the introduction of the new website which he encouraged everyone to look at for parish council news and information and thanked the Clerk & Cllr Harris for their work in putting this together.  
The Chair noted the huge efforts of the Clerk since lockdown in managing to keep the Council going with all the restrictions in place over the past few months.  
The Chair reminded everyone that the meeting was being recorded for minute taking purposes.
- 20.02 Virtual Meeting Policy:** It was **RESOLVED** to approve the Virtual Meeting Policy (Appendix 1) up to 7<sup>th</sup> May 2021. The Chair reminded councillors that voting would be by show of hand.
- 20.03 Apologies for absence:** Cllr Oppenheimer had sent his apologies.
- 20.04 Declarations of Interests:** None
- 20.05 Council Meeting Minutes:** It was **RESOLVED** to approve the minutes of the Parish Council meeting held on 11<sup>th</sup> March 2020 and the Extraordinary Parish Council meeting held on 19<sup>th</sup> March 2020.
- 20.06 Update on actions arising from previous meetings:**
- i) Defibrillator training** is on hold until after Covid-19 lockdown has been lifted.
  - ii) Telephone box** - The Clerk reported that the phone box had now been refurbished and was ready to be installed other than perspex/glass needed to be sourced. Cllr Cheesman may be able to source glass and will report back. Thanks will be sent to Mr David Rudd for carrying out the refurbishment work and a plaque will be added to the phone box once it's been installed to give thanks to Mr Rudd. Cllr Rook/ Cllr Harris will look at potential sites for the phone box with Village Hall and Hampshire Highways.
  - iii) Dog waste bins** - the cost of bins is prohibitively expensive so the situation will be monitored.
  - iv) Unity Bank Account** – Cllr Cheesman to contact Unity Bank to resolve his login.
  - v) Microphone system for Village Hall** – the situation will be monitored and members of the public will be asked to move forward if they cannot hear. If the problem is ongoing a microphone system will be looked at again.
  - vi) Friendship Fund** – Cllr Crick to report back about the status of the charity.
  - vii) Garden Project at Greatham School** – Cllr Rook will speak to the school and report back.
  - viii) Financial Reserves** – this is covered in the Clerk's report and the Annual Return.
  - ix) Village Clean Up Day** – deferred until after lockdown restrictions.
- 20.07 District Councillor's Report:** Cllr Davies had provided a report (Appendix 2). The Chair highlighted the plans for a potential new taxi service priced as a bus service and would possibly be subsidised. The new Whitehill & Bordon leisure centre has been delayed due to lockdown should be open later in the year.
- 20.08 County Councillor's Report:** Cllr Oppenheimer had provided a report (Appendix 3) which was noted. The Clerk advised that since receipt of the report, residents must make an appointment to visit Household Waste Recycling Centres from Monday 15<sup>th</sup> June.

Councillors were keen to investigate whether resurfacing of bridleway 11 could be funded by the SDNPA Covid-19 Recovery Fund. The Clerk will investigate. **Action: Clerk**

**20.09** The Chair **adjourned** the meeting for **Public Questions:**

A member of the public asked about the recent ancient yew tree survey and whether any action would be taken by the Council using delegated powers. Additionally, she wanted to understand why Old Church committee members were not invited to the meeting with the ancient yew specialist. The Clerk advised that the ancient yew specialist did not want a fee but instead asked for a donation to a charity Funds 4 Trees. Further, the survey was carried out under current social distancing guidelines. The Chair supported that the Clerk must not be put at risk when carrying out her job. The Clerk advised the tree work needed to be requoted before a decision by Council can be made.

Cllr Rook asked Cllr Davies whether he could help with clearing the garden area at the school.

The Chair raised a question that had been submitted by email regarding the virtual meeting and confirmed that the summons did show that the meeting was online and that notices had been placed on two noticeboards. Cllr Driver stressed that the Clerk should remain safe whilst carrying out her role.

**Meeting reconvened**

**20.10** **Annual Meeting:** It was **RESOLVED** that the Council would not hold an Annual Meeting this year under The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020. All appointments would roll forward to next year.

**20.11** **Meeting Dates 2020/21:** It was **RESOLVED** to approve the meeting dates for 2020/21 (Appendix 4). It was noted that all meetings would be held virtually at the present time until the current Covid-19 lockdown is eased and government advice changes to allow meetings to be held in person.

**20.12** **Financial Report:** The full report is at Appendix 5.

**Receipts 1<sup>st</sup> March 2020 – 31<sup>st</sup> May 2020**

Bank Interest	£ 19.73	31/03/20
EHDC Precept tranche 1	£9,820.00	07/04/20
Old Church Donation*	£ 300.00	21/05/20

*\*This amount was donated by Mr Charles Crawford to the Old Church. A letter of thanks has been sent to him.*

**Bank Transfers**

None

**Balances as at 31<sup>st</sup> May 2020**

Current Account	£10,059.87
Deposit Account	£25,019.73
<b>Total at bank</b>	<b>£35,079.60</b>

**Earmarked Funds held**

CIL fund	£ 8,140.00
Website	£ 500.00
Community Engagement	£ 500.00
NDP	£ 1,000.00
Election costs	£ 500.00
Tree works	£ 1,600.00
<b>Total Earmarked Funds</b>	<b>£12,240.00</b>

It was **RESOLVED** to approve the following payments. Payments from March-May 2020 were previously approved under delegated powers in consultation with Councillors.

**March 2020**

Invoice Date	Payee	Description	Net Total	VAT	Total
		<b>PAYMENTS MADE</b>			
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
		<b>TOTALS</b>	<b>£1,131.42</b>	<b>£0.00</b>	<b>£1,131.42</b>

**April 2020**

Invoice Date	Payee	Description	Net Total	VAT	Total
		<b>PAYMENTS MADE</b>			
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
		<b>TOTALS</b>	<b>£1,351.17</b>	<b>£0.00</b>	<b>£1,351.17</b>

**May 2020**

Invoice Date	Payee	Description	Net Total	VAT	Total
		<b>PAYMENTS MADE</b>			
18/04/20	ICO	Renewal subscription 2020/21	£35.00	£0.00	£35.00
		<b>PAYMENTS TO BE MADE</b>			
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
		<b>TOTALS</b>	<b>£2,391.92</b>	<b>£36.02</b>	<b>£2,427.94</b>

**June 2020**

Invoice Date	Payee	Description	Net Total	VAT	Total
		<b>PAYMENTS TO BE MADE</b>			
06/06/20	Hemington Rustics	Oak bench	£250.00	£0.00	£250.00
02/06/20	Fund4Trees	Ancient yew tree survey	£280.00	£0.00	£280.00
08/06/20	Clerk	Expenses - Zoom/McAfee/Microsoft subscriptions	£144.46	£28.89	£173.35
08/06/20	Parish Council Websites	Balance for website costs & hosting charges for 2020/21	£634.30	£126.86	£761.16
		<b>TOTALS</b>	<b>£1,308.76</b>	<b>£155.75</b>	<b>£1,464.51</b>

**20.13** It was **RESOLVED** to ratify the following decisions made under the delegation scheme since March 2020.

Asset Register – to approve the asset register as at 31 <sup>st</sup> 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.

**20.14** **Delegation Scheme:** It was **RESOLVED** to approve the following:  
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 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.

**20.15** **Internal Audit Report:** The audit report was noted (Appendix 6). The Chair was delighted that the auditor had not recommended any actions and gave credit to the Clerk for this result.

**20.16** **Annual Return & Governance Statements (AGAR) 2019/20:**

- a. The Annual Internal Audit Report contained in the AGAR was noted
- b. The Annual Governance Statements were read out by the Chair. Councillors resolved to approve each statement. The document was signed by the Chair and, due to holding a remote meeting, the Clerk would countersign following the meeting
- c. The Council considered and approved the Accounting Statements 2019/20 prepared & signed by the RFO
- d. The Chair signed and dated the Accounting Statements 2019/20
- e. The Clerk confirmed dates for the exercise of public rights to inspect accounting records to be Tuesday 1<sup>st</sup> September to Monday 12<sup>th</sup> October inclusive

**20.17 Land adjoining Fern Farm:** The Clerk had previously circulated a report (Appendix 7) regarding land adjoining Fern Farm regarding a potential traveller incursion. It was noted that the landowner was keen to work with the Parish Council to stop any illegal use of the land.

**20.18 Standing Orders:** The Chair advised that this item was specifically to approve Terms of Reference for the Old Church Working Group which are contained within Standing Orders (Appendix 8). The Chair wished to note the Council's thanks for the outgoing Chair of the group, Anne Ballard, who has worked tirelessly for the Old Church over a long period of time. Additionally, he wanted to thank all members of the working group for all their hard work in maintaining the Old Church.  
Cllr Crick requested that the agenda item is deferred to next month and delegated to the Policies Working Group to work with the Old Church working group to reach an agreement on the Terms of Reference.  
It was **RESOLVED** to defer the item as stated with the Policies Working Group making a recommendation to Council next month. **Action: Policies WG**

**20.19 1 Hill View:** (Appendix 9) It was **RESOLVED** to seek advice and support from the following people regarding future use of land to the rear of 1 Hill View and to note the significant changes to this land over a period of time.  
Richard Ferguson, Planning Officer, SDNPA  
Jean Chambers, EHDC/SDNPA Link Officer, SDNPA  
Cllr Russell Oppenheimer, HCC  
Cllr Phillip Davies, EHDC  
Cllr Keith Budden, EHDC  
Damian Hinds, MP  
Additionally, it was **RESOLVED** to make a friendly and informal approach to the landowner to discuss the Council's concerns.

***It was RESOLVED to extend the meeting by 30 minutes***

**20.20 Community Funded Initiative Scheme:** It was **RESOLVED** to make an application under the scheme for works including village gateways, siting of footpath/intepretation boards and telephone box and potential traffic calming measures in the village. Cllr Oppenheimer had offered a grant of up to £1,000 to cover the costs of the application and the Clerk will discuss the costs and make an application as appropriate. **Action: Clerk**

**20.21 Date of next meeting –** The Chair confirmed the next virtual meeting will be on Wednesday 8<sup>th</sup> July 2020, 8pm. A Planning Committee meeting will be held on Monday 15<sup>th</sup> June 2020 at 8pm.

The meeting closed at 9.36pm.

**Signed:** ..... **Chair**

**Date:** .....

## **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 summoned 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: District Councillor's Report**

Dear Councillors, EHDC efforts and officer time has been heavily focused on supporting our communities and business through the current pandemic. Impressively, essential services including refuse collections have been uninterrupted. Regular updates are posted on the EHDC website.

### **Transport**

EHDC officers and I, as the Assistant Portfolio holder for Whitehill and Bordon, meet with the Whitehill and Bordon Regeneration Company regularly working to continue to support efforts to enhance local community transport. I remain supportive of a local transport initiative that would be led by East Hampshire District Council and the Whitehill and Bordon Regeneration Company.

Public transport has been underused and as a result scaled back over time with limited local transport today, despite councillor and officer best efforts. The only remaining public bus service is the 18 service with limited coverage. This month I, and others, including our MP Damian Hinds, wrote in support of EHDC's application for Rural Mobility Funding from the Department for Transport in support of these plans.

These plans involve the design and launch of a service branded Voca, a taxi service priced as a bus service and intended to both fill the gap for those that need transport and to encourage those who might use greener means to travel. It is hoped the will be fully subsidised for vulnerable and OAP groups, running 6am to midnight seven days a week. This plan is bold.

It is intended to provide a door to door service within a five-mile radius of Whitehill and Bordon, as well as providing for longer journeys (including to hospitals) where there is no readily available public transport and to provide links to nearby rail stations and towns, including Farnham and Alton. The proposed funding includes this application for Rural Mobility Funding, as well as applications for local developer funding from County Council and the local M3 Local Enterprise Partnership.

### **Jobs**

The huge investment in our local infrastructure has brought about today nearly 600 jobs and there is a current application in for local firm Asmodee, a global manufacturer of games and toys to move into a new building adjacent to the relief road.

The local leisure centre will be delayed slightly due to COVID and its anticipated it may be open ahead of Christmas, which given the pandemic is incredible. The building firms are back to work, safely and where possible practicing social distancing.

### **Heather Close and Openreach**

I would like to thank Councillors Strickland, Clark and Tree for their support. On the 20th May, Cllrs Strickland, Clark, Tree and I wrote an open letter together to Openreach concerning the notification that three masts were to be placed to enhance local telecoms and broadband coverage for residents. Together, we received complaints from local residents about these masts. Whilst the matter was not for planning approval, as Openreach were only required to notify, we would like to thank the EHDC officers who wrote back to Openreach requesting that the mast placement should be sympathetic to local residents should blend in wherever possible, including matching the local tree colour where possible and should not involve cutting trees. Green Grid and Green Loop Work is progressing on the sections of the

### **Green Grid Green Loop**

Work will begin later this year linking the sections near Ennerdale road to station road to the rear of Oakmoor School. Links currently being designed for approval are near the Whitehill Village Hall and improving links through Alexandra Park.

### **Pocket Parks**

Honey Pin Orchard of Savile Crescent has been planted and benches and further artwork will be going in once lock down eases. Government funding has been received for another pocket park called Nut Tree Meadow. EHDC officers will be working with the community trust and WTC to develop this further. Watch this space for more information.



## **Waste**

Doing our bit for the environment is something I am passionate about. One area I am keen to support is waste. I am working with EHDC officers, WBRC and the Community Trust to see how we can improve recycling rates in Whitehill & Bordon.

## 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 4: 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 7<sup>th</sup> May 2021. Greatham Parish Council will hold remote meetings until such time as the government advises physical meetings may be held.

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





7 Hodder Close, Chandlers Ford, Hants, SO53 4QD.  
Tel: 07762 780605 Email: Tim.Light1@hotmail.co.uk

**16 July, 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 7: 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 3<sup>rd</sup> 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 8: 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 9: 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**