

**Greatham Parish Council**  
**Minutes of Council Meeting**  
**held on Wednesday 8<sup>th</sup> July 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  
7 members of the public

- 20.32 Chair's Announcements:** The Chair welcomed everyone to the online meeting of the Council under new legislation and reminded them to keep themselves muted unless they wish to speak. The Chair gave thanks to the Dale-Harris family for planting sunflowers around the village which are now starting to flower and are bringing cheer to everyone.  
He also wanted to thank the owners of 5 Bakers Field for carrying out pavement clearance around the entrance to Bakers Field which was very much appreciated by everyone.  
The Chair reminded everyone that the meeting was being recorded for minute taking purposes.
- 20.33 Apologies for absence:** Cllr Phillip Davies had sent his apologies.
- 20.34 Declarations of Interests:** None
- 20.35 Council Meeting Minutes:** It was **RESOLVED** to approve the minutes of the Parish Council meeting held on 10<sup>th</sup> June 2020.
- 20.36 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 perspex or glass could be used and a quote for glass would be obtained. A decision would need to be made at a future meeting. The site of the phone box needs to be agreed with Hampshire Highways.
  - iii) **Unity Bank Account** – Cllr Cheesman to contact Unity Bank to resolve his login.
  - iv) **Friendship Fund** – The Charity Commission have been notified of issues and this does not need to be carried forward as an action for the PC.
  - v) **Garden Project at Greatham School** – Cllr Rook will speak to the school and report back.
  - vi) **Village Clean Up Day** – deferred until after lockdown restrictions.
  - vii) **HCC Covid 19 Fund** – Clerk to investigate whether fund could be used for resurfacing of bridleway 11.
- 20.37 County Councillor's Report:** Cllr Oppenheimer had provided a report (Appendix 1) which was noted.
- 20.38 Report from Planning Chair:** Cllr Rodbert noted the status of previous planning applications (Appendix 2). He introduced the planning application on the agenda and provided some background information for discussion later.
- 20.39** The Chair **adjourned** the meeting for **Public Questions:**  
The Clerk advised that 6 members of the public had reported issues at a site in Church Lane which have all been reported to EHDC Enforcement. SDNPA have already visited the site and have compiled a report which is with EHDC for investigation.  
A member of the public reported issues with overhanging trees on Church Lane and with trees in particular properties that may benefit from having TPOs placed on them. The Clerk will write to Adele Poulton at EHDC regarding both of these matters.  
A member of the public wanted to congratulate the Council and the Clerk on a very well-run meeting last month.  
A member of the public asked about the status of the planning application at 1 Hill View. Cllr Rodbert advised that no decision has yet been made by EHDC and was likely to go to committee.  
A member of the public asked about the field behind Fern Farm and whether there was any news. The Clerk will follow this up with the resident.  
**Action: Clerk**

**Meeting reconvened**

**20.40 SDNP/20/02282/HOUS Darley, 1 Longmoor Road, Greatham GU33 6AE:** It was **RESOLVED** that there was **NO OBJECTION** to the planning application.

**20.41 Financial Report:** The financial records as at 30<sup>th</sup> June 2020 are as follows:

**Receipts 1<sup>st</sup> June 2020 – 30<sup>th</sup> June 2020**

SDNPA S106 funds                    £5,052.00  
Bank interest                         £ 24.95

**Bank Transfers**

None

**Balances as at 30<sup>th</sup> June 2020**

Current Account                    £12,830.10  
Deposit Account                    £25,044.68  
**Total at bank                        £37,874.78**

**Earmarked Funds held**

CIL fund                                £ 8,140.00  
Community Engagement            £ 500.00  
NDP                                        £ 1,000.00  
Election costs                         £ 500.00  
Tree works                              £ 1,600.00  
S106 project                            £ 4,802.00

**Total Earmarked Funds            £16,542.00**

The Clerk reminded councillors that projects with earmarked reserves should be brought forward as soon as possible.

**20.42 Payments Schedule:** It was **RESOLVED** to approve the following payments:

Invoice Date	Payee	Description	Net Total	VAT	Total
		<b>PAYMENTS MADE</b>			
26/06/20	Clerk	Salary June 2020	£792.92	£0.00	£792.92
26/06/20	HMRC	Tax/NI liability mth 3	£6.34	£0.00	£6.34
		<b>PAYMENTS TO BE MADE</b>			
02/07/20	St John the Baptist Church	Grant 2020/21	£500.00	£0.00	£500.00
		<b>TOTALS</b>	<b>£1,299.26</b>	<b>£0.00</b>	<b>£1,299.26</b>

**20.43 Quarterly Reconciliation:** Cllr Crick confirmed that he had carried out the quarter 1 reconciliation and all balances are correct (Appendix 3).

**20.44 Internal Auditor 2020/21:** It was **RESOLVED** to appoint Lightatouch to carry out the internal audit for the current financial year at a cost of £225 based on one year end review.

**20.45 Mobile Phone:** It was **RESOLVED** to purchase a mobile phone for the Parish Council with a budget of £200.00. The Clerk was delegated authority to select a suitable phone and contract.

**20.46** **Playground Re-opening:** It was **RESOLVED** to re-open the playground at the Village Hall with Covid-19 safety measures in place. A risk assessment has been satisfactorily completed and the insurance company have provided advice. Signs will be placed in the playground advising safety measures and a budget of £50 was set aside for any incidental expenditure. Additionally, authority was delegated to the Clerk to make any necessary changes to playground use over the Summer period.

**20.47** **Tree Works:** It was **RESOLVED** to appoint Liphook Tree Surgeons to carry out tree works in accordance with the recent tree surveys. However it was agreed that the Ash tree should be left for now and the Lilac tree would be worked on by the Old Church working group. The dead tree could be removed but should be left to rot down as habitat for wildlife. The ivy removal would be carried out by the Old Church working group. The grass sward removal can be carried out by the Old Church working group before the tree works commence, but should it not be completed by then the tree surgeons would do the work (included in the cost). The costs for the tree work are £1,780 + VAT.

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

**20.48** **Funding for tree works:** It was **RESOLVED** to fund the balance of the tree works of £500 from general reserves.

**20.49** **Standing Orders:** It was **RESOLVED** to approve Standing Orders with amendments to the Terms of Reference for the Old Church working group (Appendix 4).

**20.50** **Clerk's Annual Review:** It was **RESOLVED** to increase the Clerks salary by 2.75% and to increase the annual leave entitlement to 22 days per annum (plus bank holidays) pro-rata.

**20.51** **Reports from representatives of Organisations, Outside Bodies, Working Parties, Leads & Groups:** Cllr Rook advised that the Traffic Working Group had recently met and drafted a form for the Community Funded Initiative Scheme for various traffic projects within the village. He had also spoken to the SDNPA about traffic issues and was hoping a representative would attend a future working group meeting.

**20.52** **Date of next meeting –** The Chair confirmed the next virtual meeting will be on Wednesday 9<sup>th</sup> September 2020, 8pm. A Planning Committee meeting will be held on Monday 27<sup>th</sup> July 2020 at 8pm (if there are planning applications to consider).

The meeting closed at 9.56pm.

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

**Date:** .....

## **Appendix 1: County Councillor's Report**

### **1. HWRCs**

Early in June it became necessary to implement a booking system at HWRCs due to problems with queueing. The queues were disrupting local businesses at a time when many were trying to reopen. This was an unacceptable situation.

The booking system successfully reduced the queues but has had teething problems. I am aware that many residents have been frustrated that they cannot always book when they want to, with slots only released 48 hours in advance. I have been passing on all feedback I have received, which has been taken on board.

I am pleased to report that HCC is poised to increase the number of slots each day to 5,000 in total across Hampshire's network of 24 sites. This will be done by allowing more people to book in during each half hour slot. We are also increasing advance booking slot availability to allow people to book up to seven days in advance. These changes take effect next week.

We would continue to urge people to think about how they might waste less such as by composting food and garden waste, or upcycling or donating unwanted items.

Bookings for HWRCs can be made online at: [www.hants.gov.uk/wasteandrecycling/recyclingcentres/book-appointment](http://www.hants.gov.uk/wasteandrecycling/recyclingcentres/book-appointment)

### **2. Children's social care**

I wanted to make Parishes aware of recent pressures on children's social care services which have the potential to impact communities, schools and the Council.

Throughout the Covid-19 pandemic, Children's Services has continued to support children, young people and their families. The service has responded to all contacts about vulnerable or at-risk children, through the 'front door' (the Multi Agency Safeguarding Hub and the Out of Hours Service). During the first few weeks of lockdown the number of referrals was lower, but by May referrals were back to normal levels for the time of the year. In June, there has been a significant rise over and above what would normally be expected, and there is no evidence yet to suggest this is reducing. Between 1-8 June, there was an increase in referrals of around 30%.

For the 14 months prior to lockdown there had been a slow but sustained reduction in the numbers of looked after children, due to Children's Services' well-regarded transformation programme. However, the number of children in care has increased since April. This is primarily due to the lockdown measures which have been in place and the pressure that this has placed upon vulnerable families. Children's Services reasonably expects the number of children in care to increase as more return to school and nursery and become more visible to professionals. The complexity and severity of the cases has increased significantly in the last two months – and it is anticipated that more children will require urgent help and protection and to need to come into care for their own protection.

### **3. Hampshire Highways uses lockdown to ramp up repairs**

The Hampshire Highways teams have used the time well over the past three months, carrying out maintenance work across the county, and changing schedules so that planned work near schools and businesses was completed when there was less traffic on the roads, thereby keeping disruption to a minimum. Our teams have also been working closely with utility companies to reschedule works that could otherwise have caused significant disruption during busier times.

Between March and May 2020, Hampshire Highways completed:

- 17,000 defect repairs
- The clearance of 55,000 gullies, catch-pits, weir kerbs and grips
- 280,000 sqm of surface treatment
- Repainting 232,000 metres of lines
- Cleaning 30,000 signs

As well as highways maintenance, highways teams have been supporting Hampshire through Covid-19 in a number of ways, including helping set up a warehouse used for the distribution of PPE and other essential equipment. Once we started to move into the stabilisation phase of recovery, after the initial lockdown, Highways teams have been helping manage the traffic demand at HWRC sites and also installing 'pop-up' measures for sharing road space, allowing people to safely carry on with the walking and cycling habits they had developed over the past three months.

#### 4. Lockdown restrictions to ease for libraries

As the lockdown eases we will be putting in place the necessary measures at libraries to ensure staff and public safety – similar to those in shops now. All libraries will be Covid-secure, with hand sanitiser available and distancing measures in place. We would ask people to use the self-service kiosks as far as possible and expect to wait sometimes, as there will be reduced capacity in the buildings due to social distancing.

Changes in Hampshire libraries from 6 July include:

##### **Ready Reads: We Select You Collect**

Library staff will handpick a selection of books for customers who complete an online form or call 01962 454747. These can be collected without queuing.

##### **Book Lending and Short Visits**

To reduce wait times and allow as many people as possible to visit our libraries, people are asked to limit their visits to a maximum of 30 minutes and to keep browsing to an absolute minimum. Reserved items can also be collected at this time. Newspapers and magazines won't be available for the time being.

##### **Self-service including new library app**

Customers are asked to use self-service machines to borrow or return items where possible or download the new Spydus Mobile app to check out books by mobile phone.

Finally it is worth mentioning that we have seen an enormous increase in our digital services during lockdown, which is a small positive. As I have reported previously, the BorrowBox app contains books and audiobooks available for free to all Hampshire Library card holders.

#### 5. South Downs Chairman Margaret Paren stands down after 10 years

Many Parishes will be aware that Margaret Paren led the successful campaign to establish the South Downs National Park, and subsequently has led the National Park Authority as Chairman since its formation in 2011. Margaret has now come to the end of her term as a Secretary of State Member and stood down yesterday during an emotional Zoom call with all Staff and Members. Margaret has been thanked for her outstanding service and achievements and was presented with a glass display ornament representing the curves and colours of the South Downs.

The National Park Authority will formally elect its new Chairman Ian Philips at a meeting on 7 July.

## Appendix 2: Planning Application Tracker

Reference	Address	Proposal	Consultation Expiry Date	Determination Date	GPC Comments	Decision
SDNP/20/01023/HOUS	Lindisfarne, Longmoor Rd, Greatham GU33 6AG	Single storey rear extension following demolition of existing conservatory	13/04/20	08/05/20	No objection	Approved
SDNP/20/01507/HOUS	Bower Cottage, Longmoor Rd, Greatham GU33 6AQ	New vehicular access, widen pedestrian kerb and single storey side extension	15/05/20	11/06/20	No objection	Approved
SDNP/19/05338/HOUS	2 Bridge Cottages, Farnham Rd Liss GU33 6LA	Single storey rear extension & replacement garage	25/02/20	02/03/20	No objection	Approved
SDNP/19/05998/HOUS	1 The Mount, Petersfield Rd, Greatham GU33 6AU	Extension of existing detached double garage and new pitched roof to existing section of garage	21/01/20	10/02/20	No objection	Withdrawn
SDNP/19/05738/FUL	5 Bakers Field, Greatham GU33 6EX	Replacement dwelling following demolition of existing dwelling	20/01/20	13/02/20	Objection	Approved
SDNP/19/05466/FUL	1 Hill View, Petersfield Rd, Greatham, GU33 6EY	Demolition of single storey extension & build a detached dwelling	19/12/19	15/01/20	Objection	
SDNP/19/05505/HOUS	44 Sherwood Close, Liss, GU33 7BT	Single storey front & rear extension	19/12/19	14/01/20	No comments	Approved
SDNP/19/05132/HOUS	3 Bridge Cottages, Farnham Rd Liss GU33 6LA	Reconstruction of front porch following impact damage	19/12/19	14/01/20	No objection	Approved
SDNP/19/05129/FUL	Copse House, Church Lane, Greatham GU33 6HB	Replacement dwelling	03/12/19	30/12/19	No objection	Approved
SDNP/19/05310/FUL	18 & 20 Wolfmere Lane, Greatham, GU33 6AL	Retrospective application for change of use of land to residential gardens	04/12/19	04/12/19	No objection	Approved

SDNP/19/05464/TPO	Greatham Primary School, Petersfield Rd, Greatham GU33 6HA	Various tree works	13/12/19	10/01/20	No objection	Approved
SDNP/19/03287/FUL	Darley, 1 Longmoor Road, Greatham GU33 6AE	Pair of semi detached dwellings	30/08/19	27/09/19	Objection	Withdrawn
SDNP/19/02897/FUL	West Fork, Farnham Road, Liss GU33 6LA	Change of use to caravan storage	02/08/19	29/08/19	No objection.	Refused
SDNP/19/02450/FUL	West Fork, Farnham Road, Liss GU33 6LA	Change of use of land to a caravan site & provision of 16 mobile holiday lodges	11/07/19	01/08/19	No objection	Refused
SDNP/19/02237/FUL	Fern Farm, Longmoor Road, Greatham GU33 6AW	Erection of four mobile home pitches, utility/day room building, replacement stables and associated hardstanding, following demolition of the existing buildings.	19/07/19	14/08/19	No objection	Approved
SDNP/19/01984/FUL	Longmoor Training Camp, French Road, Longmoor GU33 6EL	Change of Use of Existing Buildings from Military Storage depot to a flexible use comprising Film Studios/Storage and Distribution and offices with associated car parking and landscaping	04/07/19	08/08/19	Supports	
SDNP/18/06111/FUL	Liss Forest Nursery, Petersfield Road, Greatham GU33 6HA	Development of 46 dwellings (including affordable homes) and a shop, alterations to existing access onto Petersfield Road, hard and soft landscaping, drainage and all other associated development works	28/02/19	21/03/19	Objection	

**Appendix 3: Quarter 1 Receipts & Payments Summary**

<b>GREATHAM PARISH COUNCIL</b>					
<b>SUMMARY RECEIPTS &amp; PAYMENT ACCOUNT</b>					
<b>1st QUARTER ENDED 30 JUNE 2020</b>					
Annual Budget	Actuals YTD	RECEIPTS	Figures shown exclusive of VAT		
			£	£	
			<b>Q1 Receipts</b>		
19640	9820	Precept	9,820.00		
0	5052	S106	5,052.00		
0	0	CIL	-		
0	25	Grants	24.95		
30	0	Bank Interest	-		
0	0	VAT repayment	-		
0	300	Old Church income	300.00		
<b>19670</b>	<b>15197</b>				
		<b>TOTAL RECEIPTS</b>			<b>15,196.95</b>
		<b>PAYMENTS</b>	<b>Q1 Payments</b>		
10,635	2353	Net salaries (April-June 2020)	2,352.78		
180	45	Allowances	45.00		
200	45	Travel costs	45.27		
150	0	Training staff	-		
200	0	Training councillors	-		
400	0	Printing	-		
400	99	Stamps & Stationery	99.38		
75	0	Publications	-		
300	8	Room Hire	8.25		
655	738	IT/email/website	738.04		
350	0	Repairs & maintenance	-		
120	0	Equipment purchase	-		
350	0	SLR Deployment	-		
1,500	650	Grant allocation	650.00		
450	523	Subscriptions SLCC/HALC	522.59		
400	200	Audit fees	200.00		
650	604	Insurance	603.95		
720	0	Grass cutting	-		
200	0	Maintenance outside spaces (lengthsman/p.	-		
80	0	Playground inspection	-		
500	0	Playground maintenance	-		
1,150	0	Old Church expenditure	-		
-	148	VAT on payments	147.62		
-	18	Bank charges	18.00		
8,140	0	EMR CIL projects	-		
1,600	280	EMR Trees	280.00		
500	0	EMR Community Engagement	-		
500	0	EMR Election costs	-		
1,000	0	EMR NDP	-		
5,052	250	EMR S106	250.00		
<b>31,405</b>	<b>5711</b>				
		<b>TOTAL PAYMENTS</b>			<b>5,960.88</b>
		BALANCE BROUGHT FORWARD on 01/04/2020			28,638.71
		<b>ADD</b> Total Receipts (as above)			15,196.95
		<b>LESS</b> Total payments (as above)			5,960.88
		<b>Balance Carried forward 30/06/2020</b>			<b>37,874.78</b>
These cumulative funds are represented by:					
		Current Account Balance	12,830.10		
		Less: Cheques drawn but not debited as at 30.06.20	-		
		Deposit Account Balance	25,044.68		
					<b>37,874.78</b>



#### **Appendix 4: Terms of Reference for Old Church Working Group**

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 contact with the Council.
4. In line with the task set by the Council the purpose and remit of the working group is to:
  - a. Work with the Parish Council to produce & maintain a vision for the Old Church
  - b. Help to maintain the churchyard and report any issues with the church and churchyard to the Parish Council
  - c. The Clerk will carry out Risk Assessments prior to any events or work being undertaken and consult with the working group about the results
  - d. Be responsible for ensuring volunteers work safely whilst working at the Old Church
  - e. Write documents/leaflets etc documenting the history of the Church for approval by the Parish Council
  - f. Run events in conjunction with the Parish Council
  - g. Make recommendations to the Parish Council in time for annual budget setting on suggested spending for the following year and how to spend monies raised
  - h. To help the Council fundraise for projects, and help with filling in grant applications, that seek to improve the Old Church and churchyard and assist, when possible, with the Council's aim of making the maintenance of the Old Church funded through external sources
  - i. Help to make the Old Church inviting to local people and make the church feel welcoming to visitors.
  - j. To assist the Council, when required, to write specifications and find contractors/consultants/specialists to carry out work at the Old Church and to communicate with the lead member when work is going to be going ahead
  - k. To provide timely feedback on proposed work to enable the Parish Council to make decisions
  - l. To provide background information/historical knowledge of the Old Church to the Parish Council and others as required
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. The Council are bound to accept the recommendations of contractors and consultants, given their professional status. The recommendations can be questioned but in the case of a conflict, the final decision is made by the Council based on professional advice.
6. The group reports to the Council
7. The group shall provide timely reports to the Council in the following manner:  
Provide written information regarding items a-l above as and when required.
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).