

Greatham Parish Council

Parish Council Meeting

Wednesday 11th November 2020 at 8pm

To join the meeting please use this address: <https://us02web.zoom.us/j/88470706691>

Or by telephone: 0203 901 7895 Meeting ID: 884 7070 6691

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

5th November 2020

AGENDA

1. **Chair's Announcements**
2. **Apologies for Absence** – To note any apologies received from Councillors
3. **Declarations of Interest**
Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the room or chamber when the meeting discusses and votes on the matter
4. **Approval of Minutes:** To approve minutes from the Parish Council meeting held on 14th October 2020
5. **Update on actions arising from Minutes of the Parish Council Meeting held as above**
6. **Report from District Councillors:** Report from Cllr Adam Carew/Cllr Phillip Davies
7. **Report from County Councillor:** To note a report from Cllr Russell Oppenheimer
8. **Report from Planning Chair:** To hear an update on any planning matters and to note existing planning applications
9. **Public Question Time:** Adjournment of the meeting for 15 minutes to allow the public to raise questions
10. **Parish Council Finances/Administration:**
 - a) **Clerk's Report including Financial Report:** To note the current report
 - b) **Payment Schedule:** To approve current payments
 - c) **Notice of Conclusion of Audit 2019/20:** To note the conclusion of the 2019/20 audit and agree dates for publication of the audit notice
11. **Draft Budget 2021/22:** To consider the first draft of the budget for the next financial year
12. **Playground at Village Hall:** To consider and agree whether to re-apply for SDNPA CIL funding for a playground
13. **Old Church:**
 - a) To hear an update from the Clerk on Old Church matters
 - b) To appoint David Redman to the Old Church working group
 - c) To consider and agree siting of the new bench in the churchyard and approve any associated costs
 - d) To consider changes to membership of the Old Church working group
14. **To note reports from representatives of Organisations, Outside Bodies, Working Parties, Leads & Groups**
15. **Items for next agenda**

16. Date of next meeting: Wednesday 9th December 2020, 8pm. Planning Committee Meeting, Monday 23rd November 2020, 8pm (subject to planning applications being received).

Appendix 1: Report from County Councillor

1. Emergency funding for vulnerable families

Parish Councillors will of course have noticed the media attention around the campaign for free school meals for families during half terms and holidays, involving the footballer Marcus Rashford.

I am pleased to report that on 27 October 2020 the Leader of Hampshire County Council announced emergency funding to help Hampshire's most vulnerable families. A funding package is to be distributed to food banks, charities and other organisations, to help vulnerable families - at a similar level to the Government's previous free school meal voucher scheme.

Any families in need of assistance in East Hampshire are asked to visit this webpage below or telephone our partners Community First on 0300 500 8085 to find their nearest source of support.

<https://www.cfirst.org.uk/news/free-school-meals-over-october-half-term/>

2. Report Back from Active Places Summit on 19 October

The online Active Places Summit was attended by over 120 delegates including local walking and cycling groups, Highways engineers, District Council officers and Councillors from all tiers of local Government. It feels as though this agenda is now being given the urgency it really deserves. Boosting walking and cycling is important for climate change as well as health reasons.

At the online event we had three excellent presentations from national experts followed by an interesting discussion. The main message from the Summit was that walking and cycling must come first in the new Local Transport Plan being developed at Hampshire. I am hopeful that this will happen. The video of the Summit will be available to watch on hants.gov.uk shortly.

3. New plastic infographic

Many people are confused about which plastics can be put in the mixed recycling. When the wrong plastics are sent to the Materials Recycling Facility, it creates contamination as well as unnecessary emissions from collecting and then redirecting the wrong plastics. This situation is not good and I have been keen to tackle it as Chair of the Environment and Transport Committee. The committee requested an infographic which explains the correct advice clearly. I was involved in developing this with the Waste Team and I am keen to promulgate it as widely as possible.

WHAT PLASTICS CAN WE RECYCLE IN HAMPSHIRE?

If it's made of plastic and shaped like a bottle, we want it. This includes milk, soft drink, cosmetic and cleaning product bottles.

Plastic bottles can be placed in your recycling and the lids and labels can be left on.

Please empty any liquid content and squash the bottle before replacing the lid.



WHAT PLASTICS CAN'T WE RECYCLE IN HAMPSHIRE?

Plastic bags, film, pots, tubs, trays and cartons.

These are made of a wider variety of polymers. They can't be sorted at the Material Recycling Facilities without large investment in new equipment.

Some other authorities collect mixed plastics for processing. There is no guarantee all items will be recycled or be processed in this country. This is entirely dependant on the availability of profitable and stable markets.





It's important that sustainable markets are used for different types of plastic. Unfortunately, these markets are currently not widespread in the UK or abroad. We continue to watch the markets and look for ways on increasing the range of items we can accept for recycling. We therefore take the next most sustainable option and recover energy from plastics that cannot be recycled.

Hampshire's three Energy Recovery Facilities transform unrecyclable waste into enough electricity to power **x50,000** homes every year and, as a result, Hampshire sends **less than 10%** of all household waste to landfill.



I am also attaching the JPEG separately and I would be very grateful if Parishes could consider including this in their local newsletters and magazines.

Many residents would like HCC to accept more types of plastic. We are waiting for clarity from the Government on the design of the new national waste and recycling system. Pending that clarity, there is zero benefit in collecting additional plastics. There is currently no market for these plastics; they cannot be converted into useful products. It would create further unnecessary carbon emissions to collect and process more plastics. It is much better to put them in the rubbish where they will generate some useful electricity at our energy recovery facilities. My advice to residents who really hate plastic waste is to avoid purchasing products with plastic packaging by shopping at the local markets and farm shops.

4. New Carbon Strategy for Hampshire Highways

I reported last month on the innovative and detailed Climate Change Action Plan which HCC has developed with the Carbon Trust. Hampshire Highways have now published their Carbon Reduction Strategy for 2020-2024. I was really pleased to see that the Highways Team have developed this plan. It is an impressive document and certainly worth a read for anyone interested in climate change issues.

HCC will continue to explore innovations and opportunities, invest in lasting change, and continually monitor and review the ongoing reductions in carbon emissions that the Highways service is already achieving to identify where further improvements can be made. The plan can be read at this link:

<https://edition.pagesuite-professional.co.uk/html5/reader/production/default.aspx?pubname=&pubid=46ebee67-5840-44a8-8415-5b366d6f1d27>

5. Hampshire Countryside Service podcast

The Rangers at Hampshire Countryside Service have launched a podcast series called **“Looking After Nature”**. It will contain interviews with Rangers and countryside experts. The podcast gives a real insight into the world of conservation and countryside care. It also provides guidance on how to get health and wellbeing benefits from the fabulous Hampshire countryside. The first episode is an interview with Senior Ranger Steve Peach about trees and tree planting in Hampshire. Steve addresses the issue of ash dieback which I know that many Parishes are concerned about.

I would invite you to “follow” the podcast on Apple Podcasts, Spotify or Acast. I particularly hope that young people will be informed about the podcast.

Appendix 2: Clerk's Report including Financial Report

Draft Budget 2021/22

The draft budget is currently being worked on by the working group appointed by Council. Suggestions for budget items should be sent to the Clerk by the end of November at the very latest or raised at a Council meeting. The internal auditor has suggested that we should set aside a sum of money to cover any ongoing Coronavirus impact on the village.

Playground

In accordance with the new lockdown restrictions, the playground is allowed to remain open at the current time.

Financial Records as at 31st October 2020

Receipts 1st October – 31st October 2020 **£0**

Balances as at 31st October 2020

Current Account	£18,438.33
Deposit Account	£25,044.68
Total at bank	£43,483.01

Earmarked Funds held

CIL fund	£ 8,140.00
Community Engagement	£ 500.00
NDP	£ 1,000.00
Election costs	£ 500.00
Tree works	£ 1,820.00
S106 project	£ 4,802.00
CFI Scheme	£ 1,000.00
Total Earmarked Funds	£17,762.00

General Reserves Balance **£25,721.01** **(total at bank less earmarked funds)**

Appendix 3: Payment Schedule

Invoice Date	Payee	Description	Net Total	VAT	Total
		PAYMENTS MADE			
31/10/20	Clerk	Salary October 2020	£1,002.83	£0.00	£1,002.83
31/10/20	HMRC	Tax/NI liability mth 7	£135.53	£0.00	£135.53
		PAYMENTS TO BE MADE			
15/10/20	Royal British Legion	Remembrance Wreath	£17.00	£0.00	£17.00
21/10/20	PKF Littlejohn	External audit fee	£200.00	£40.00	£240.00
		TOTALS	£1,355.36	£40.00	£1,395.36

Signed by Chair of Meeting:

Date:

Appendix 4: Notice of Conclusion of Audit 2019/20

The notice was received on 21st October 2020 and will be published in accordance with guidelines.

The external auditor commented on the dates selected by the Council for the Exercise of Public Rights. The Council had resolved to select the latest possible dates for this due to the Covid-19 pandemic and the ability of the Clerk, with the lockdown restrictions in place, to meet with members of the public should they wish to inspect the accounts. Many local authorities have received the same comment and our internal auditor is entirely supportive of the Council's actions in this respect.

The external auditor additionally queried the fixed assets figure at year end 2019/20. The AGAR was amended and duly signed by the Chair and then accepted by the auditor.

The Council should decide the period of time to publish the Notice of Conclusion of Audit (the recommended period is 14 days).

Appendix 5: Playground at Village Hall

Our bid for funding for infrastructure projects from the SDNPA Community Infrastructure Levy was not successful this year. However, we have been invited to bid again.

The following letter has been received and the Council should decide if they wish to apply again. Bids need to be submitted by 31st January 2021.

Dear Sir / Madam,

South Downs National Park Authority - Community Infrastructure Levy (CIL) Project Funding

We are writing to you about the availability of grants for infrastructure projects from our Community Infrastructure Levy (CIL) fund.

Over the past few months, the South Downs National Park Authority (SDNPA) has assessed over 400 requests for CIL funding from the 2019/20 funding pot. Excluding payments made directly to Parish / Town Councils and administration costs (in accordance with the CIL Regulations), funding of £1,503,308.70 has been allocated to infrastructure projects as set out in our Infrastructure Business Plan (IBP). The IBP will shortly be placed on our website [here](#).

If you have put forward a project for CIL funding, unfortunately it has not been successful on this occasion.

Opening the 'Call for Projects' window 2020/21

We are now opening the window for bids for our 2020/21 CIL fund and we welcome your application.

If you have not previously made a project bid, please use '[Projects for the South Downs \(PSD\)](#)', register as a new user and start a new application by clicking on 'Expression of Interest - CIL'. Any queries about using this system should be directed to grants@southdowns.gov.uk

If you have applied in previous years via 'Projects for the South Downs', and would like it to be considered again, please log onto the PSD portal, update any part of the bid you wish, and resubmit your bid.

If you have previously sent us a project bid without using the online platform, or your Neighborhood Development Plan project has been included within the IBP (please check [here](#)), please register as a new user on '[Projects for the South Downs](#)' and input your bid for inclusion for consideration on the next round.

Alternatively, if you no longer require a previously submitted bid to be considered, please let us know.

How do I make a good bid?

Please see the accompanying 'What does a good CIL bid look like?' document, which may help in any future project bids or updating your original application.

Other Sources of Funding

Unfortunately, the CIL fund is not large enough to fund all of the projects that we receive and therefore other funding streams may need to be utilized. Further information on grants and funding can be found on our website at www.southdowns.gov.uk/national-park-authority/supporting-communities-business/funding-for-your-project/.

Alternatively, our External Funding Coordinator (Mark Rose) would be happy to conduct a grant search on your behalf. Please request this by e-mailing grants@southdowns.gov.uk with the following information:

- Applicant type (Parish Council, voluntary group, registered charity etc.)
- Project theme (Sports facilities, community buildings or cultural heritage for instance)
- Location
- Amount sought

If you have any questions in relation to CIL or your application, please contact us at cil@southdowns.gov.uk or using the details below. The close for applications is the 31st January 2021.

Appendix 6: Old Church

Tree Works at Old Church

Tree works have been delayed to 2nd December due to an intervention by the Diocese of Portsmouth suggesting that we need to apply to them for permission. I am currently seeking legal advice on whether permission from the Diocese needs to be obtained as our original deeds make no mention of this requirement.

The Diocese have looked at the detail of the proposed works and are content with them. It is likely that I will proceed with an application for permission anyway in order to expedite the works. The Diocese have additionally indicated that, should permission be needed for the tree works, it will also be needed for all future works to the churchyard and also to the Church itself. The Diocese have noted the comments by the EHDC Tree Officer that all works are deemed to be “good practice”.

Maintenance Work

Earlier in the year we agreed a budget and contractor to carry out maintenance work on the walls of the Church. The contractor later pulled out and we are now left trying to source someone else suitably qualified to do the work. A working group member is currently working on this in consultation with the Society for the Protection of Ancient Buildings. Funding was set aside in the budget for this work.

Alongside this is a separate project to re-render the external face of the wall between the nave and chancel. This piece of work is likely to be expensive and grant funding will likely need to be applied for. The Diocese of Portsmouth have currently indicated that permission would need to be sought from them for this work and a suitably qualified stonemason should be appointed.

Appointment of Working Group Member

David Redman has been a member of the working group for some years and unfortunately was not included on the list of members to be appointed by Council at our recent meeting. The agenda item is to formally appoint him as a working group member.

Oak Bench

The Council recently purchased an oak bench to be sited in the churchyard of the Old Church. Councillors visited the site earlier in the year with working group members and some suggested locations were put forward. The SDNPA have also looked at the site and they advised that nothing should be put into the ground to secure the bench or it should be secured without disturbance to the ground.

Membership of Old Church Working Group

A suggestion has been made by a member of the working group that at least one Parish Councillor should join the working group. This is not in accordance with the Terms of Reference agreed by the Council so a decision should be made as to whether this would be of benefit, establish whether any Councillor wishes to volunteer and consider any other changes to the working group membership.