

# Greatham Parish Council

## Parish Council Meeting

Wednesday 13<sup>th</sup> January 2021 at 8pm

To join the meeting please use this address: <https://us02web.zoom.us/j/86754057960>

Or by telephone: 0203 051 2874 Meeting ID: 867 5405 7960

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

7<sup>th</sup> January 2021

### 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 9<sup>th</sup> December 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 receive the current report
  - b) **Payment Schedule:** To approve current payments
11. **Grants Working Party:** To appoint a working party to consider and make recommendations to Council for grants in 2021/22
12. **Risk Management Schedule:** To review and agree the risk management schedule
13. **Footpath Representative:** To appoint a parish councillor as a footpath representative
14. **Project List 2020/21:** To review and agree any amendments to the current project list
15. **Traffic Working Group:** To hear a report and consider any actions
16. **To note reports from representatives of Organisations, Outside Bodies, Working Parties, Leads & Groups**
17. **Items for next agenda**
18. **Date of next meeting:** Wednesday 10<sup>th</sup> February 2021, 8pm. Planning Committee Meeting, Monday 25<sup>th</sup> January 2021, 8pm.

**Appendix 1: Report from County Councillor**

Report not available at time of agenda publication

**Appendix 2: Planning Applications as at 6<sup>th</sup> January 2021** (decisions since last meeting highlighted in yellow)

Reference	Address	Proposal	Consultation Expiry Date	Determination Date	GPC Comments	Decision
SDNP/20/05587/TEL	Street Record, Mill Lane, Hawkley	Prior notification- 9m medium pole and 8m light pole	28/12/20	08/01/21	No objection	
SDNP/20/05065/FUL	Land off Church Lane, Greatham GU33 6HB	New stable block attached to existing barn following demolition of existing stable building	05/01/21	08/03/21	Comments re materials and construction	
SDNP/20/05028/HOUS	1 Oak Tree Cottages, Petersfield Road, Greatham GU33 6EZ	Single storey extension to rear following removal of sunroom	24/12/20	14/01/21	No objection	
SDNP/18/06111/FUL	Liss Forest Nursery, Petersfield Road, Greatham GU33 6HA	Development of 37 dwellings (including affordable homes), alterations to existing access onto Petersfield Road, hard and soft landscaping, drainage and all other associated works	17/12/20	21/03/19	Objection	
SDNP/20/05707/APNB	Land off Church Lane, Greatham	Application to determine if prior approval is required for an agricultural barn	01/01/21	14/01/21	Comments re prior approval being required	
SDNP/10/04605/HOUS	Heath Cottage, Stairs Hill, Empshott GU33 6HR	Erection of a garden building to comprise a family/gym room, office & bathroom	26/11/20	22/12/20	No objection	Approved
SDNP/20/02705/FUL	The Coach House, Greatham Moor, Forest Road GU33 6HE	Conversion of existing integral double garage & store into home office. Detached triple garage, log store & general garden store	24/11/20	21/12/20	No objection	
SDNP/20/04367/TPO	84 Newfield Road, Liss GU33 7BW	Oak (T1) - 17m in height, remove 7m height leaving 10m. Crown spread to 12m, remove 1.5m on each aspect	19/11/20	15/12/20	No objection	Approved
SDNP/20/03813/CND	Copse House, Church Lane, Greatham GU33 6HB	Variation of condition 2 of SDNP/19/05129/FUL to allow substitution of plans showing minor changes to windows/doors and material finishes to elevations	19/10/20	03/11/20	No objection	
SDNP/20/02768/HOUS	Manor Cottage, Petersfield Road, Greatham GU33 6HF	Detached outbuilding for use as office	19/10/20	12/11/20	No objection	Approved
SDNP/20/04149/HOUS	New House, Longmoor Road, Greatham GU33 6AG	Single storey wrap around extension following demolition of flat roof porch	03/11/20	27/11/20	No objection	Approved
SDNP/20/04230/FUL	Land off Church Lane, Greatham	Retrospective application for a replacement mobile home, one skid-mounted stable and two skid-mounted field shelters.	10/11/20	01/02/21	Objection	

SDNP/20/03362/HOUS	April Cottage, Longmoor Road, Greatham GU33 6AE	Detached garden shed	07/10/20	28/10/20	No objection	Approved
SDNP/20/03908/OHL	Land at Ham Barn roundabout, Farnham Road, Liss GU33 6LB	Installation of new pole for transformer	12/10/20	23/10/20	No objection	Approved
SDNP/20/03691/HOUS	2 Greatham Green Cottages, Forest Road, Greatham GU33 6HD	Proposed 2 storey side extension and single storey rear extension following demolition of existing pitched and flat roof extensions and demolition of existing concrete garage	15/10/20	10/11/20	No objection, request local brick used	
SDNP/20/03198/HOUS	Pilgrims Way, Church Lane, Greatham GU33 6HB	Replacement garden shed following removal of existing shed	22/09/20	19/10/20	No objection	Approved
SDNP/20/03070/CND	5 Bakers Field, Greatham GU33 6EX	Variation of Condition 2 of permission SDNP/19/05738/FUL to allow external walls to be built with facing brickwork	02/09/20	21/09/20	No objection, comment re solar panels	Approved
SDNP/20/02763/TCA	The Hermitage, Petersfield Road, Greatham GU33 6HA	Row of Leyland Cypress (G1) - fell row of trees (approx 12) as they add little in environmental and amenity value and their removal will allow the planting of more beneficial species.	06/08/20	19/09/20	No objection	Approved
SDNP/20/02417/FUL	West Fork, Farnham Road, Liss GU33 6LA	Creation of new access road and use of existing access road for additional caravan storage, relocation of building and 2 additional holiday pods.	10/08/20	02/09/20	Objection	
SDNP/20/02812/HOUS	Willow Lea, Church Lane, Greatham GU33 6HB	Two-storey rear extension, enlargement of the front porch and removal of the timber shed.	20/08/20	15/09/20	No objection	Approved
SDNP/20/02572/HOUS	Longmoor Lodge, Longmoor Road, Greatham GU33 6AP	Clad only the existing red grey brickwork on the right hand side of the front elevation and right side elevation to match the cladding at the rear extension.	21/08/20	10/09/20	No objection	Approved
SDNP/20/02282/HOUS	Darley, 1 Longmoor Road, Greatham GU33 6AE	Relocation of an existing garden storage shed to an existing concrete hardstand forward to the front façade of the main dwelling	09/07/20	05/08/20	No objection	Approved
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
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## Appendix 3: Clerk's Report

### Trees

The tree works were carried out prior to Christmas over 2 days. The contractor did an excellent job and all works were completed to our satisfaction.

### Grant Applications

We need to go out to all local groups/charities to offer them the opportunity to apply for grant funding for 2021/22. We have increased our budget to £2,000 for the next financial year due in part to the Covid-19 pandemic and may want to particularly support groups/charities who have been particularly affected by the pandemic. A working party should be appointed to make recommendations to Council and this is on the agenda to action.

### Playground

Under government guidelines, the playground at the Village Hall is allowed to remain open during the new lockdown.

### Food Bank Collection

The food bank collection at the Old Church leading up to Christmas was very successful indeed with over 800 items of food donated to Bordon Food Bank and Liss Food Bank. Both have thanked Greatham residents for their very generous donations. We were also able to donate small gifts of food items to local Greatham residents to spread some Christmas cheer. Thanks in particular to Boopie Cope and the Rodbert family for locking and unlocking the Old Church each day of the food bank collections.

## Financial Records as at 31<sup>st</sup> December 2021

### Receipts 1<sup>st</sup> December to 31<sup>st</sup> December 2020

Old Church income	£	48.90
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### Balances as at 31<sup>st</sup> December 2020

Current Account	£16,425.41
Deposit Account	£25,044.68
<b>Total at bank</b>	<b>£41,470.09</b>

### Earmarked Funds held

CIL fund	£ 8,229.00
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
<b>Total Earmarked Funds</b>	<b>£17,851.00</b>

<b>General Reserves Balance</b>	<b>£23,619.09</b>	<b>(total at bank less earmarked funds)</b>
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**Appendix 4: Payment Schedule**

<b>Invoice Date</b>	<b>Payee</b>	<b>Description</b>	<b>Net Total</b>	<b>VAT</b>	<b>Total</b>
		<b>PAYMENTS MADE</b>			
23/12/20	Clerk	Salary December 2020	£809.37	£0.00	£809.37
23/12/20	HMRC	Tax/NI liability mth 9	£14.15	£0.00	£14.15
		<b>PAYMENTS TO BE MADE</b>			
03/11/20	Petersfield Town Council	Grass cutting October 2020	£50.00	£10.00	£60.00
16/11/20	Petaprint	Posters	£72.50	£1.50	£74.00
15/12/20	Liphook Tree Surgeons	Tree works as per quotation	£1780.00	£356.00	£2136.00
		<b>TOTALS</b>	<b>£2726.02</b>	<b>£367.50</b>	<b>£3093.52</b>

**Signed by Chair of Meeting:**

**Date:**

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## Appendix 5: Risk Management Schedule

The table below sets out the Risk Management Schedule agreed by Greatham Parish Council as at 15<sup>th</sup> January 2020. Review due: Annually in January

The Risk Management Schedule enables the Council to assess any risks and satisfy itself that it has taken adequate steps to minimise them, whilst recognising that not all risks can be eliminated. The Schedule should help the Council to identify and manage such risks, record findings and review or revise procedures accordingly.

Service Area		Risk	Likelihood (1, low – 3, high)	Risk Rating H/M/L	Control of Risk	Review/actions carried out
<b>Insurance</b>	1.1	Public Liability (statutory)	1	M	Continue existing cover	Renewed in May 2020
	1.2	Employers Liability (statutory)	1	M	Continue existing cover	Renewed in May 2020
	1.3	Loss of money	1	L	Continue existing cover	Renewed in May 2020
	1.4	Fraud/theft of money by employee	1	L	Continue existing Fidelity Guarantee cover	Renewed in May 2020
	1.5	Damage/loss of all property	2	M	Continue with existing cover on playground equipment and assets contained within the Council's agreed Asset Register.	Renewed in May 2020
	1.6	Loss of revenue	1	M	Continue existing cover	Renewed in May 2020
	1.7	Officials Indemnity	1	M	Continue with existing cover	Renewed in May 2020
	1.8	Libel & Slander	1	M	Continue with existing cover	Renewed in May 2020
	1.9	Personal Accident	1	M	Continue existing cover (scale benefits).	Renewed in May 2020
	1.10	Loss of internet/email	1	L	Continue existing cover	Renewed in May 2020
<b>Employment</b>	2.1	Loss of services of employee	2	H	Immediately advertise any vacancy (if permanent loss) and consider employing a locum Clerk for cover.  Ensure budget provision in place for employment of a locum Clerk.	No current need  Budget provision in place
	2.2	Payments to employee	1	L	Ensure compliance with current NI, PAYE and pension regulations  Salary reviewed annually	Assessed as part of internal audit  Reviewed in year



					Member of Staffing Advisory Committee to sign off Clerk's timesheet, including approval of additional hours worked  Payments signed off by two councillors	No physical meetings so signed off by email
	2.3	Clerk unable to perform role through inadequate training	1	M	Ensure adequate training is provided, and reviewed during annual appraisal or when new legislation/regulations are introduced	Limited training opportunities due to Covid-19, but training has been attended online
<b>Administration</b>	3.1	Payment arrangements	1	L	Continue with requirement to report all payments to Council for approval on a monthly basis  Continue with requirement for 2 signatories to initial cheque stubs and invoices or 2 councillors to approve online payments	All payments reported and checked by internal audit process  No signatures due to lack of physical meetings, but minutes reflect approval of payments
	3.2	Reconciliation	1	L	Continue with bank reconciliations on all bank accounts to be carried out on the receipt of each statement and report balances monthly to Council  Continue with Councillor sign off of quarterly reconciliation and report to Council	Financial reports minuted monthly  A councillor has signed off all quarterly reconciliations and minutes reflect this
	3.3	Loss of bank signatories	2	M	Ensure at least 4 councillors are on bank mandate and can approve payments. If a councillor resigns, a new signatory should be put in place at the earliest opportunity	6 councillors on mandate; review if councillor(s) resigns
	3.4	Agency advice	1	M	Continue with memberships of HALC and SLCC	Renewed in year

<b>Business Continuity</b>	4.1	Loss of council records	1	M	<p>Perform weekly backups to external hard drive on the Clerk's laptop, and to a suitable cloud provider.</p> <p>On an annual basis archive council paper records with Hampshire County Council.</p> <p>Council paper records kept in locked cabinets at Village Hall and at Clerk's home. Keys held by Clerk to Village Hall/filing cabinets</p>	<p>All documents stored on One Drive</p> <p>Requires action</p> <p>Records secure</p>
	4.2	Access to Clerk's laptop and passwords held by the Clerk	1	M	<p>The Clerk to give a sealed envelope (signed across the seal) to the Chairman for safe keeping which contains all the passwords to access the Clerk's laptop, website logins and email passwords</p>	<p>Requires action to update</p>
<b>Maintenance of Assets</b>	5.1	Loss of use of play equipment	1	M	<p>Continue with regular maintenance and safety checks and take unsafe equipment out of service until repairs carried out. Continue to have annual playground inspection.</p> <p>Councillor carries out visual playground inspection and sends report to Clerk</p> <p>Covid-19 guidelines for playground – regular inspections by Clerk to ensure safety notices in place</p> <p>Ensure adequate insurance is in place</p>	<p>Annual inspection carried out 2020</p> <p>Check councillor is carrying out regular inspections</p> <p>Safety notices regularly checked and replaced</p> <p>Insurance renewed May 2020</p>
	5.2	Deterioration of Old Church	1	M	<p>Continue with regular monthly maintenance and safety checks to building and environs, including monthly visual inspections</p>	<p>Requires action</p>
	5.3	Condition of assets such as village green, bus shelters, litter bins	1	M	<p>Carry out regular quarterly inspections of all assets and monitor for deterioration</p>	<p>Requires action</p>
<b>Precept</b>	6.1	Annual precept not the result of proper detailed consideration	1	M	<p>Continue to set up working party annually in September to agree budget and recommend to full council</p>	<p>Working party set up in year</p>
	6.2	Inadequate monitoring of performance	1	L	<p>Continue to monitor budget versus actuals quarterly.</p>	<p>Contained in minutes</p>

					Councillor to carry out quarterly reconciliation as set out in Financial Regulations	Contained in minutes
	6.3	Illegal expenditure	1	L	Continue to ensure that all expenditure is within legal powers as set out in Financial Regulations by signing of all payments and approving any contracts awarded before work takes place	All expenditure approved by Council and contained within minutes
<b>Accounting</b>	7.1	Non-standard and/or non-compliant records kept	1	L	Continue to require adequate, complete and statutory financial records and accounts which are reviewed annually by Internal Auditor and, where required, subject to External Audit  Expertise in-house as CiLCA qualified Clerk in post	Internal audit carried out in year
	7.2	Non-compliance with statutory deadlines for the completion/approval/submission of accounts and other financial returns	1	L	Continue to ensure that all accounts and returns are completed and submitted by the deadlines and AGAR approved by June each year  Expertise in-house as CiLCA qualified Clerk in post	AGAR deadlines met
	7.3	Non-compliance with internal audit requirements	1	L	Appoint internal auditor and continue practice of agreeing an action plan and following up at full council meeting  Expertise in-house as CiLCA qualified Clerk in post	Auditor appointed and action plan agreed by Council
	7.4	VAT reclaim not processed	1	L	Submit VAT reclaim at financial year end or more regularly if large amount of VAT is paid out  Forms part of Internal Audit checks annually	Requires action at year end; VAT return complete for previous year
<b>Contracts</b>	8.1	Ensure continued value for money coupled with continuity of work	1	L	Comply with financial regulations in obtaining 3 quotations for work required for larger items  For specialist work on Old Church carry out due diligence on contractor before appointing including references sought if necessary and copy of public liability insurance retained by the Clerk	Quotations obtained in accordance with Financial Regulations
<b>Events at Old Church</b>	9.1	Loss or theft of cash	1	L	Use a locked tin for all donations at events. 2 people to count donations after event and sign a reconciliation sheet. Tin and reconciliation to be handed to Clerk at	

					earliest opportunity. Cash to be checked and signed for by Clerk on handover and banked.	
	9.2	Public safety at events	2	M	Volunteer stewards to be present to assist members of the public in attendance Risk assessment carried out prior to event	Risk assessment in place and reviewed prior to each event
<b>Data Protection</b>	10.1	Inadequate protection of personal data relating to employees/members of the public	2	M	Renew ICO registration annually Review all GDPR policies using the dates agreed by Council noted within policies	ICO registration renewed in year Requires action
	10.2	Inadequate data lifecycle management	2	H	Review storage arrangements of privileged information by past and present employees and councillors.	Requires action
<b>Freedom of Information</b>	11.1	Information available to members of the public requesting it		L	Review the Publication Scheme every year to ensure compliance with legislation	Requires action
<b>Meetings</b>	12.1	Inaccuracy in recording of council decisions in minutes	1	L	Draft minutes reviewed by Chairman for inaccuracies before publication Minutes approved formally at next council meeting	Chairman reviewed and all minutes published and approved formally at meetings
	12.2	Timing of publication of minutes and agendas	1	L	Published within timeframes set out in Standing Orders and in accordance with Transparency Regulations	Agendas & minutes all published as required; Transparency Regulations checked as part of internal audit
	12.3	Adequacy of meeting location	1	L	Clerk to carry out a visual inspection prior to meeting	No requirement in year as all meetings held online to date
	12.4	Acting outside of the legal powers of local councils	2	M	Clerk to seek legal advice if unclear through HALC, NALC or SLCC Expertise in-house as CiLCA qualified Clerk in post	Advice sought as required
	12.5	Councillors acting outside of their powers	2	M	Councillors to undertake training in accordance with the Council's Training & Development Policy	All councillors offered training in year

<b>Register of Members' Interests</b>	13.1	Members' Interests not notified to District Council	1	L	Clerk to remind councillors at Annual Meeting although onus on councillors to declare their interests	All interests declared following election and published on website
	13.2	Members' Interests declared at a meeting when required	2	L	Agenda item at every meeting to ask councillors if they wish to declare an interest	Contained within agendas and minutes
<b>Reputation</b>	14.1	Damage to reputation due to members acting outside of their remit	2	M	All members to undertake regular training and to have read and understood Council policies including Standing Orders	No action required as training up to date
	14.2	Damage to reputation due to Clerk acting outside of legal duties	1	M	Clerk to undertake regular training Expertise in-house as CiLCA qualified Clerk in post	CiLCA qualified Clerk and ongoing ad hoc training in year

**Appendix 6: Project Plan 2020/21 (agreed 09/09/2020)**

Task	Lead	Cost	Comments/Progress
<b>General Parish Council Work</b>			
2021/22 Budget	Clerk		Working party to be agreed
Nursery Site Application	Cllr Rodbert		Ongoing, no activity since August 2019
<b>Quick Wins</b>			
Speedwatch	Cllr Rook		Police are now allowing Speedwatch to operate again, training required
G15	Cllr Driver	£200	Meetings to commence once Covid-19 allows
Village Awards	Cllr Driver	£500	Delayed due to Covid lockdown, target for next APM
Councillor Drop In	Cllr Driver		Will recommence once Covid-19 allows
Telephone box	Cllr Harris		Location tbc as part of CFI application. Consult community about potential use(s).
Wildflowers	Cllr Harris	Grant	HCC pollinator project on hold until 2021
Village Footpath & Ecology Signboards	Clerk/Cllr Harris	£106	Funds received, waiting for approval under CFI scheme for locations and design of boards now taking place
<b>Major Initiatives</b>			
Neighbourhood Development Plan	Cllr Rodbert	Grant, precept	
Village Design Statement	Cllr Rodbert		Working group required, future agenda item
Playground Renewal	Clerk/Cllr Harris	CIL, grants	Awaiting outcome of CIL application (expected October 2020)
Traffic calming initiatives	Cllr Rook	Grants, precept	CFI application submitted, awaiting outcome
<b>Other Initiatives</b>			
Village Gateway	Clerk/Cllr Harris	£106	Funds received, part of CFI application
Village Tree and Hedge Strategy	Cllr Rodbert		Will form part of Village Design Statement
Electric car-charger/solar array at VH	Cllrs Rook/Crick		Potential District Council grant; Village Hall Trustees to be consulted