

Greatham Parish Council
Parish Council Meeting
Greatham Village Hall
Wednesday 8th September 2021 at 8pm

Dear Councillor,

You are hereby summoned to a meeting of Greatham Parish Council for the transaction of business set out below.

J Ives

Jane Ives, Clerk to the Council

2nd September 2021

This meeting will be held in line with any Covid-19 restrictions in place at the time of the meeting. This may include the necessity to restrict numbers in attendance. Once the safe number of people in attendance has been reached we reserve the right to turn people away.

We would request that all members of the public attending wear a face covering when entering or leaving the building and when moving around the building.

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 & votes on the matter*
- 4. Resignation of Councillor:** To note the resignation of Cllr Adam Cheesman
- 5. Approval of Minutes:** To approve minutes from the Parish Council meeting held on 14th July 2021 and the Extraordinary meeting held on 11th August 2021
- 6. Update on actions arising from Minutes of the Parish Council Meeting held as above**
- 7. Report from District Councillors:** Report from Cllr Adam Carew/Cllr Phillip Davies
- 8. Report from County Councillor:** To note a report from Cllr Russell Oppenheimer (Appendix 1)
- 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 (Appendix 2)
 - b) **Bank Reconciliation Quarter 1:** To note the reconciliation for April-July 2021 (Appendix 2)
 - c) **Payment Schedule:** To approve current payments (Appendix 3)
- 11. Internal Auditor Appointment:** To agree the retention of Lightatouch as the internal auditor for 2021/22 at a cost of £230.00 (Appendix 4)
- 12. Member Training:**
 - a. To note member training attendance and agree any future training
 - b. To consider a suggestion from the Monitoring Officer regarding code of conduct training
- 13. Planning Committee Vacancy:** To appoint a councillor to the planning committee following a vacancy

- 14. Planning Committee Chairman/Vice Chairman:** To appoint a Chairman and Vice Chairman for the Planning Committee
- 15. Greatham Allotment Charity:** To appoint two trustees to the Greatham Allotment Charity
- 16. To appoint councillors to the following vacant positions:**
 - a) Transport and Traffic Working Group Member
 - b) Playground Working Group Member
 - c) Facilities Lead
 - d) Coryton Trust trustee position
 - e) Representative at the Community Partnership meetings
- 17. Old Church and churchyard maintenance work:** To consider the Conditions Report on the Old Church and agree next steps
- 18. Village Gateways:** To approve costs of posts and installation of village gateways
- 19. Terms of Reference for a Tree Warden:** To agree terms of reference for parish tree warden(s) and decide how to promote the opportunity in the village
- 20. Vexatious Complaints Policy:** To consider recommendations from EHDC's Monitoring Officer to amend the Vexatious Complaints Policy.
- 21. To note reports from representatives of Organisations, Outside Bodies, Working Parties, Leads & Groups**
- 22. Items for next agenda**
- 23. Date of next meeting:** Wednesday 13th October 2021

Appendix 1: Report from County Councillor

1. Project Gigabit update

The pandemic highlighted the importance of broadband to our communities and I feel great sympathy for those who continue to struggle with slow broadband speeds. As working from home is set to become commonplace, the importance of good broadband is set to persist. Hampshire County Council does not have any statutory duties relating to broadband and we are not adequately funded for the statutory duties we do have, such as social care and highways. We are allocating scarce resources and staff time to the broadband roll-out because we recognise the importance of broadband to rural communities and to the local economy.

During August we saw some more details emerge from the Government on Project Gigabit which included some good news for East Hampshire. Hampshire is in the second wave of the initial procurements, called "Phase 1b". Hampshire and Isle of Wight have been allocated a share of between £148-250 million as part of the Government's £5 billion investment. The Department of Digital, Culture, Media and Sport (DCMS) is set to procure contracts for the region's roll out in February 2022, with delivery expected in 2023. This high spending allocation in Hampshire follows months of intense lobbying by officers and councillors and we are delighted to have got this result for residents.

Many of us in East Hampshire (including me) have speeds of between 10-24 Mbps; this is not considered to be superfast and that is why many of our properties are included in the procurement. We now have the consultation postcode list which shows which properties will fall within the procurement area (N.B. this is subject to consultation but it is not expected to change much). I am awaiting a detailed analysis of this postcode list from the Hampshire Superfast Broadband Team. In the meantime, you may wish to check the postcode spreadsheet which can be found at this link:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011873/Hampshire_IoW_OMR_Postcode_Output.ods

(N.B. You need to select and sort the postcodes in the first column. If you are not familiar with Excel this may not be straightforward for you.)

Project Gigabit is a procurement project run by DCMS. It is not yet clear what role the County Council will play in this procurement process. DCMS seems to want the County to act as the interface with the public. The terms of how this would work are currently being negotiated.

If you want to read more about the DCMS consultation then the full documentation is all at this link:

<https://www.gov.uk/government/consultations/uk-gigabit-programme-hampshire-and-isle-of-wight-public-review>

Whilst we await the rollout of Project Gigabit, the process of Community Fibre Partnerships managed by Openreach will continue. This means that many communities in East Hampshire will get fibre to the premises earlier than 2023. The CFPs are still supported by the Government's Rural Gigabit Connectivity Voucher scheme which provides £1,500 per premises as well as the "top-up" provided by Hampshire County Council: also £1,500 per premises. The closing date for the voucher scheme and the top-up scheme is December 2021.

2. Preparing for a safe return to school

For the autumn term, the priority for the County Council in all education settings is to ensure that pupils and students can safely and effectively return to learning in the classroom, in a way that keeps any possible COVID-19 risks to the absolute minimum. It has been an especially challenging 18 months for children and young people and we want their lives to return to normal as much as possible.

You may be interested to note the latest updates to Government COVID-19 guidance about nurseries, schools, colleges and universities summarised below.

- Bubbles are no longer required: Students will no longer be required to form bubbles or limited groups.
- When to wear a face covering has changed: Face coverings are no longer required for pupils and staff in school, which means a return to singing and playing brass instruments in school settings. However, face coverings are still recommended when using public transport to and from school.
- Changes to who needs to self-isolate and when: Under 18s and fully vaccinated adults who are identified as close contacts do not need to self-isolate unless they have COVID-19 symptoms. Close contacts should instead take a PCR test. If positive, NHS Test and Trace will inform the individual what to do next.
- Regular asymptomatic testing at home should continue: Secondary school pupils and college students are encouraged to continue taking Lateral Flow Device tests twice each week. At the start of term, schools will carry out two rapid flow tests on the school premises for each person; after this, tests should continue at home.
- Additional age groups can get vaccinated: Anyone aged 16 or 17 can now get vaccinated. Children aged 12-15 with underlying health conditions or who live with someone that is clinically vulnerable can also be vaccinated.
- Children and young people should stay home if they are at all unwell and not use public transport. Even if they don't have COVID-19 symptoms or their COVID-19 test is negative, they may still have an illness which could be passed on to other people.

In line with Government guidance, each education setting also carries out regular COVID-19 risk assessments and may, as part of their assessment, recommend additional precautionary measures such as staggering school start times. Education settings will advise parents and carers directly if there are any further measures that they need to be aware of for their child.

3. Welcoming Afghan families to Hampshire

Hampshire County Council is pleased to be working with local partners including our District and Borough councils, NHS, support providers and local charities to assist Afghan families moving to the UK to re-settle as part of the Government's Afghan Relocation and Assistance Policy programme.

A number of families have now been welcomed to the county and we are working hard to ensure they have all the local information they need and are made to feel welcome after what has been a very difficult and disorientating period in their lives.

If you wish to donate an item, please visit the website of registered local charity Community First (see link below) who are co-ordinating collections across the county. In addition to signposting to donation points, Community First has also published a list of priority items that are needed first and foremost. Please can we ask that items are either nearly-new or in good second-hand condition.

<https://www.cfirst.org.uk/donating-to-help-afghan-evacuees/>

4. Possibility of a County Deal

In July, the Prime Minister Boris Johnson announced new 'County Deals' as part of his vision for levelling up across the UK with the aim of benefitting local communities. The Government asked for expressions of interest for County Deals by quick return and HCC has registered a formal expression of interest.

Leader of Hampshire County Council, Councillor Keith Mans explained: "In setting out his vision for County Deals in July, the Prime Minister highlighted how these aim to bring decisions and powers closer to people and places. They aim to deliver the best possible deal for local residents at a local level and give places the tools they need to transform and pilot new ideas, create more jobs, drive growth in the economy, improve public services, boost transport, infrastructure and housing, and tackle climate change – the list goes on.

“This is clearly a very exciting, once-in-a-generation opportunity for Hampshire and the wider geographic and economic area, to build on our collective strengths and boost Hampshire as a whole, to help benefit the lives and opportunities of our residents. By expressing our interest now, this commits us to nothing at this stage, but it’s an opportunity we must pursue at pace, for the good of the people of Hampshire. We now wait to hear from Government, their response.”

5. GCSE and A Level results

As I always do in September, I would like to congratulate all students on their results which were obtained in highly challenging circumstances. We have good schools in Hampshire and we can be very proud of the way they have coped with the pandemic. I wish all students success in their future studies and endeavours.

RUSSELL OPPENHEIMER

County Councillor for Petersfield Hangers

Appendix 2: Clerk's Report

Update on actions arising from previous meetings:

Bridleway 11 funding – Response from Hampshire Countryside Services has been received advising that the Parish Partnership Fund could be a source of funding. This should be considered at a future meeting.

HCC Traffic Study – HCC to be contacted following lockdown about resuming the traffic study

Telephone Box – Clerk to liaise with neighbours and relevant organisations such as EHDC to see if planning permission is required. Services underground need to be investigated and marked up. The panes in the telephone box need to be replaced.

Annual Report – to be drafted by councillors and circulated to all residents.

Drain in Bakers Field - drain opposite 10 Bakers Field was causing surface water flooding. Clerk has reported it.

Bench in Bakers Field – bench is rotten and needs work. Clerk has investigated and work is required.

Parish Council responsibilities – Clerk to write to resident to explain council responsibilities.

Tree survey outstanding works – Clerk to ask Old Church working group to complete agreed works by end September.

Boundary Commission Review Response – Clerk to respond on behalf of the Council. Complete.

Traffic Working Group actions from July 2021 meeting:

The school had emailed the Council seeking help with parking as the pub car park could no longer be used. The Traffic Working Group will contact the school to see if any assistance can be given with their park and stride scheme.

A member of the public commented that parking spaces for the school drop off are available at Eurotec. She also commented that some parents park in Bakers Field but can cause a nuisance by parking near the junction of Petersfield Road.

Concerns raised about school parents parking on the no parking area in the village hall car park.

A member of the public informed the council of a recent accident at the Longmoor roundabout where a car had overturned. Cllr Rook noted this was in Whitehill & Bordon parish and not Greatham. Cllr Cheesman was aware of a second accident and would forward details to the Clerk. The Council will report their concerns to Highways.

Concerns raised about the parking at Bakers Field near the bungalows. The Traffic Working Group would investigate.

Financial Report as at 31st August 2021

The financial records as at 31st August 2021 are as follows:

Receipts 1st June to 31st August 2021 £0

Balances as at 31st August 2021

Current Account	£ 6,116,50
Deposit Account	£30,044.68
Total at bank	£36,161,18

Earmarked Funds held

CIL fund	£ 8,229.00
Community Engagement	£ 500.00
NDP	£ 1,000.00
Election costs	£ 500.00
Tree works	£ 40.00
S106 project	£ 4,802.00
CFI Scheme	£ 1,000.00
Total Earmarked Funds	£16,071.00

General Reserves Balance	£20,090.18	(total at bank less earmarked funds)
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GREATHAM PARISH COUNCIL

SUMMARY RECEIPTS & PAYMENT ACCOUNT

1st QUARTER ENDED 30 JUNE 2021

Annual Budget	Actuals YTD	RECEIPTS	Figures shown exclusive of VAT	
			£	£
			Q1 Receipts	
19537	9769	Precept	9,768.50	
0	0	S106	-	
0	0	CIL	-	
0	0	Bank Interest	-	
50	0	Grants	-	
0	0	VAT repayment	-	
300	0	Old Church income	-	
19887	9769			
		TOTAL RECEIPTS		9,768.50
		PAYMENTS	Q1 Payments	
11,820	2773	Net salaries (April-June 2021)	2,773.31	
180	45	Allowances	45.00	
200	18	Travel costs	18.00	
150	0	Training staff	-	
500	0	Training councillors	-	
200	0	Printing	-	
400	114	Stamps & Stationery	114.19	
-	0	Publications	-	
250	0	Room Hire	-	
500	180	IT/email/website	180.00	
350	0	Repairs & maintenance	-	
846	465	Equipment purchase	465.00	
300	0	SLR Deployment	-	
2,100	100	Grant allocation	100.00	
650	514	Subscriptions SLCC/HALC	513.61	
400	225	Audit fees	225.00	
700	614	Insurance	614.25	
800	145	Grass cutting	145.00	
200	0	Maintenance outside spaces (lengthsman/payba	-	
95	0	Playground inspection	-	
500	0	Playground maintenance	-	
1,150	0	Old Church expenditure	-	
-	310	VAT on payments	309.52	
72	18	Bank charges	18.00	
8,229	0	EMR CIL projects	-	
500	0	EMR Trees	-	
500	0	EMR Community Engagement	-	
500	0	EMR Election costs	-	
2,000	0	EMR NDP	-	
4,802	0	EMR S106	-	
1,000	0	EMR CFI	-	
545	545	EMR Grants	545.07	
40,439	6066			
		TOTAL PAYMENTS		6,065.95
		BALANCE BROUGHT FORWARD on 01/04/2021		37,412.02
		ADD Total Receipts (as above)		9,768.50
		LESS Total payments (as above)		6,065.95
		Balance Carried forward 30/06/2021		41,114.57
These cumulative funds are represented by:				
		Current Account Balance	6,069.89	
		Less: Cheques drawn but not debited as at 30.06.21	-	
		Deposit Account Balance	35,044.68	
				41,114.57

Appendix 3: Payment Schedule

Invoice Date	Payee	Description	Net Total	VAT	Total
		PAYMENTS MADE			
31/08/21	Clerk	Salary Month 5	£674.33	£0.00	£674.33
31/08/21	HMRC	Tax/NI liability month 5	£198.74	£0.00	£198.74
03/08/21	Petersfield Town Council	Grass cutting July	£25.00	£5.00	£30.00
05/08/21	Greatham Village Hall	Room hire July	£20.62	£0.00	£20.62
19/08/21	Julian Livingstone	Condition survey Old Church	£500.00	£0.00	£500.00
23/08/21	Petersfield Shakespeare Festival	Grant 2021/22	£238.00	£0.00	£238.00
		PAYMENTS TO BE MADE			
31/08/21	Clerk	Expenses & stationery reclaim	£169.98	£0.00	£169.98
		TOTALS	£1,826.67	£5.00	£1,831.67

Signed by Chair of Meeting:

Date:

Appendix 4: Internal Auditor

Tim Light, Lightatouch

Scope of Work

The following will normally be included in the standard internal audit:

- appropriate accounting records have been kept properly throughout the year
- a test check of expenditure vouchers to the financial ledger
- a review of the Committee and Council minutes to ensure decisions are properly approved in accordance with the Council's Financial Regulations
- a review of risk assessment procedures
- a review of insurance cover arrangements
- a test check on budget information
- a review of the Council's reserve policy
- a test check of income recorded on bank paying in books, credits to financial ledger and source documentation
- a test check on petty cash vouchers and approval
- a review of staffing and payroll documentation
- a review of the asset and investment registers
- test check on the periodic and year end reconciliation of bank account and investments
- a review of accounting statements prepared during the year
- a review of the Council's compliance with the Transparency Code
- a review of the year end information to be submitted to the external auditor.

Site visits, collection of records or working Remotely by arrangement

Matters arising and recommendations will be discussed with the Parish Clerk/Responsible Finance Officer and a written report will be issued each internal audit visit.

QUOTATION FOR THE INTERNAL AUDIT FOR 2021/2022

STANDARD INTERNAL AUDIT FEE:

£230 based on a one year-end visit.

Included in the quoted fee above is an advice service on standard financial matters throughout the year.

Should you require any project or further work, I will be delighted to supply a separate fee quote.

Yours sincerely

Tim Light FMAAT

Appendix 5: Training Schedule

	Costs	T Butler	A Crick	T Driver	S Harris	M Rodbert	O Rook
Intro to councillor role/policies May 2019	Internal	X	X	X	X	X	X
Knowledge & Core Skills June 2019	FOC	X	X	X			X
Code of Conduct July 2019	FOC	X		X	X	X	X
Knowledge & Core Skills Nov 2019	£190.00				X		
Basic Planning June 2021	£90.00		X				
£280.00							

Current Training Courses

Information about current Hampshire Association of Local Councils training courses can be accessed here:

<https://www.hampshirealc.org.uk/pagedetail&id=220>

Code of Conduct Training

The Deputy Monitoring Officer at EHDC has forwarded a suggestion from the Chair of the Standards Committee at EHDC regarding code of conduct training for councillors. If councillors wish to take up this offer then the Deputy Monitoring Officer may be able to signpost the council to relevant training.

Appendix 6: Village Gateways

Information from Hampshire Highways is being sought at the time of the publication of the agenda and will be forwarded to councillors as soon as it is available.

Appendix 7: Tree Warden Terms of Reference

Appointment of Tree Wardens

1. Tree Wardens are to be appointed by the Parish Council at its Annual meeting or at a normal full Council meeting.
2. Only individuals who have attended training run by the Tree Council or East Hampshire District Council are eligible to be appointed as a Tree Warden (or who are willing to attend training within 3 months of being appointed).
3. The Council aims to appoint at least two Tree Wardens.
4. The Council are responsible for agreeing the Terms of Reference for Tree Wardens which will broadly follow the guidelines set out by the Tree Council.
5. The Council will use the guidance provided by the East Hampshire District Council Tree Warden Network when appointing tree wardens in the parish (Appendix 1).

Tree warden activities

6. In line with the task set by the Council, the purpose and remit of the Tree Warden is to :
 - a. Plant and care for trees in the village with the agreement of any landowner
 - b. Report on damage to trees protected by TPOs to the District Council Tree Officer
 - c. Report trees that have fallen or been damaged by storms to the District Council Tree Officer
 - d. Map veteran and ancient trees
 - e. Gather information about Council owned trees and report any early warning of threats, disease, decay or vandalism so that the Council can act accordingly
 - f. Work with local groups/the school providing field trips/workshops or similar
 - g. Develop imaginative initiatives, such as tree adoption, to encourage others to value the village trees
 - h. Lead guided tree walks and give talks to local groups
 - i. Spearhead Tree Council initiatives, such as its Hedge Tree Campaign to reverse the decline of trees in hedges
 - j. Help landowners, when requested, to lay hedges or tag hedge trees for protection
 - k. Prior to carrying out any practical work, the Tree Warden should carry out a risk assessment and provide this to the Parish Clerk
 - l. Provide comments/recommendations to the Council when they are considering an application for tree works from the Local Planning Authority
 - m. Abide by all decisions made by the Council with regards to any proposed tree works
 - n. Accept all professional advice given to the Council
 - o. Assist the Council with regards to tree issues in any Neighbourhood Development Plan, Village Design Statement or similar project
 - p. The Tree Warden, in accordance with the guidance set out by the Tree Council, may not:
 - i. Advise whether a tree is safe; if it falls the Tree Warden would be liable, and they are not insured for this
 - ii. Undertake practical work outside their ability or without appropriate permission
 - iii. Enter private land without the owner's agreement
 - iv. Attempt to handle tree disputes on their own
 - v. Carry out chemical weed control without having completed the certified training
 - vi. Use a chainsaw without having completed the certificated training or without insurance
 - vii. Bring the Tree Warden network, the Tree Council or the Parish Council into disrepute
7. The Tree Warden 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.
8. 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.
9. The Tree Warden reports to the Council.
10. The Tree Warden shall provide a quarterly report to the Parish Council about any and all activities carried out.
11. The Parish Council retains the right to remove any individual who does not abide by these Terms of Reference.

Appendix 8: Vexatious Complaints Policy

The policy below includes all the proposed amendments/deletions. Councillors have separately been sent the version with 'tracked changes'.

Introduction

This policy identifies situations where a complainant, either individually or as part of a group, or a group of complainants, might be 'habitual or vexatious' and ways of responding to these situations.

Definitions

In this policy the term HABITUAL means 'done repeatedly or as a habit'. The term VEXATIOUS is recognised in law and means 'denoting an action or the bringer of an action that is brought without sufficient grounds for winning, purely to cause annoyance to the defendant': in the Parish Council context it means acting to cause annoyance to the Council, individual members of the Council or members of staff.

Definition of a habitual or vexatious complainant

Complainants (and/or anyone acting on their behalf) may be deemed to be habitual or vexatious where previous or current contact with them shows that they meet one of the following criteria, where complainants;

1. Persist in pursuing a complaint where the Council's Complaints Procedure has been fully and properly implemented and exhausted.
2. Persistently change the substance of a complaint or request or continually raise new issues or seek to prolong contact by continually raising further concerns or questions upon receipt of a response whilst the complaint is being addressed. (Care must be taken, however, not to disregard new issues which are significantly different from the original complaint as they need to be addressed as separate complaints).
3. Are repeatedly unwilling to accept documentary evidence given as being factual or deny receipt of an adequate response despite correspondence specifically answering their questions, or do not accept that facts can sometimes be difficult to verify when a long period of time has elapsed.
4. Repeatedly do not clearly identify the precise issues which they wish to be investigated, despite reasonable efforts of the Council to help them specify their concerns, and/or where the concerns identified are not within the remit of the Council to investigate.
5. Regularly focus on a trivial matter to an extent which is out of proportion to its significance and continue to focus on this point. It is recognised that determining what is a trivial matter can be subjective and careful judgement will be used in applying this criterion.
6. Have, during addressing a registered complaint, had an excessive number of contacts with the Council – placing unreasonable demands on staff or members. For the purposes of determining an excessive number, a contact may be in person, by telephone, letter or email. Discretion will be used in determining the precise number of excessive contacts applicable under this section, using judgement based on the specific circumstances of each individual case.
7. Have harassed or been personally abusive or verbally aggressive on more than one occasion towards staff or members dealing with the complaint. These will be documented.
8. Are known to have recorded meetings or face to face/ telephone conversations without the prior knowledge and the consent of other parties involved.
9. Make unreasonable demands on the Council and fail to accept that these may be unreasonable, for example, insist on responses to complaints or enquiries being provided more urgently than is reasonable or within the Council's Complaints Procedure or normal recognised practice.

Procedures for dealing with habitual or vexatious complainants

If a complainant has threatened or used physical violence towards staff or members at any time – this will, cause personal contact with the complainant, and /or their representatives to be discontinued and the complaint will, thereafter, only be continued through written communication. All such instances will be documented.

Courses of Action

1. The Clerk will consult with the Chairman and Vice Chairman to determine if the complaint/request is classified as vexatious in accordance with the criteria set out above.
2. If the complaint/request is deemed vexatious then the complainant will be notified in writing why their complaint/request has been classified as vexatious. The complainant will be advised of the Parish Council's normal complaints procedure and what steps to follow if that is appropriate.
2. The complainant will be notified, in writing, that the Council has responded fully to the points raised and has tried to resolve the complaint but that there is nothing more to add and that continuing contact on the matter will serve no useful purpose. The complainant will also be notified that the correspondence is at an end, advising the complainant that they are being treated as a persistent or vexatious complainant and as such the Council does not intend to engage in further correspondence dealing with the complaint.
3. The Council will decline further contact for a period of 3-6 months (to be confirmed in writing) with the complainant, either in person, by telephone, by fax, by letter or by e-mail or by any other means.
4. The complainant will be informed that the Council may seek legal advice on unreasonable or vexatious complaints.
5. The Council will suspend all contact with the complainant about the issues relating to the complaint being considered habitual and/or vexatious, while seeking advice or guidance from a solicitor or other relevant agency.
6. The Clerk and the Chairman of the Council may invite the complainant to meet with them to discuss the matter.
7. In cases where the complaint relates to a service the Council is performing on behalf of another council, i.e. Hampshire County Council, then the complainant can raise a complaint with the Local Government Ombudsman.
8. The Council will be notified of vexatious or habitual complainants.
9. The status of a vexatious complainant can be changed depending on their ongoing communication with the Council. There will be an opportunity if they subsequently demonstrate a more reasonable approach or if they submit a further complaint for which the normal complaints procedure would appear appropriate, to have their status reviewed and normal channels of communication may be resumed.
10. The status of a vexatious complainant will be reviewed at the end of the time period agreed in item 3.

Appendix 9: Old Church Working Group Meeting Report

- meeting took place on 31 August 2021 at 7.30 pm
- held initially at the Old Church and then at the Rodbert's house
- attended by Mark Rodbert, David Self, Boopie Cope, Peter Sutton, Peter Merz and Josh Dale-Harris
- apologies from Jen Rook and David Redman

Peter Merz now attending in place of Jim Paul as representative from L'Abri

The following points/recommendations were agreed:

1. Vision document.

Mark and Josh reported that this was still to be done.

2. GPC commissioned survey.

David said he was meeting at the OC this Friday to discuss its conclusions. Mark said it would be considered at next week's GPC meeting after which the report would be made available.

3. Events at the OC.

Service on Sunday 26 Sept. Peter confirmed that the arrangements for the 4 location service are being put in place and the theme at the Old Church would be to seek links with its history. Though numbers attending are not easy to predict, a risk assessment will be made and he will liaise with GPC.

The event will be publicised through an A5 leaflet to be distributed in the same manner as the Village Magazine. Also, it was felt that an announcement should be made on the GPC facebook page.

Christmas carol service. A date of 11 Dec was recommended to GPC with Peter leading the service.

4. Altar rails. Gary Appleton's email of 20 June was welcomed not least that it reported that no further deterioration is likely and no action needs to be taken.

5. Churchyard maintenance

Noted that GPC's contractors will cut the grass/hay on Thursday 9 Sept and then a working party co-ordinated by Boopie will rake up the cuttings on Saturday 11 Sept (10 am start).

L'Abri and Ed DH may be able to rustle up some volunteers to help. It was agreed that it would be good to publicise the event on the GPC facebook page

The cuttings to be partly placed on the bank under the laurels to encourage plant diversity with any excess to be added to the L'Abri composting area.

6. Composting. It was agreed that the compost bays are unsightly and were unfortunately placed on top of a substantial snowdrop colony. It is recommended that the pallets framing the bays should be re-located to the L'Abri composting area and the compost used on the laurel bank and around recently planted trees.
7. Old yew. GPC is arranging for appropriate quality mulch to be delivered, which should then be distributed by the OCWG. We saw that Boopie has done further good work removing grass from within the 'dripline' and now only a small patch remains which can be removed on 11 Sept.
8. Ivy removal. Our recommendation is that the ivy under the Cypress trees should be removed by the OCWG down to approximately 2-3 ft from the ground. This acknowledges the value of the ivy as a bird nesting area and habitat for a wide variety of invertebrates as well as ensuring the Cypresses are not at risk at being smothered. We didn't inspect the ivy elsewhere though the working party on the 11 Sept will remove all unwanted ivy.
9. Cherry tree. Mark pointed out that GPC have decided to remove it entirely. Josh made the point that it still had value as a hedging plant which would not risk the foundations of the Paul's house.