

Greatham Parish Council

Parish Council Meeting

Greatham Village Hall

Wednesday 13th October 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

7th October 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. **Approval of Minutes**: To approve minutes from the Parish Council meeting held on 8th September 2021
5. **Update on previous actions arising from council meetings** (Appendix 1)
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 (Appendix 2)
8. **Public Question Time**: Adjournment of the meeting for 15 minutes to allow the public to raise questions
9. **Parish Council Finances/Administration**:
 - a) **Clerk's Report including Financial Report**: To receive the current report (Appendix 3)
 - b) **Bank Reconciliation Quarter 2**: To note the reconciliation for May - July 2021 (Appendix 4)
 - c) **Payment Schedule**: To approve current payments (Appendix 5)
 - d) **External Audit completion**: To note the audit completion and agree timescales for publication (Appendix 6)
11. **Budget Working Group**: To appoint a working group to work with the clerk to draft next year's budget and make recommendations to the council
12. **Village Maintenance**: To consider a report about village maintenance and agree actions required (Appendix 7). Agree dates and arrangements for village clean up days.
13. **Public Meeting**: To agree a date and any arrangements to hold a public meeting in lieu of annual parish meeting
14. **Community Event**: To consider a village event in December and agree any actions (Appendix 8)
15. **Current projects**: Review and agreement of end dates for agreed projects (Appendix 9)

- 16. Village Gateways:** To approve costs of posts and installation of village gateways
- 17. Traffic & Transport Working Group:** To hear a report and agree method of consulting residents on the Community Funded Initiative Scheme for traffic calming measures
- 18. Tree Warden:** To appoint parish tree wardens
- 19. Code of Conduct Training:** To agree costs and dates for training (Appendix 10)
- 20. Old Church trees:** To consider a report from the clerk regarding trees in the churchyard and agree next steps (Appendix 11)
- 21. Playground Inspection:** To consider the playground inspection report (Appendix 12) and agree any actions.
- 22. To note reports from representatives of Organisations, Outside Bodies, Working Parties, Leads & Groups**
- 23. Items for next agenda**
- 24. Date of next meeting:** Wednesday 10th November 2021

Appendix 1: Action List

Minute ref	Action	Who
2020/21	Bridleway 11 funding – discuss funding improvements at a council meeting potentially sourcing from Parish Partnership Fund	Clerk/All
2020/21	HCC Traffic Study – ask HCC to continue study after lockdown	Clerk
2020/21	Telephone box – liaise with neighbours & 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. 01/10 emailed EHDC re planning permission. 07/10 pre-application advice required.	Clerk
21.13 05/21	Playground working group terms of reference will need to be brought back to a future meeting for approval	Clerk
20.309 04/21	Old Church strategy - adopted the roadmap to produce a vision/strategy for the Old Church. Cllr Rodbert and the Clerk will work on section 1 of the framework which will be brought back to Council. A working group will be formed to work on section 2 at the next meeting.	Cllr Rodbert/Clerk
20.310 04/21	Traffic & Transport Working Group to look at ways of consulting residents on potential traffic calming measures. Face to face consultation has not been possible due to Covid-19 restrictions so the working group will consider producing a printed report, using our website and any other means of consultation they deem suitable.	Traffic WG
21.39 07/21	Bench in Bakers Field is rotten and needs work/replacement	Clerk
21.39 07/21	Write to resident to explain parish council responsibilities (Fran Carter)	Clerk
21.39 07/21	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.	Traffic WG
21.39 07/21	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.	Traffic WG
21.39 07/21	Concerns raised about school parents parking on the no parking area in the village hall car park. Cllr Harris reported that lines would soon be painted in the car park.	Traffic WG
21.39 07/21	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.	Traffic WG
21.39 07/21	Concerns raised about the parking at Bakers Field near the bungalows. The Traffic Working Group would investigate.	Traffic WG
21.42 07/21	FOI - Councillors recommended that a disclosure log containing information that was in the wider public interest should be published.	Clerk
21.42 07/21	Councillors recommended that a working group is formed consisting of the Clerk, Cllr Crick and Cllr Harris to clarify how the disclosure log will work and to make decisions on future freedom of information responses and whether they should be published.	Clerk/Cllr Crick/Cllr Harris
21.42 07/21	Annual Report – to be drafted by councillors & circulated to all residents and/or a public meeting held	All Cllrs
21.42 07/21	Cllr Rook outlined his thoughts regarding proposing two amendments to bridleway 11 to make it safer for pedestrians and cyclists accessing Liss station and shops whilst avoiding the Ham Barn roundabout. 02/08 HCC Countryside Services	Traffic WG

	responded to request, PC now to follow up particularly in relation to developer funding from nursery site and to secure agreement of landowner.	
21.48 & 21.100 07/21	Village gateways – source oak posts and advise supplier that design B had been selected. Get costs for installation and bring back to Council. 30/09 confirmation of post size from Highways and waiting for JK to quote	Clerk
21.51 07/21	Tree survey outstanding works – OCWG to complete works by end of September	Clerk/OCWG
21.71 07/21	Lone Barn Farm - submit a stage 2 complaint to EHDC, copied to Mike Hughes at the SDNPA, which would include: A request for the original questions in the council's complaint to be answered where they were not answered in the original response A definitive answer regarding the 5 hectare holding at Lone Barn Farm To ask for progress on any enforcement action To complain about the request from the SDNPA asking residents to provide evidence such as photographs The Clerk will draft a response and circulate to committee members for comment before submitting. 01/10 sent	Clerk
21.87 09/21	A member of the public raised a question about the objectives of councillors when they are elected and how the council intended to meet these objectives. Specifically, there were the development of the nursery site, a neighbourhood development plan and the maintenance of the Old Church. The Chair advised that the council will respond in writing.	Clerk/Council
21.87 09/21	A member of the public raised a question about an email from the parish council relating to management of the Old Church and interaction between the PC and the working group which he didn't feel is working well. The Chair advised that the council will respond in writing and will liaise with the working group.	Clerk/Council
21.87 09/21	A resident raised concerns about the state of some of the pavements in the village and also issues with drains in some place due to weed debris following weed spraying. There was also a problem with horse manure on Longmoor Road. The Clerk asked residents to email details of any issues so that they could either be reported to Hampshire County Council or be given to the lengthsman to do on his next visit on 23 rd September. The Clerk will also continue to find out the verge cutting regime for the village. 01/10 no emails received from MOPs. Verge cutting is being resolved. 4 cuts per year for most of village. Church Lane on rural cutting regime (x 2 cuts per year). 4 wildflower areas responsibility of PC.	Clerk
21.87 09/21	A member of the public raised concerns about horse manure on Longmoor Road and bridleway 11. Also, the footpath that starts at the layby on Longmoor Road is being used by horses and the surface is being spoiled due to horse traffic. Additionally, the drain outside Innisfallen on Longmoor Road is blocked due to debris being left there after it was cleared. He reported that following weed spraying on Longmoor Road, the soil debris is now causing a problem with the drains. Grass is also encroaching onto the footpaths from the pub and past the school. The Clerk will write to the stables about the horse manure and will report the pavement and drainage problems to Hampshire County Council. Residents were asked to email all concerns to the Clerk for action. 30/09 no emails received from residents. Layby footpath has been reported to HCC. Footpath Bakers Field-school was a lengthsman task but not completed. 01/10 footpath on layby reported to HCC. 01/10 drainage problems Longmoor Road reported to Highways.	Clerk
21.87 09/21	A member of the public asked why the costs of staffing had more than doubled since 2011. The Chair responded that the number of hours may be different and he will investigate and respond in writing.	Cllr Rodbert
21.103 09/21	Councillors noted member training attendance and the Chair asked all councillors to email the Clerk with any training requests. 30/09 AC/TB booked on advanced planning. MR booking pending, no other requests received	All councillors

21.93 09/21	Clerk would source a code of conduct training course for all councillors following a suggestion from the Deputy Monitoring Officer at EHDC.	Clerk
21.95 09.21	Planning Committee to appoint a Vice Chairman 30/09 on planning agenda 06/10	Clerk
21.98 09/21	Defer appointments to the following vacancies until a new councillor is appointed: Transport & Traffic Working Group, Facilities Lead, Coryton Trust, Community Partnership meeting. December meeting agenda	Clerk
21.99 09/21	Seek quotes for required works following Julian Livingstone's report. Seek legal advice regarding Diocese of Portsmouth faculty permission for works required. 01/10 written to Church Commissioners for legal view on faculty permission	Clerk
21.101 09/21	Applications would be sought for suitable people to become tree wardens through advertisements placed in the Village Magazine, Facebook, mailing list and the website. 30/09 adverts placed, 2 applications received	Clerk
	Arrange to get war memorial cleaned (request from Peter Sutton) 01/10 contractors identified	Clerk

Appendix 2: Report from County Councillor

1. Savings Programme: School crossing patrols and HWRCs protected

Hampshire County Council needs to find savings of £80m from its annual revenue budget by 2023. The pandemic has also delayed progress on our two previous rounds of savings, Transformation to 2019 and Transformation to 2021. We face ongoing increases in social care demand due to the ageing population, with care cost increases due to wage inflation and price inflation. This means that we are facing a severe funding squeeze and tough choices are going to be needed. We have listened carefully to the views expressed during our Serving Hampshire consultation over the Summer. I am pleased to report that funding for school crossing patrols and HWRCs will be retained in the forthcoming spending round.

The necessary savings will instead be met by reducing the forecast for increased waste. This relies on residents generating less waste. That means we all need to consume less and purchase less products with wasteful packaging. We also need to reuse and repurpose items more before disposing of them. Communities can join together to reduce waste, such as through community composting and gifting picnics (a bit like a free jumble sale). I hope Parish Councils will help their communities to rise to this challenge.

2. Funding for lengthsman from 2023

As explained above, we are not currently adequately funded to meet our statutory service obligations such as highways maintenance and home-to-school transport. Inevitably this means that non-statutory services will come under pressure.

I am very conscious that the Lengthsman scheme is greatly valued by Parishes across the Division of Petersfield Hangers. Regrettably, the Lengthsman scheme is a non-statutory service and I have to inform you that HCC funding is now likely to be withdrawn in 2023 following a decision made on Thursday 23 September by the Executive Lead Member for Transport and Environment.

If approved at Cabinet and County Council, the Spending Review for 2023 involves the removal of the Lengthsman funding from 2023. I hope parishes will keep their local clusters going by allocating funding from their precepts. There are two years to prepare and HCC will support Parishes to make the transition.

3. Hampshire Reuse Service

HCC has launched an excellent pilot project called the Hampshire Reuse Service. This aims to divert bulky waste away from landfill whilst supporting vulnerable people. Bulky waste will be repaired and repurposed and offered to people on lower incomes. The full report on the pilot scheme is available at this link:

<https://democracy.hants.gov.uk/documents/s82071/Report.pdf>

At Hampshire we intend to be the greenest County in the UK and we are well on our way to achieving that.

4. HWRC booking policy – restrictions lifted

Hampshire County Council will be lifting the “one visit per week” limit for residents taking waste to one of the county’s 24 household waste recycling centres (HWRCs). This operational decision was confirmed in an announcement made at Full Council on 30 September 2021 by Councillor Rob Humby, the County Council’s Deputy Leader and Executive Lead Member for Economy, Transport and Environment.

We have listened to residents and believe that now we are further into the pandemic recovery phase, and entering a time of year when demand for site visits starts to reduce, the time is now right to increase opportunities to access household waste recycling centres.

While the requirement to book visits online will remain in place for the time being, residents will be able to book visits to suit their needs. We would ask residents to make the most of each visit and separate out items for reuse and recycling to help us reduce the amount of waste that has to be disposed of.

The new arrangement will be effective from Monday 4 October. There will be no limit on the number of bookings per week.

5. New Twinstream recycling strategy

Project Integra is the name of the project through which HCC works with Districts and Boroughs on recycling infrastructure. We all want to improve recycling rates in Hampshire. We are also preparing to respond quickly to the measures in the Environment Bill which will hopefully make it onto the statute book by the end of the year.

The plan is to go for a new Twinstream approach. This basically means that residents will put paper and card in a separate recycling bin. Other recyclables will still be mixed and more plastics will be accepted. The strategy paper is available at this link for those who are interested:

<https://democracy.hants.gov.uk/documents/s81999/Appendix.pdf>

If the Environment Bill is passed in its current form, food waste will also be collected in the future. Project Integra is also looking at the infrastructure needed to support this including new Anaerobic Digestion facilities.

6. “Walktober” launched by HCC

October is the International Walk to School month. To celebrate, Hampshire County Council is encouraging parents to leave the car at home for all, or part of the school run, and to walk the journey instead - to help build opportunities for exercise in their children’s school day, and to improve air quality around schools

The month-long campaign celebrates the importance of walking to school for health, safety and the environment with more than 140 schools across the county signed up to take part, which equates to 42,953 pupils to date.

Walking to school can help children be more active and arrive at school more alert, improving general health and wellbeing, while at the same time easing congestion at the school gates at busy times. Walking to school can also help teach children life-long road safety skills as they learn from their parents and carers how to cross roads and be aware of cars and cyclists.

The aim of Walktober is to see as many school children and their families as possible try walking to school or work, or at least part of the way, for the month; and afterwards choose to walk more often.

The number of children walking to school in Hampshire over the last 15 years has risen to over 50% of pupils. For more information visit the My Journey website:

<https://www.hants.gov.uk/News/13112020Modeshiftawards>

RUSSELL OPPENHEIMER

County Councillor for Petersfield Hangers

Appendix 2: Clerk's Report

Defibrillator – there was a report made to the council that the defibrillator had not been correctly registered by the ambulance service to show that an access code was required. After checking with the ambulance service, they confirmed that the parish council had provided the correct information but the Save a Life app had not been correctly updated by them. This has now been rectified.

Verge cutting – I have now managed to establish contact with the correct people at both EHDC and HCC regarding verge cutting. It seems that Greatham is one two different cutting regimes managed separately by the two authorities. Grass cutting on the main village verges was completed this month, however, a section of the village from the village green to Selborne Road was missed. This has been reported.

Greatham Village 2009-2011 A Picture Story – The council recently received a grant application to support a book being produced by Tricia Porter. The council did not feel able to support the application at the time but Tricia has now secured funding from elsewhere. This book could be on display at a future public meeting and Tricia has also suggested it could be used for a 'Welcome to the Village' package for new residents.

Drainage issues – After receiving reports last month of blocked drains in the village these were reported to HCC. I understand that work was carried out in the last week to clear the blocked drains. Any further problems can be reported to me or to HCC.

Old Church historical documents – I was recently contacted by a former clerk/chairman of the parish council who had discovered some historical documents in her attic relating to the Old Church. The documents have now been handed to me and contain some useful information and interesting photographs. These could form the basis of a display at a future public meeting in Greatham.

Old Church deeds/permissions for work - A resident contacted the Diocese of Portsmouth last year over the tree works and effectively stopped us from carrying out works until we had received faculty permission. They also said that we would have to retrospectively apply for permission for everything we have done to date before getting any more work done.

We agreed at the last meeting that I would seek legal advice on this as previously the advice from Hampshire Legal Services was not definite even though the deeds do not state that we need faculty permission but the Diocese of Portsmouth suggested that we still did.

I have written to the Church Commissioners, who we purchased the building from in 1993, and they have written back to confirm that no faculty permission is required. The building is now entirely within the secular planning system. We will need to refer to the Church Commissioners should we want to make any changes to the fabric of the building.

Additionally, they have advised that the building and environs are effectively no longer legally consecrated and any occasional acts of worship can only take place with permission from the Bishop of Portsmouth.

Councillor vacancy – EHDC have confirmed that a by-election will take place on 4th November. Nominations should be submitted by 8th October. Anyone who wishes to register to vote should do so by 19th October.

Financial Report as at 30th September 2021

The financial records as at 30th September 2021 are as follows:

Receipts 31st August to 30th September 2021

Precept	£ 9,768.50
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Balances as at 30th September 2021

Current Account	£14,471.52
Deposit Account	£30,044.68
Total at bank	£44,516.20

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	£28,445.20	(total at bank less earmarked funds)
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Appendix 3: Payment Schedule

Invoice Date	Payee	Description	Net Total	VAT	Total
		PAYMENTS MADE			
27/07/21	Hampshire County Council	Cultivation licence	£133.00	£0.00	£133.00
24/09/21	HMRC	Tax/NI liability mth 6	£188.62	£0.00	£188.62
24/09/21	Clerk	Salary month 6	£676.76	£0.00	£676.76
		PAYMENTS TO BE MADE			
07/09/21	Playground Inspection Company	Annual inspection	£95.00	£19.00	£114.00
17/09/21	Petersfield Town Council	Grass cutting August 2021	£50.00	£10.00	£60.00
01/11/21	Society of Local Council Clerks	Membership Fee	£166.00	£0.00	£166.00
06/10/21	Village Hall	Room Hire	£41.24	£0.00	£41.24
23/09/21	Society of Local Council Clerks	Training course for clerk	£30.00	£6.00	£36.00
23/09/21	Society of Local Council Clerks	Training course for clerk	£30.00	£6.00	£36.00
		TOTALS	£1,410.62	£41.00	£1,451.62

Signed by Chair of Meeting:

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Date:

Appendix 4: Quarter 2 Receipts & Payments Summary (bank reconciliation)

GREATHAM PARISH COUNCIL					
SUMMARY RECEIPTS & PAYMENT ACCOUNT					
2nd QUARTER ENDED 30 SEPTEMBER 2021					
Annual Budget	Actual YTD	RECEIPTS	Figures shown exclusive of VAT		
			£		£
			Q2 Receipts		
19537	19537	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	19537				
		TOTAL RECEIPTS			9,768.50
		PAYMENTS	Q2 Payments		
11,820	5415	Net salaries (July-Sept 2021)	2,641.25		
180	120	Allowances	75.00		
200	70	Travel costs	52.47		
150	0	Training staff	-		
500	90	Training councillors	90.00		
200	0	Printing	-		
400	147	Stamps & Stationery	32.99		
-	0	Publications	-		
250	21	Room Hire	20.62		
500	180	IT/email/website	-		
350	180	Repairs & maintenance	179.85		
846	746	Equipment purchase	281.00		
300	0	SLR Deployment	-		
2,100	1888	Grant allocation	1,788.00		
650	585	Subscriptions	71.60		
400	425	Audit fees	200.00		
700	614	Insurance	-		
800	245	Grass cutting	100.00		
200	133	Maintenance outside spaces (lengthsman/payba	133.00		
95	0	Playground inspection	-		
500	0	Playground maintenance	-		
1,150	500	Old Church expenditure	500.00		
-	493	VAT on payments	183.09		
72	36	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	-		
5,052	0	EMR S106	-		
1,000	0	EMR CFI	-		
545	545	EMR Grants	-		
40,689	11888				
		TOTAL PAYMENTS			6,366.87
		BALANCE BROUGHT FORWARD on 01/07/2021			41,114.57
		ADD Total Receipts (as above)			9,768.50
		LESS Total payments (as above)			6,366.87
		Balance Carried forward 30/09/2021			44,516.20
These cumulative funds are represented by:					
		Current Account Balance	14,471.52		
		Less: Cheques drawn but not debited as at 30.09.21			
		Deposit Bank Account Balance	30,044.68		
					44,516.20

Appendix 5: External Audit

The external audit has been completed and the auditor has provided their report and our internal auditor has provided comments below.

Section 3 - External Auditor Report and Certificate 2020/21

In respect of **GREATHAM PARISH COUNCIL (HAMPSHIRE) - HA0118**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2020/21

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review.:

- Please note that Box 4 should comprise payments made in relation to the employment of staff including only gross salary, employers' national insurance contributions, employers' pension contributions, gratuities for employees or former employees and severance or terminations payments to employees. Employment expenses which are benefits (mileage, travel, etc.) and items of reimbursement of expenses for postage, stationery or other outlays made on behalf of the smaller authority are not staff costs for the purpose of completion of the G R in accordance with proper practice. The Joint Panel on Accountability and Governance Practitioners' Guide issued March 2020 requires staff costs to be classified in this way and for the prior year comparative figures to be restated on a consistent basis. The smaller authority has not restated the prior year comparative figures.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Date

02/09/2021

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

[Redacted signature and stamp area]

Email received from Tim Light, internal auditor, 03/09/21

Dear Jane

Thank you for alerting me to the conclusion of audit notice received from the External Auditor.

I am disappointed that they have made this comment on the conclusion of audit notice as the original submission to the External Auditor did not require any explanation for Box 4 staff costs.

It is interesting that they have not acknowledged that your Accounting Statements (Section 2) for 2020/2021 is correct and that their statement does not provide sufficient acknowledgement of this.

I can confirm that this issue will be resolved in 2021/2022 as staff costs will continue to be recorded in accordance with the requirements of HMRC.

I am comfortable that your submission for 2020/2021 is correct and although they have indicated that a reinstatement should have been shown for 2019/2020 on the Accounting Statements as part of the 2020/2021 I feel that there "except for matter" raised by them does not give sufficient credit that you have correctly completed the Accounting Statements for 2020/2021.

My opinion is this is not a major issue and will be resolved in the 2021/2022 as staff costs continue to be recorded in the correct manner as required by HMRC.

I hope this summary is helpful.

Kind regards

Tim

Council decision required: To determine the timescale for publication of the external audit

Appendix 7: Village Maintenance

There have been some concerns raised by residents about the state of the village in particular where verges were not cut earlier in the year. This has mostly now been rectified by a recent cut, although the south end of the village was not cut from the village green to Selborne Road. This has been reported to HCC and will hopefully be rectified by the time of the meeting.

There is some confusion about responsibilities for grass cutting and the frequency. Grass cutting is carried out on two separate regimes, one by Hampshire County Council and one under a contract with HCC by East Hampshire District Council.

A separate document has been circulated with the agenda pack providing maps and further information.

There is some general maintenance work required at both the playground and the bus shelters and I would like to seek council's views on seeking a contractor to quote for these works.

Additionally, ex Cllr Adam Cheesman was tasked with carrying out regular playground inspections. Unfortunately, no copies of the inspections carried out in this calendar year have been sent to me and we do require regular inspections to take place. I can do this on behalf of the council, a councillor can be appointed to do it or we could seek a volunteer to carry them out.

Cllr Driver has recently been collecting the names of volunteers who would like to take part in village clean up days. The agenda item is to set some dates for these and to make any necessary arrangements.

Appendix 8: Community Event

In the absence of the opportunity to hold an Annual Parish Meeting in 2020, or to date in 2021, the PC would like to consider opportunities to bring the community together over the coming months. The purpose of any event would be to bring together groups in the village, to say thank you to those who have supported village life, and potentially to consult on the Village Design Statement, Traffic and Transport Measures, and the future of the Old Church.

Options:

1. A small pre-Christmas event to launch a food bank collection point in the Old Church, with storytelling for children and an opportunity for adults to consult on the various projects in the village. This would also be a lovely opportunity to share photos from Tricia Porter's photo book, and have people buy copies if they'd like to.
2. As above, but with consultation element moved to a public meeting in January.

Costs associated with this would be:

- Storyteller costs (estimated around £200)
- Wine, mince pies and children snacks (£150)
- Village hall hire (£75) if using the village hall, not the Old Church

Decisions to be made by council:

- Yes or no for the event?
- Splitting public meeting and Christmas event
- Agree to have a food bank collection
- Including consultations
- Approval for costs up to £500 (as per last APM costs)
- Location: Village Hall or Old Church for event
- Agree a working party to organise the event (possibly drawing on public support)

Report submitted by Cllrs Driver and Harris

Appendix 9: Project List

Task	Lead	Cost	Comments/Progress
General Parish Council Work			
Nursery Site Application	Cllr Rodbert		Response submitted Dec 2020. Monitor.
Quick Wins			
Speedwatch	Cllr Rook		Currently not able to operate due to Covid-19 lockdown. Training now available online.
G15	Cllr Driver	£200	Meetings to commence once Covid-19 allows. Community volunteers currently operating to help residents during lockdown.
Village Awards	Cllr Driver	£500	Delayed due to Covid lockdown, target for next APM.
Councillor Drop In	Cllr Driver		Session held in December. Will hold these quarterly, by appointment, once Covid-19 restrictions allow.
Telephone box	Cllr Harris		Clerk to seek Highways permission for location at Longmoor Rd/Petersfield Rd junction.
Wildflowers	Cllr Harris	Grant	HCC pollinator project on hold with no current update. Wildflower planting will commence following grant from EHDC.
Village Footpath & Ecology Signboards	Clerk/Cllr Harris	£106	Funds received, Clerk to seek Highways permission.
Major Initiatives			
Neighbourhood Development Plan	Cllr Rodbert	Grant, precept	Working group in place. Potential Feb/March 2021 agenda item.
Village Design Statement	Cllr Rodbert		Working group required. Potential Feb/March 2021 agenda item.
Playground Renewal	Clerk/Cllr Harris	CIL, grants	CIL application rejected. New application Jan 2021.
Traffic calming initiatives	Cllr Rook	Grants, precept	Amended CFI application submitted Jan 2021.
Old Church	Clerk/Cllr Rodbert		Vision & strategy to be agreed. Feb 2021 agenda item.
Other Initiatives			
Village Gateway	Clerk/Cllr Harris	£106	Funds received, Clerk to seek Highways permission for locations.
Village Tree and Hedge Strategy	Cllr Rodbert		Will likely form part of Village Design Statement.

Appendix 10: Code of Conduct Training

At September's parish council meeting, councillors agreed to attend code of conduct training. An option to do this with Wellers Law Group has been suggested by the Deputy Monitoring Officer at EHDC. Details here:

I confirm that this session is now being delivered online and will run for around 90 minutes, depending on the level of interaction and discussion at each session. As a rough outline the session covers:

- The Requirement for a Code of Conduct
- Understanding and Applying the Code of Conduct in the context of Local Government
- Disclosable Pecuniary Interests
- Other Interests
- Breaches of the Code
- Sanctions

The fee is £425 plus VAT per session so any number of councillors and staff from Greatham Parish Council can attend. Training can be delivered either as a morning session (10am) or afternoon session (1.30pm). If this is of interest to you, please let me know and we can agree some suitable dates.

Council decision required: To agree to spend £425 on training and arrange a date. To consider waiting until new councillor is elected after 4th November by-election.

Appendix 11: Old Church trees

Ivy removal

The tree survey carried out in 2019 identified some minor works that the Old Church Working Group agreed to carry out including removal of ivy from some trees in the churchyard for the health of the trees. The parish council asked the working group to complete these works by end of September but I have not received a response to recent enquiries as to whether this work is complete.

Yew tree mulch

Petersfield Town Council have very kindly offered to donate some mulch for the yew tree free of charge. This should be arriving on site very shortly. If it isn't sufficient quantity, then we may need to buy some in from elsewhere.

New trees

Additionally, since the grass was cut it has been noted that there are 5 fairly new trees in the churchyard. A lilac, oak and a rowan have been planted alongside the hedge bordering Petersfield Road, a wild cherry tree has been planted near the yew tree, and a hawthorn near The Old School House.

As the parish council are the landowner I am concerned that these trees have been planted without our consent.

Council should also note that the ongoing costs for maintenance of these trees will need to be borne by the parish council and ultimately the Greatham taxpayer.

The parish council have agreed to produce a strategy for the Old Church and churchyard and my recommendation would be that these trees are now simply noted but considered as part of that strategy.

Tree survey

The last tree survey was carried out in November 2019 with a recommendation to re-inspect after 2 years. I will therefore be seeking quotations for a new tree survey and will bring this back to Council in due course.

Appendix 12: Playground Inspection

The playground inspection has been sent as a separate document. This should be noted by Council and will be worked through to determine if there are any works that immediately require action. Any quotations for work will be brought back to Council in due course.