

**Greatham Parish Council**  
**Draft Minutes of Council Meeting**  
**held on Wednesday 12<sup>th</sup> January 2021, 8pm**

**Present** Cllr T Butler, Cllr T Driver, Cllr A Crick, Cllr S Harris, Cllr M Rodbert (Chair), Cllr O Rook

**Also present** Jane Ives, Clerk to Parish Council  
2 members of the public

**21.213 Chairman's Announcements:** The chairman welcomed everyone to the meeting and asked councillors and members of the public in attendance if they had negative lateral flow tests for Covid-19. He also advised that members of the public would be asked to leave as soon as the meeting ended and any questions could be emailed to the council later.

**21.214 Apologies for absence:** Cllr T Godby.

**21.215 Declarations of Interests:** None.

**21.216 Council Meeting Minutes:** It was **RESOLVED** to approve the minutes of the Parish Council meeting held on 8<sup>th</sup> December 2021. **Proposed: Cllr Rodbert. Seconded: Cllr Driver .**

**21.217 Update on actions arising from previous meetings:** The Clerk provided an update on current actions and the updated list is at Appendix 1.

**21.218 District Councillor's Report:** No report received.

**21.219 County Councillor's Report:** The report was noted (Appendix 2).

**21.220 The Chair adjourned the meeting for Public Questions:**

A member of the public asked about the ongoing roadworks on Petersfield Road. Cllr Rook reported that SE Water said that the issue was the age of the water main (70 years old) which has been fixed twice but keeps bursting. A 50m section of pipe is now being replaced and the work will be ongoing until the end of the month with intermittent road closures. SE Water will also tidy the bridge and the verges will be relandscaped at the appropriate time.

A member of the public thanked the parish council for the annual report but said that he would have liked to have seen thanks given to people who had previously done work in the village. Cllr Driver reported that this was supposed to have happened at the public meeting in December which had to be cancelled due to the Covid-19 pandemic.

A member of the public had telephoned the council to report that the grass verge on the corner of Church Lane was badly damaged and needs repair, and that the posts were still in place outside a property on Petersfield Road. The Clerk will report these issues to Highways.

A member of the public had emailed the council about the status of the pub. The Clerk has been in touch with the brewery who have reported the pub is now closed for refurbishment but will open again soon.

Various member of the public had reported issues with a loose dog on Petersfield Road. The Clerk reported that the police had now advised that action had been taken and there should be no further issues.

***Meeting reconvened***

**21.221 Annual Report Printing Costs:** The additional printing costs of £14.67 were approved.  
**Proposed: Cllr Rook. Seconded: Cllr Harris.**

**21.222 Financial Report:** The Clerk reported the financial records as at 31<sup>st</sup> December 2021 as follows:

**Receipts 1<sup>st</sup> December to 31<sup>st</sup> December 2021**

Old Church Carols by Candlelight	£ 119.30
Bank interest	£ 1.86

**Balances as at 31<sup>st</sup> December 2021**

Current Account	£ 6,524.49
Deposit Account	£30,248.84
<b>Total at bank</b>	<b>£36,773.33</b>

**Earmarked Funds held**

CIL fund	£ 8,229.00
Community Engagement	£ 500.00
Tree works	£ 500.00
S106 project	£ 4,802.00
CFI Scheme	£ 1,000.00
<b>Total Earmarked Funds</b>	<b>£15,031.00</b>

**General Reserves Balance** £21,742.33 (total at bank less earmarked funds)

**21.223 Payment Schedule:** It was **RESOLVED** to approve the following payments:  
**Proposed: Cllr Rodbert. Seconded: Cllr Butler.**

Invoice Date	Payee	Description	Net Total	VAT	Total
		<b>PAYMENTS MADE</b>			
26/11/21	HMRC	Tax/NI liability mth 9	£188.62	£0.00	£188.62
26/11/21	Clerk	Salary mth 9	£676.66	£0.00	£676.66
15/12/21	Clerk	Costs of printing annual report	£161.40	£0.00	£161.40
		<b>PAYMENTS TO BE MADE</b>			
08/12/21	Greatham Village Hall	Room Hire	£37.12	£0.00	£37.12
08/12/21	Petaprint	Costs of printing CFI information	£16.67	£3.33	£20.00
31/12/21	Hexius	Cost of email accounts & domain name	£137.76	£27.56	£165.32
07/01/22	Greatham Village Hall	Room Hire	£53.62	£0.00	£53.62
11/01/22	S Harris	Costs of compost for wildflowers/Christmas tree	£65.00	£0.00	£65.00
		<b>TOTALS</b>	<b>£1,336.85</b>	<b>£30.89</b>	<b>£1,367.74</b>

**21.224 Quarterly Reconciliation:** The reconciliation for quarter 3 had been checked by Cllr Rodbert and was noted.

**21.225 Bank Mandate:** It was **RESOLVED** to add Cllrs Crick and Godby to the bank mandate and remove A Cheesman. **Proposed Cllr Rook. Seconded: Cllr Driver.**

**21.226 Risk Management Schedule:** It was **RESOLVED** to approve the risk management schedule and complete the actions contained in the schedule at Appendix 3. **Proposed Cllr Butler. Seconded: Cllr Driver.**

**21.227 Budget and Precept 2022/23:**

It was **RESOLVED** to allocate CIL funds of £8,229 to repairs/maintenance of the Old Church.

It was **RESOLVED**, by majority, to agree the budget contained in Appendix 4.

It was **RESOLVED**, by majority, to approve a precept of £23,000 which equates to £68.50 per band D household (subject to any changes to the tax base as notified by EHDC). This equates to a £9.94 increase per annum (or 83p per band D household, per month).

**Proposed: Cllr Rodbert. Seconded: Cllr Harris.**

**As the meeting had now reached 1.5 hours, it was RESOLVED to extend the meeting by 30 minutes**

- 21.228 Delegation Scheme:** It was **RESOLVED** to approve a scheme of delegation as set out in Appendix 5 to allow the council to function should further restrictions be imposed, or the council is unable to meet, during the current Covid-19 pandemic. **Proposed: Cllr Rodbert. Seconded: Cllr Driver.**
- 21.229 SDNP/21/05621/HOUS Downlands, Petersfield Road, Greatham GU33 6AB: Conservatory to rear**  
It was **RESOLVED** to submit the following comments: We have no objection in principle to the conservatory but we **OBJECT** under policy SD5 on the grounds of design/materials. We would prefer to see slate and timber used instead of uPVC. **Proposed: Cllr Rook. Seconded: Cllr Crick.**
- 21.230 Old Church:** It was **RESOLVED** to **DEFER** this item until February 2022.
- 21.231 Traffic & Transport Working Group:** It was **RESOLVED** to agree traffic calming measures as specified by Hampshire Highways under the Community Funded Initiative Scheme (Appendix 6) as follows:
- Traditional finger post signage at Longmoor Road and Forest Road junctions** - cost approximately £5,400. Lead time: 3-4 months.
- 'Slow' road markings on Forest Road** on the road surface each side of the two blind corners (4 in total) - cost £350. Lead time: 8-12 weeks.
- Courtesy crossing point** between bus stops outside the pub on Petersfield Road, including dropped kerbs - cost approximately £2,500. Lead time: 6 months.
- Removal of redundant signage in village** (as specified in CFI application) - cost approximately £2,000 but could be reduced cost if other work being carried out at the same time. Lead time: 8-12 weeks.
- Village Gateways** - these have been funded from a separate S106 payment from the SDNPA. However, the costs have not been finalised as we have requested oak posts and it was agreed that costs for additional oak posts would now be sought.
- It was noted that £10,000 funding had been awarded by SDNPA using CIL monies, and Cllr Oppenheimer had already granted a grant of £1,000. The provision of planters at the junctions of Digby Way and Selborne Road (B3006) were not supported by Highways so could not proceed at this time.
- 21.232 Planning Committee:** It was **RESOLVED** to appoint Cllr Godby to the Planning Committee.  
**Proposed: Cllr Rook Seconded Cllr Crick**
- 21.233 SLR deployments:** It was **RESOLVED** to agree the locations for 2022/23 as set out in Appendix 7.  
**Proposed: Cllr Harris. Seconded: Cllr Rook.**
- 21.234 EHDC District Councillor Grants:** It was **RESOLVED** to apply for a grant from District Councillor grants for the maximum amount available towards funding for Old Church repairs.  
**Proposed: Cllr Crick. Seconded: Cllr Rodbert.**
- 21.235 Community Governance Review:** It was **RESOLVED** for the Clerk to write to Hampshire ALC to support the action to lobby NALC to press for a review of the community governance process.
- 21.236 Land at entrance to Bakers Field:** It was **RESOLVED** to apply for any available funding to provide a pocket park, or similar facility, on the land at the entrance to Bakers Field (subject to approval from Highways).  
**Proposed: Cllr Butler. Seconded: Cllr Rook.**
- 21.237 Reports from representatives of Organisations, Outside Bodies, Working Parties, Leads & Groups:**  
There were none.
- 21.238 Items for next agenda:** Old Church vision/strategy.
- 21.239 Date of next meeting: Wednesday 9<sup>th</sup> February 2022, 8pm**

Meeting closed 10pm

## 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. <b>05/01 contacted HCC for update</b>	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. <b>05/01 no planning permission required</b>	Clerk
21.39 07/21	Bench in Bakers Field is rotten and needs work/replacement	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
21.48 & 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. <b>30/11 Contractor will be in contact to arrange site meeting</b>	Clerk
21.51 07/21	Tree survey outstanding works – OCWG to complete works by end of September <b>30/11 no further update from working group, 05/01 no further update</b>	Clerk/OCWG
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. <b>30/11 waiting for dates for a meeting</b>	Clerk/Council
21.99 09/21	Seek quotes for required works following Julian Livingstone's report.	Clerk
21.138 10/21	Old Church trees: a) To check with the working party if all ivy removal is complete b) To source additional mulch for the yew tree c) To consider newly planted trees as part of the Old Church strategy d) To obtain costs for a new tree survey including a separate survey on the yew tree	Clerk
21.139 10/21	Playground: Arrange zip wire survey and get quotes for any other work identified in inspection report. Liaise with volunteer group regarding any work they could do.	Clerk
21.167	Transport & Traffic WG to approach landowners re permissive footpath/right of way	Cllr Butler

11/21	<b>08/12 TB has approached landowner and will report back</b>	
21.172 11/21	The Clerk to provide code of conduct training for all councillors <b>08/12 dates to be arranged after Christmas</b>	Clerk/All
21.207 12/21	Reapply for CIL funding for renewal of playground <b>05/01 Playground WG to action by end January</b>	Playground WG
21.220 01/22	Report issues to Highways with grass verge on corner of Church Lane and posts outside a property on Petersfield Road.	Clerk
21.225 01/22	Add Cllrs Crick & Godby to the bank mandate	Clerk

## **Appendix 2: Report from County Councillor**

### **1. Local Government Finance Settlement**

On 16 December 2021 the Government announced only a 1-year settlement for the 2022/23 financial year. We had been expecting a 3-year settlement, so this “provisional settlement” was rather a disappointment. It is very difficult to plan services and capital expenditure when you only have funding clarity for 12 months.

There was some more cash announced in the settlement. But despite additional general funding of £22.9m, the County Council is still in the position of needing to draw £61.7m from the Budget Bridging Reserve to balance the budget next year. This is mainly due to rising prices in the adults’ social care market, together with other inflationary pressures.

The settlement also announced a review of the local government funding formula in 2022, with the reforms being implemented in 2023/24. It seems possible that this funding review will be conducted alongside the County Deal consultation (the County Deal White Paper is scheduled for January).

Whilst the increased funding is welcome, some of it has already been taken into account in meeting our Savings Programme 2023 (SP2023) and the County Council is also facing significant additional pressures which were not known when the original savings target of £80m was set. Of particular concern is the increasing cost of buying adults’ social care in the market which could lead to extra costs of over £35m next year over and above those allowed for in our projections.

The Council is expecting additional staffing costs of £2.3m next year due to the increase in employer national insurance contributions. This is also expected to knock through to increased charges from the Council's contractors along with other inflationary pressures in areas such as energy. All this creates additional uncertainty.

### **2. Motorbike Noise and Nuisance Parish Forum**

Councillors may recall that I chaired a well-attended online Parish Forum on this subject on 25 June 2021. Since then I have met several times with Police and Crime Commissioner Donna Jones, Damian Hinds MP and Flick Drummond MP.

We want to update Parishes on progress and a Teams meeting to this effect has been scheduled by the PCC for 1300 on Friday 14 January 2022. The main items of progress relate to Average Speed Cameras on the A32 around the Meon Hut and signage which will instruct bikers to keep noise to a minimum. If you would like to attend the meeting on 14 January 2022 you can do so with this link:

[Click here to join the meeting](#)

### **3. ReNature - still time to answer the Call for Nature Sites**

The South Downs National Park Authority has an ambitious plan to increase the proportion of the National Park which is managed for nature from 25% to 33% by 2030.

A call for sites is still underway. Parishes and Landowners have until 17 January 2022 to make submissions of sites where a wildlife habitat could be created or enhanced. More information is available at this link:

<https://www.southdowns.gov.uk/nature-recovery-information-for-delivery-partners/call-for-nature-sites/>

The SDNPA are looking to identify sites/projects at varying scales, ranging from well-developed project ideas, through to expressions of interest in putting forward a site to explore further.

The SDNPA will work with interested landowners and land managers to identify and develop nature recovery projects by providing specialist advice and help to “match-make” funding opportunities for suitable sites. Due to the rapidly emerging offset market (for both carbon and biodiversity), I have reason to believe that considerable private funding is going to be available in the coming years and so I would strongly encourage Parishes to consider putting in an expression of interest for suitable sites by 17 January.

#### 4. Salt Bins

With some cold weather likely to arrive later this month I thought it would be helpful to share this County guidance on the use of Salt Bins.

##### **Where to use salt:**

The salt/grit in the community bins is for use only in the community on public paths, pavements and roads. The salt is not for private use on driveways or garden paths. Bins will not be refilled where people have taken the contents for their own personal use, and Hampshire County Council reserves the right to remove bins where the contents are being continually taken for private use.

##### **Who can use the salt:**

Anyone can use the salt to put on the roads or pavements. This can be particularly useful for example, to 'join up' salting from the main road carried out by County Council salting vehicles - to smaller access roads or on the pavements to the local school.

##### **How much salt to use:**

One tablespoon of salt (20 grams) is sufficient to treat one square metre of road / pavement surface. Please use the salt carefully – overuse will result in it being used up too quickly.

##### **How the bins get refilled:**

To request a salt bin refill please click on this link:

<http://roadenquiries.hants.gov.uk/roadproblems/highwaydefect/refillsaltbin.aspx>

We will refill the salt bins as soon as reasonably possible, and in bad weather we will endeavour to fill up empty bins on route.

At times of prolonged severe weather, the priority of the winter maintenance teams will be to salt the main roads and we may not be able to refill the salt bins as quickly as at other times.

**RUSSELL OPPENHEIMER**

**County Councillor for Petersfield Hangers**

### Appendix 3: Risk Management Schedule

#### Risk Management Schedule

4<sup>th</sup> January 2021

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 2021
	1.2	Employers Liability (statutory)	1	M	Continue existing cover	Renewed in May 2021
	1.3	Loss of money	1	L	Continue existing cover	Renewed in May 2021
	1.4	Fraud/theft of money by employee	1	L	Continue existing Fidelity Guarantee cover	Renewed in May 2021
	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 2021
	1.6	Loss of revenue	1	M	Continue existing cover	Renewed in May 2021
	1.7	Officials Indemnity	1	M	Continue with existing cover	Renewed in May 2021
	1.8	Libel & Slander	1	M	Continue with existing cover	Renewed in May 2021
	1.9	Personal Accident	1	M	Continue existing cover (scale benefits).	Renewed in May 2021
	1.10	Loss of internet/email	1	L	Continue existing cover	Renewed in May 2021
<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  Member of Staffing Advisory Committee to sign off Clerk's timesheet, including approval of additional	Assessed as part of internal audit  Reviewed in year  Additional hours approved by email.

					hours worked Payments signed off by two councillors	Cllr to sign off timesheets monthly.
	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	Training as required has been carried out.
<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 at beginning of 2021 due to lack of physical meetings, but minutes reflect approval of payments. Cllrs now signing off payments at meetings.
	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	5 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	Continue to store all council documents on One Drive with regular backup to external hard drive.  On an annual basis archive council paper records with	All documents stored on One Drive  Requires action

					Hampshire County Council. Council paper records kept in locked cabinets at Village Hall and at Clerk's home. Keys held by Clerk to Village Hall/filing cabinets	Records secure
	4.2	Access to Clerk's laptop and passwords held by the Clerk	1	M	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	Requires action to update
	4.3	Covid-19 pandemic Council inquorate due to councillors illness due to Covid-19 pandemic  Clerk off sick due to Covid-19 pandemic	1	M	Delegation scheme to be approved to allow the Clerk to make decisions in consultation with councillors by email if necessary  General reserves to pay for locum clerk if required	January 2021 agenda item  Limited general reserves available/consider increase to next year's budget
<b>Maintenance of Assets</b>	5.1	Loss of use of play equipment	1	M	Continue with regular maintenance and safety checks and take unsafe equipment out of service until repairs carried out. Continue to have annual playground inspection.  Councillor carries out visual playground inspection and sends report to Clerk  Ensure adequate insurance is in place	Annual inspection carried out 2021  Cllr Godby to carry out regular visual inspections  Insurance renewed May 2021
	5.2	Deterioration of Old Church	1	M	Continue with regular monthly maintenance and safety checks to building and environs, including monthly visual inspections	Requires action
	5.3	Condition of assets such as village green, bus shelters, litter bins	1	M	Carry out regular quarterly inspections of all assets and monitor for deterioration	Requires action
<b>Precept</b>	6.1	Annual precept not the result of proper	1	M	Continue to set up working party annually in Oct/Nov	Working party set up in

		detailed consideration			to agree budget and recommend to full council	year
	6.2	Inadequate monitoring of performance	1	L	Continue to monitor budget versus actuals quarterly. Councillor to carry out quarterly reconciliation as set out in Financial Regulations	Contained in minutes 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</b>	9.1	Loss or theft of cash	1	L	Use a locked tin for all donations at events. 2 people to	Requires action and

<b>Church</b>					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.	compliance
	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.	Information Security policy in place
<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	Reviewed in year
<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, including any Covid-19 measures required	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</b>	13.1	Members' Interests not notified to	1	L	Clerk to remind councillors at Annual Meeting although	All interests declared

<b>Members' Interests</b>		District Council			onus on councillors to declare their interests	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 4: Budget 2022/23**

				B/F balance 2020/21	C/F balance 2021/22		
				37412	26020		
				Earmarked Reserves	Earmarked Reserves		
				14031	8229		
				CIL/S106/grants (inc. in above)			
		Actuals 2019/20	Actuals 2020/21	Budget 2021/22	Actuals to 31/12/21	Predicted outturn to 31/03/22	Budget 2022/23
<b>RECEIPTS</b>	Precept	15178	19640	19537	19537	19537	23000
	Bank Interest	70	25		2	2	
	Grants received	1500	1758	50			
	VAT Repayments	865	1379				
	Other income	465					
	Old Church income	571	369	300	203	203	1250
	S106/CIL		5052				
	<b>Receipts Sub-Total</b>	<b>18649</b>	<b>28223</b>	<b>19887</b>	<b>19742</b>	<b>19742</b>	<b>24250</b>
<b>TOTAL AVAILABLE RECEIPTS</b>				<b>57299</b>	<b>57154</b>	<b>50270</b>	
<b>Balance C/F plus income =</b>							
		Actuals 2019/20	Actuals 2020/21	Budget 2021/22	Actuals to 31/12/21	Predicted outturn to 31/03/22	Budget 2022/23
<b>PAYMENTS</b>	Staff costs						
	Clerks Salary	10916	10640	12000	8590	12000	12500
	Travelling costs	255	172	200	103	170	200
	Training staff		153	150	60	150	150
	Training Councillors		0	500	180	300	300
	Stationery & printing						
	Printing Newsletter/leaflets	150	170	200	161	200	150
	Stamps/stationery	321	293	400	249	400	300
	Publications	0	0	0	0		100
	Meeting costs						
	Room Hire	343	8	250	62	150	200
	Website/email						
	IT/email/website	288	770	500	243	380	350
	Equipment & Repairs						
	Repairs & Maintenance	0	115	350	180	180	0
	Equipment purchase	573	114	846	746	746	250
	SLR		281	300	0	300	300
	Section 137						
	Section 137 payments	0					
	Grants						
	Grant allocation	2717	1267	2100	1888	1888	1250
	Insurance & Fees						
	Subscriptions & Fees	510	786	1000	954	1000	800
	External Auditor	200	200	200	200	200	200
	Internal Auditor	240	200	200	225	225	225
	Insurance	594	604	700	614	614	700
	Outside Spaces						
	Grass Cutting	450	250	800	345	600	800
	Maintenance/lengthsman	20	0	200	133	200	500
	Play Inspection	65	95	95	95	95	95
	Playground	0	13	500	0	500	300
	Old Church		171	1150	500	0	4000
	Other Costs						
	VAT on payments	619	865		585		
	Bank charges	42	72	72	55	72	72
	Earmarked Reserves						
	EMR Trees	410	2060	500		500	1000
	EMR Community			500		250	250



## **Appendix 5: Delegation Scheme**

In response to the ongoing Covid-19 outbreak in the UK and in the event that it is not possible to convene a meeting of the council in a reasonable time, the Clerk shall have delegated authority to make decisions on behalf of the Council where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline.

Additionally, the Clerk will have delegated authority to make the following decisions:

- Place orders for any items required
- Respond to planning applications having first consulted with councillors who can give recommendations
- Make payments, including salary payments, for anything already agreed by the council by resolution and in line with the limits set by financial regulations
- Respond to any consultations on behalf of the Council
- Apply for grant funding for any current or new projects
- Agree for the emergency repair of any Council owned assets in consultation with councillors

In all cases, where possible, decisions will be taken after consultation with councillors by email/telephone/online meeting. The Clerk will further consult with the Chair for guidance as necessary.

The delegation does not extend to matters expressly reserved to the Council in legislation or in its Standing Orders or Financial Regulations. Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations.

Delegated authority will cease on resolution by the Council.

## Appendix 6: Traffic & Transport Working Group decisions required

### Community Funded Initiative Update

At the October 2021 meeting the Traffic Working Group reported that a number of Community Funded Initiatives (CFI) were being considered. These initiatives are intended to make the village 'feel like a village' and encourage motorists to drive more slowly. The initiatives are paid for by the Parish Council using grant funding, or parish reserves. At the time limited funding was available and it was agreed that the Parish Council should consult with the village as to which initiatives should go ahead.

Since the October meeting we have been able to obtain £10k of CIL funding from the SDNPA for traffic related projects. A further £1k of funding has been provided by Cllr Oppenheimer. This provides us with sufficient funding to undertake all of the CFI projects that have approval from Hampshire Highways, as follows:

- Village Gateway signs – funded separately
- Traditional finger post signage at Longmoor Rd and Forest Rd junctions - £5,400
- 'Slow' road markings on Forest Rd - £350
- Crossing point to bus shelter near the pub - £2,500
- Removal of redundant signage in village – est. £2,000
- Planters at Digby Way and B3006 junctions to reduce junction radius – est. £1,000

Total est. £11,250

On the basis that we have sufficient funds to carry out all of the Community Funded Initiatives that have been approved by Hampshire Highways there is no longer a need to consult with the village. **We would therefore like the Parish Council's approval to proceed with the proposed projects without further consultation.**

### Village Gateways

The Village Gateway signs have been made and are ready to be erected, subject to agreement on the size of the oak posts.

Two members of the public have commented that the signs would have more impact if further freestanding oak posts were erected beside the signs to give more of a 'gateway' feel. This is worth considering, but is outside the scope of the current proposed scheme.

**We would like the Parish Council's approval to obtain costs in advance of a decision as to whether to proceed with additional posts.**

## **Appendix 7: SLR locations**

The current SLR locations are as follows:

1. Lamp Column 17, Petersfield Road (near Eurotec), Greatham, facing oncoming traffic from the North, heading out of the village towards Whitehill.
2. B3006 from Ham Barn roundabout heading towards Greatham. Before the turning into Greatham there is an existing road sign for left hand bend and 30mph repeater sign. SLR to be located on this post.
3. Longmoor Road 30mph post just beyond Springfield Stables on the left heading out of Greatham.
4. Petersfield Road column no.3 heading out of Greatham towards Toll House Corner. Attach to column above existing dog fouling sign
5. B3006 from Liss towards Ham Barn roundabout. Use existing 40mph marker sign outside cottages on left hand side

In March 2021, the council agreed to pay for works to be done at a cost of £400 to include the following locations:

Petersfield Road: near Eurotec – this would require a short extension post. Location 51.077892,-0.8845277

Selborne Road: SLR cannot be attached to speed limit terminal sign posts. However, there are a number of 30mph repeater signs to the south east of the terminal signs which could be used. Some of these posts are adjacent to accesses, so short extension posts may be required to ensure clear visibility from these accesses. Location 51.0673839,-0.9029191

This work has not yet been carried out, partly due to the pandemic.

### **Decision required**

**The council need to decide whether to press ahead with the work to the two new locations, and which locations to use for 2022/2023.**

