

Greatham Parish Council
Draft Minutes of Council Meeting
held on Wednesday 13th April 2022, 8pm

Present Cllr T Butler, Cllr T Godby, Cllr S Harris, Cllr M Rodbert (Chair), Cllr O Rook

Also present Jane Ives, Clerk (by Zoom link)
7 members of the public

21.290 Election of Chairman to the Council: It was **RESOLVED** to elect Cllr Susie Harris as chairman to the council.
Proposed: Cllr Crick. Seconded: Cllr Rook.

21.291 Chair's Announcements: Cllr Harris welcomed everyone to the meeting and reminded members of public that the time to speak would be in public question time.

21.292 Apologies for Absence: Cllr Driver, Cllr Rodbert

21.293 Declarations of Interest: None

21.294 Approval of Minutes: It was **RESOLVED** to approve the minutes of the Parish Council meeting held on 9th March 2022. Proposed: Cllr Crick. Seconded: Cllr Rook.

21.295 Update on previous actions arising from council meetings: The updated action list is at Appendix 1.

21.296 Report from District Councillors: There was none.

21.297 Report from County Councillor: The report was noted (Appendix 2).

21.298 The Chair adjourned the meeting for public questions:

A member of the public queried the proposed lavender planting at the Old Church, stating that a different plant may be more suitable. The Chair advised that Andy Davidson from HCC would be willing to offer advice. The resident also asked if members of the public would be able to attend to hear that advice. This comment was noted.

A member of the public congratulated Cllr Harris on being elected as Chair but queried why this action was taken now when the Annual Meeting is in a month's time. The Clerk advised that the council is not properly constituted without a chairman.

A member of the public asked about the public consultation event taking place on 22nd April with the developers of the Apple Pie Depot. The Chair confirmed that the council had pushed for this to take place and that all households should be receiving a leaflet from the developer about this.

A member of the public asked whether the council knew what type of business was going to be based at the Apple Pie depot. Cllr Rook advised that we understood it to be logistics/warehousing.

A member of the public asked about the review of the relationship between the Old Church Working Group and the parish council. The Chair advised that the action from the previous meeting held was that feedback from that meeting would be fed back to working group members and then a further meeting would be held. This meeting should ideally be held before the June parish council meeting.

Meeting reconvened

21.299 Clerk's Report: The report was noted (Appendix 3).

21.290 Financial Report: The Clerk reported the financial records as at 31st March 2022 as follows:

Receipts 1st March to 31st March 2022

HMRC VAT repayment	£ 717.14
EHDC Grant	£ 800.00
EHDC Grant	£ 200.00
Bank Interest	£ 16.41
Refund from Village Hall hire costs	£ 145.74
Total Receipts	£ 1,879.29

Balances as at 31st March 2022

Current Account	£ 4,712.59
Deposit Account	£30,264.25
Total at bank	£34,976.84

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
Total Earmarked Funds	£15,031.00

General Reserves Balance £19,945.84 (total at bank less earmarked funds)

21.291 Payment Schedule: It was **RESOLVED** to approve the following payments:

Proposed: Cllr Harris. Seconded: Cllr Crick.

Invoice Date	Payee	Description	Net Total	VAT	Total
		PAYMENTS MADE			
24/02/22	Nest	Pension contributions 'EE & 'ER mth 11	£60.06	£0.00	£60.06
12/03/22	Greatham Village Hall	Room hire costs	£6.88	£0.00	£6.88
27/01/22	David Redman	Costs of removal & storage phone box	£112.00	£0.00	£112.00
31/03/22	Clerk	Salary month 12	£740.92	£0.00	£740.92
31/03/22	HMRC	Tax/NI liability month 12	£233.16	£0.00	£233.16
21/03/22	Arbspec Consultancy	Costs of tree survey	£315.00	£0.00	£315.00
21/03/22	Clerk	Repayment of costs for newsletter	£104.69	£0.00	£104.69
24/03/22	Nest	Pension contributions 'EE & 'ER mth 12	£66.99	£0.00	£66.99
		PAYMENTS TO BE MADE			
01/04/22	David Redman	Storage costs for phone box	£59.00	£0.00	£59.00
05/04/22	Petaprint	Printing for Annual Parish Meeting	£121.55	£3.25	£124.80
18/04/22	ICO	Registration Fee	£40.00	£0.00	£40.00
09/04/22	T Driver	Expenses for Annual Parish Meeting	£51.95	£0.00	£51.95
		TOTALS	£1,912.20	£3.25	£1,915.45

21.292 Quarter 4 bank reconciliation: As the Clerk was not physically present, this will be brought to the next meeting for approval.

21.293 Cost of newsletters: It was **RESOLVED** to approve an amendment to the printing budget for 2022/23 to £400 (taken from general reserves) to cover costs of newsletter printing.

Proposed: Cllr Godby. Seconded: Cllr Rook.

21.294 Lengthsman Scheme 2022/23: It was noted that the scheme is likely to end after 2022/23 and it was **RESOLVED** to continue in the scheme this year. **Proposed: Cllr Crick. Seconded: Cllr Rook.**

21.295 Insurance: It was **RESOLVED** to renew the council's insurance with Zurich at a cost of £629.54.

- 21.296 Vacancy on Planning Committee:** It was **RESOLVED** to **DEFER** this item to the Annual Meeting in May and to consider then whether to amend the terms of reference relating to number of members.
- 21.297 Code of Conduct Training:** The council **RESOLVED** that they did not want to set a date for code of conduct training as they did not feel it was necessary at this time.
- 21.298 Telephone Box:** The Clerk provided an update that funding had now been secured for the two Highways licences from District Councillor Phillip Davies and these would be resolved as soon as Highways confirmed the amounts. Once funding has been received, the licences will be applied for and the Clerk hoped this would be in time to take up the offer from South East Water to provide a base for the phone box for free.
- 21.299 Oak Trees on B3006:** It was **RESOLVED** to ask the EHDC Tree Officer to consider whether to recommend a TPO is placed on oak trees on B3006. **Proposed: Cllr Butler. Seconded: Cllr Rook.**
- 21.300 Bat/Owl Boxes at Old Church:** It was **RESOLVED** to apply for a EHDC grant from Cllr Carew for £338.17 to cover the costs of providing bat and owl boxes in the Old Church churchyard. Cllr Carew has agreed to provide advice about positioning. **Proposed: Cllr Butler. Seconded: Cllr Harris.**
- 21.301 Old Church maintenance works:** It was **RESOLVED** to proceed with works as resolved in March 2022, previously agreed to be carried out by Anstey & Stone, as set out in Appendix 4. The costs of the works are £10,710 funded from earmarked reserves. The Clerk is delegated authority to work with the contractor should any additional funds be required over & above this amount for the works as specified, and this would be funded from the remaining earmarked reserve of £3,510. **Proposed: Cllr Godby. Seconded: Cllr Butler.**
- 21.302 Old Church churchyard:** The proposal was discussed and councillors agreed that they would like to receive recommendations on suitable planting from Cllr Carew and Andy Davidson from Hampshire County Council before proceeding. It was further agreed that this should be part of the Old Church strategy. It was **RESOLVED** to **DEFER** this until the autumn as the planting time for this year has been missed anyway and expert advice can be sought in the meantime.
- 21.303 Tree Survey:** The tree survey was noted and the Clerk will seek quotations for the work. It was agreed that the Old Church Working Group can provide comments on the survey and their opinion will be taken into account where appropriate, but risk will remain the most important factor.
- 21.304 Reports from Working Groups:**
Old Church Strategy Working Group: no meetings to date.
Village Design Statement Working Group: relevant documents are being gathered and volunteers will be recruited soon.
Playground Working Group: application for SDNPA CIL funding has been resubmitted. The group will ask the Apple Pie developer if they are interested in helping with funding.
Traffic & Transport Working Group: no recent meetings but waiting for SDNPA funding for CFI projects to proceed. There was good engagement from residents at the Annual Parish Meeting.
- 21.305 Reports from representatives of Organisations, Outside Bodies, Leads & Groups:**
Coryton Trust: Cllr Crick is now the chairman and an annual update is currently being produced.
- 21.306 Items for next agenda:** telephone box.
- 21.307 Date of next meeting:** Annual Meeting, Wednesday 18th May 2022, 8pm

The meeting closed at 9.17pm

Appendix 1: Action List as at 13/04/22

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 02/02 HCC Strategic Transport Team are reviewing study	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. 05/01 no planning permission required. 02/02 SE Water offered to set plinth; waiting for Highways approval. 07/04 DC grant applied for	Clerk
21.39 07/21	Bench in Bakers Field is rotten and needs work/replacement 13/04 wood is currently seasoning and will be installed soon	Cllr Rook
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. 30/11 Contractor will be in contact to arrange site meeting. 10/02 purchase order placed	Clerk
21.51 07/21	Tree survey outstanding works – OCWG to complete works by end of September 30/11 no further update from working group, 02/02 no further update	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. 30/11 waiting for dates for a meeting 07/04 meeting held & further meeting planned	Clerk/Council
21.138 10/21	Old Church trees: a) To check with the working party if all ivy removal is complete Work not done b) To source additional mulch for the yew tree 02/02 Feb agenda item 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 10/02 survey ordered	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 11/21	Transport & Traffic WG to approach landowners re permissive footpath/right of way 08/12 TB has approached landowner and will report back	Cllr Butler
21.207 12/21	Reapply for CIL funding for renewal of playground 05/01 Playground WG to action by end February 22/03 application submitted	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 13/04 this has been submitted to Unity Bank	Clerk
21.226 01/22	To carry out the outstanding actions on the Risk Management Schedule	Clerk
21.260 02/22	Apply for HCC cultivation licence for verge opposite Longmoor Road junction 10/02 licence applied for, 13/04 this has been chased with HCC	Clerk
03/22	Provide a response to the Glover Landscape Review consultation by 12 th April 13/04 Clerk not aware of a response so will check with Cllr Rodbert as deadline now passed	Cllr Rodbert/Clerk
21.299 04/22	Write to EHDC to request TPO is placed on oak trees on B3006	Clerk
21.300 04/22	Apply for EHDC grant for bat/owl boxes	Clerk
21.302 04/22	Seek advice from Andy Davidson (HCC) and Cllr Carew on planting pathway at Old Church	Clerk/Cllr Harris
21/303 04/22	Seek quotes for works specified in tree survey	Clerk

Appendix 2: County Councillor's Report

1. Ukraine: Refugee Update

Further details of the role of HCC in supporting the Homes for Ukraine scheme have now been set out by the Government. I know that there are already a number of "sponsors" within the Petersfield Hangers area who have been awaiting this clarity.

HCC does not have a role in matching hosts with Ukrainian refugees. That is being organised entirely through non-governmental organisations (NGOs). The Homes for Ukraine scheme is still open and you do not need to have a match in place to register initially, which you can do at www.gov.uk/register-interest-homes-ukraine.

For sponsors (or potential sponsors) looking for a match I would recommend www.homesforukraine.org.uk which is run by a charity called Reset and which I note is being endorsed and recommended by the Refugee Council.

Now I will expand on the HCC role. Home checks are being carried out by HCC, but they are only being carried out once Ukrainian refugees have arrived with their hosts. They are not being carried out ahead of time. The reason for this is that the checks need to reflect the needs of those using the accommodation and of course those needs aren't known until people have arrived.

HCC will contact the host once they have been advised by the Government that Ukrainian refugees have arrived at the host accommodation.

Everyone over the age of 16 in the host family or household will have to complete a DBS (criminal record) check. This applies even if the Ukrainian refugees are living in separate annexes or holiday accommodation. This process will be started at the time of the first visit.

HCC are ready to accept all Ukrainian children arriving in the County into our local schools. Education rules (for example impact on class sizes) will be waived for refugee children where necessary.

The information being received from Government about who the refugees are and when they are arriving with hosts is incomplete and sometimes unclear. I would ask sponsors to be understanding if HCC contact you thinking someone has arrived when in reality they are not yet with you. Similarly, if you are a sponsor and do not hear from HCC within a couple of working days of refugees arriving, please contact the HCC team, their website is at www.hants.gov.uk/ukraine

So far, I understand 45 families and 9 individuals are in Hampshire. Over 800 hosts have also been registered across the county with the numbers growing daily. Parish Councils should feel free to share this information locally.

2. Hampshire celebrates Autism Acceptance Week, Neurodiversity Celebration Week and its 1000th Autism Ambassador

Now in its 60th year, Autism Acceptance Week takes place from 28 March – 3 April 2022 and aims to promote a society that works for the estimated 700,000 people with autism in the UK. There is a wealth of information for schools, businesses and community groups at www.autism.org.uk

Neurodiversity Celebration Week, which took place from 21-27 March 2022, is a more recent initiative which aims to shift the narrative and challenge stereotypes and misconceptions about neurological differences. It aims to transform how neurodivergent individuals are perceived, recognising the many talents and advantages of being neurodivergent, whilst creating more inclusive and equitable cultures. www.neurodiversityweek.com/

HCC helps run the Hampshire Autism Ambassador Scheme which started in 2015. The scheme has helped build awareness and understanding in many organisations across the public, private and charitable sectors. By undertaking a day of training anyone can become an Autism Ambassador. I took the course myself in 2018 and I found it highly illuminating and extremely worthwhile. I would recommend it to any Parish or Town Councillor who has an interest. I am delighted to learn that the scheme will shortly issue a certificate to its 1,000th Ambassador. If you sign up today, it could even be you! You can find out more at www.ascambassador.org.uk/Aboutthescheme

3. Planting of Trees

I know that all Parish and Town Councillors in Petersfield and the Hangers share my love of trees. We have an impressive number of trees in our area but sadly we are losing a lot to ash dieback and of course we lost many in the recent storms. This means we need to plant more!

Trees are important for so many reasons. They promote biodiversity, improve air quality, capture carbon, mitigate flooding, support soil quality, improve air quality and enhance the natural beauty of our environment which improves our health and wellbeing.

I know that many Parish Councils are already joining in with the Queen's Green Canopy project to celebrate the Platinum Jubilee this year. I would like to draw attention to two other excellent projects which are promoting tree planting in our area at this time.

- **Trees for the Downs.** Run by the South Downs National Park Trust, this scheme is funding tree-planting in the National Park and is now open to applications for planting in 2023. They provide trees as well as suitable tree protection (stakes and guards). The recipient is responsible for the planting and their ongoing care. The scheme has previously supported private landowners, businesses and farms as well as organisations like Parish and County Councils. Apply at this link: www.southdownstrust.org.uk/trees-for-the-downs/ The scheme is open until 15 May 2022.
- **The Woodland Trust** is offering free tree packs for schools and communities, having benefited from generous funding from the likes of Sainsbury, Lloyds Bank and Ovo Energy. There seem to be a wide variety of packs available including hedgerows. You can find out more at this link www.woodlandtrust.org.uk/plant-trees/schools-and-communities/ The scheme opens on 4 April 2022 for delivery in November 2022.

RUSSELL OPPENHEIMER
County Councillor for Petersfield Hangers

Appendix 3: Clerk's Report

Telephone Box

At the March parish council meeting, councillors voted to proceed with an application to Highways for installing the restored phone box at the junction of Petersfield Road/Longmoor Road. However, no funding was agreed from the council's budget.

Cllr Davies had indicated that he may be able to provide grant funding and he was also going to investigate whether the Highways fees could be waived. The latter was not successful but I have been in contact with EHDC who have indicated that a grant of £900 can be applied for which is the full amount for both licences. This has now been completed and once the funding has been granted, the licences can be applied for.

Council should note that, at present, there is no money set aside for the concrete plinth that will be required. SE Water have indicated they will do the work for free but, if this does not happen due to timings, we will need to source funding.

EHDC Grant Funding for Old Church

I previously reported that I had secured £1,800 from EHDC District Councillors towards maintenance costs at the Old Church (£1,000 from Cllr Davies, £800 from Cllr Carew). Cllr Carew has now kindly increased his contribution by a further £200 so we now have £2,000 in total. I have thanked both councillors for their generous grants.

Village Hall Hire Costs

I recently queried the fees being charged by the village hall for room hire for our meetings as we were not receiving the community discount any longer. This has now been corrected and a refund of £145.74 has been paid.

Year End/Audit

The financial year end work now needs to be completed in time for the internal audit at the end of April. Work has now commenced on this.

Appendix 4: Old Church maintenance work

At the March meeting, the council resolved for all items marked A in Julian Livingstone's August 2021 Conditions Report on the Old Church to be carried out, with all B items to come back to council at a later date. The chosen contractor was Anstey & Stone. Following the meeting, I advised councillors that all items marked B were recommended to be carried out within 12 months of the report which would take us to August 2022 but I also explained that it was very difficult to only carry out work to items marked A.

Anstey & Stone provided their quote by looking at the church in sections. For example, the urgent A work on the lancet window in the nave is attached to a wall that needs slightly less urgent B work. They have done this so that the work can be completed in sections which makes a lot of sense and will probably save us money in the long run i.e. they may only need to put up any scaffolding once.

As the resolution made only allowed the contractor carry out work on items A, I have met with them again to discuss how we can move forward without increasing the overall costs of the works.

Further, the council have agreed a budget this year as follows:

£8,229	CIL funds
£4,000	EMR Old Church
£1,250	Fundraising
£13,479	

However, this has since changed and I would suggest we disregard the fundraising amount as we have not yet done any fundraising. But we have now been promised £2,000 from district councillor grants so our new and available total is **£14,229**. If we do raise any additional funds through fundraising, this can be added to the total.

Councillors will be aware they increased the precept to allow £4,000 to be set aside for these works.

At the March meeting, councillors were concerned about spending the funds set aside but I have received no formal requests to review this budget.

Anstey & Stone have very kindly reviewed their quote and prioritised A items with the associated B items. I asked them to prioritise those works that would have the biggest impact on the preservation of the church, and the current dampness that exists, as we are likely to go through another winter without being able to afford to do all the works in the Conditions Report.

Their revised priority list is as follows:

1. SE Nave Lancet Window South Wall. £2,615.00.
2. Nave Lancet Window North Wall. £3,015.00.
3. Northern Side Door Opening. £1,420.00.
4. Interior of Chancel. £1,340.00.
5. French Drain around Exterior Chancel Wall. £1,490.00.
6. Window Guards on Chancel. Clean paint and re-fix. £830.00.

Total for this phase of work will be £10,710.00.

This would leave £3,510 in the budget for the Old Church which would provide a buffer should the above works exceed the costs above or should further work be needed this financial year. The rest of the works could be set aside until the rest of the funding has been secured (total amount of works agreed by council is £20,024) with any amount left in budget this year carried forward. Please bear in mind that costs may change over time.