

Greatham Parish Council
Annual Meeting
Greatham Village Hall
Wednesday 18th May 2022 at 8pm

Dear Councillor,

You are hereby summoned to attend the Annual Meeting of Greatham Parish Council for the transaction of business set out below.

J Ives

Jane Ives, Clerk to the Council

12th May 2022

AGENDA

- 1. Election of Chairman to the Parish Council for 2022/23**
- 2. To receive the Chairman's Declaration of Acceptance of Office**
- 3. Election of Vice Chairman to the Parish Council for 2022/23**
- 4. Chairman's Announcements**
- 5. Apologies for Absence:** To note any apologies received from Councillors
- 6. 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*
- 7. Approval of Minutes:** To approve minutes from the Parish Council meeting held on 13th April 2022.
- 8. Register of Interests:** To note the requirement to update register of interest forms
- 9. Update on previous actions arising from council meetings (Appendix 1)**
- 10. Election of Members to Planning Committee:** a) To elect a minimum of 4 councillors to a Planning Committee or b) to consider making an amendment to the Terms of Reference with regards number of councillors
- 11. Election of Chairman and Vice Chairman of Planning Committee**
- 12. Election of Councillors to Working Groups and appointment of lead person**
 - a) Staffing
 - b) Policies & Compliance
 - c) Transport & Traffic
 - d) Playground
 - e) Village Design Statement
 - f) Old Church Strategy
- 13. Election of members of the public to working groups**
 - a) Old Church Working Group
 - b) Old Church Strategy Working Group
 - c) Village Design Statement
- 14. Election of representatives to Outside Bodies:**
 - a) Greatham Village Hall – 1 representative
 - b) Coryton Trust – 2 representatives
 - c) Liss Greatham and Hawkey Friendship Fund - 1 representative
 - d) East Hampshire Association of Parish & Town Councils – 1 representative
 - e) Community Partnership Meeting - 1 representative

15. Appointment of councillors as leads

- a) Facilities
- b) Footpaths
- c) Community Engagement
- d) Communications
- e) Old Church

16. Standing Orders & Financial Regulations: To review and approve current standing orders and financial regulations

17. Report from County Councillor: Report from Cllr Russell Oppenheimer (Appendix 2)

18. Report from District Councillor: Report from Cllr Adam Carew/Cllr Phillip Davies

19. Public Question Time: Adjournment of the meeting for 15 minutes to allow the public to raise questions

20. Finance/Administration:

- a) **End of Year Bank Reconciliation:** To approve the end of year bank reconciliation (Appendix 3)
- b) **Financial Report:** To note the council's finances as at 30th April 2022 (Appendix 4)
- c) **Payment Schedule:** To approve current payments (Appendix 4)
- d) **Grant Application:** To consider a grant application from Life Education for up to £185

21. Meetings dates for 2021/22: To agree meetings dates for Council and the Planning Committee (Appendix 5)

22. Planning application: To consider and agree a response to the following application:

SDNP/22/00962/HOUS 1 Firs Cottages, Benham Lane, Greatham GU33 6BB Comments by 24/05/22
Single storey rear and single storey side extension

23. Old Church Working Group: To consider and agree changes to meeting arrangements and any changes to the Terms of Reference (Appendix 6)

24. Parish Council Projects: To review and update the current project list (Appendix 7)

25. Telephone Box: To hear an update and agree any actions

26. Reports from representatives of Organisations, Outside Bodies, Leads & Groups

27. Date of next meeting: Wednesday 8th June, 8pm

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 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. 11/05 grant amount increased & legal work to be organised through HCC	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. 11/05 contractor advised that installation is imminent.	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. 11/05 remove from actions as new survey identified new works	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. 11/05 meeting held and agenda item this month	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. 11/05 new survey received, close current action	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. 11/05 grass verge reported to Highways; posts being dealt with 12/05	Clerk
21.225 01/22	Add Cllrs Crick & Godby to the bank mandate 13/04 this has been submitted to Unity Bank. 11/05 bank confirmed mandate has been updated	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. 11/05 GPC need to supply wildflower seed list.	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 11/05 Tree Officer has been contacted and on site meeting to be arranged	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 at Old Church	Clerk/Cllr Harris
21/303 04/22	Seek quotes for works specified in tree survey	Clerk

Appendix 2: County Councillor Report

Due to the local elections taking place in parts of Hampshire this week, the County Council has been in purdah throughout April. As a consequence the County has not made many significant announcements over the last month.

1. Ukraine: Refugee Update

The County Council continues to work with key local partners to enable support and assistance to Ukrainian refugees (guests) arriving in Hampshire under the Government's Homes for Ukraine scheme. The focus remains on conducting home visits and ensuring key information is shared with guests and sponsors efficiently. The total number of visas issued to Ukrainians in Hampshire is now 1,128.

Visits to sponsors' homes continue to be arranged and undertaken at pace across the county and these visits continued over the Easter and bank holiday periods. Disclosure and Barring Services (DBS) checks are undertaken by Hampshire County Council. These checks are required of all sponsors under the Homes for Ukraine scheme.

Collaborative safeguarding processes have also been established between Hampshire County Council and Hampshire Constabulary in support of DBS requirements.

Work is ongoing by Hampshire County Council and District and Borough authorities to develop local information for guests to complement the Government's Welcome Pack for Ukrainians arriving in the UK. On 25 April, 'Ukraine Connections' groups commenced in several Hampshire libraries. The sessions offer a welcoming space for Ukrainian guests to meet and find out more about library services, begin to meet others socially, and to find out more about life in their new, temporary home. There is also now a welcome page for Ukrainian guests with helpful links at: <https://www.hants.gov.uk/ukraine/guests>

2. Street Lighting

In my role as Executive Member for Highways at HCC I visited the SSE base at Port Solent last week. Maintenance for all of Hampshire's 133,952 streetlights is undertaken from this depot. I would like to share some interesting facts which I learned during my visit as follows:

- Our contract partner for streetlighting is now called Enerveo. Last year SSE sold their infrastructure arm to a company called Aurelius which is a German investment company. The new company Enerveo will be moving out of the SSE base over the next year. They plan to seek a location in central Hampshire.
- The streetlighting Private Finance Initiative (PFI) contract was signed in 2009 and commenced in 2010. It is a 25-year contract so we are coming up to the midway point later this year. The procurement process for the next contract term will need to commence in six years' time in 2028.
- All streetlights in Hampshire can be controlled remotely through the Mayflower system. This system employs a network of sub-masters around the county which all have SIMs and use the mobile network. These sub-masters then create a wireless network with nodes on other streetlights within 250 metres.
- This flexibility has enabled us to respond to a variety of requests. In Winchester we have reversed part-night lighting at the University's residential halls and in Basingstoke we have maintained night lighting to benefit a woman who is allergic to daylight and so can only leave her house at night.
- Due to the increase in electricity prices, our energy budget at Hampshire has gone up from £3.3m to £7m over the last ten years. This is despite substantial reductions in energy usage. In 2009, streetlighting consumed 53 gigawatts; by 2021 that was down to 21 gigawatts which is a 66% reduction. This has primarily been achieved through LED replacements, dimming and part-night lighting.
- In 2009 there were around 46,000 faults reported per year. There are now approximately 30,000 faults per year. The average repair time is 2.42 days. This repair performance makes Hampshire the fourth best county in the UK.
- Heavy bunting and heavy festive lighting should not be placed on streetlights because it can damage the column integrity. Nothing should be tied at the top or bottom of the light because it might interfere with the operation of the light. Ladders should not be placed against the column. Permission must be sought for the hanging of any items such as the flashing speed limit reminder (SLR) signs. The email address to seek permission is hampshirepfi@enerveo.com

3. Weed control trials

HCC will be undertaking a trial of alternative methods of weed control this year. This follows local campaigning on glyphosate concerns.

The trials are being based in the Petersfield area and will commence in May. Regular monitoring will then be undertaken over the following months, through to October.

The weed control methods to be used in the trials are as follows:

- Acetic Acid
- Pelargonic Acid
- Hot Foam
- Burning
- Mechanical Removal
- Electricity

On conclusion of the trials a report will be produced comparing the effectiveness, cost and suitability of the various treatments for use on the wider highway network. The findings in the report will help determine the future approach to weed control.

Environmental factors are a key concern but we must also be mindful that weeds can cause damage to the road infrastructure and they can also look very unsightly so they must be effectively controlled.

RUSSELL OPPENHEIMER
County Councillor for Petersfield Hangers

Appendix 3: Bank Reconciliation Quarter 4 2021/22

GREATHAM PARISH COUNCIL						
SUMMARY RECEIPTS & PAYMENT ACCOUNT						
4th QUARTER ENDED 31 MARCH 2022						
		Figures shown exclusive of VAT				
Annual Budget	Actuals YTD			£	£	
		RECEIPTS		Q4 Receipts		
19537	19537	Precept		-		
0	0	S106		-		
0	0	CIL		-		
0	18	Bank Interest		16.41		
50	2000	Grants		2,000.00		
	717	VAT repayment		717.14		
300	203	Old Church income		0.01		
0	146	Other income		145.74		
19887	22621					
		TOTAL RECEIPTS			2,879.30	
		PAYMENTS		Q4 Payments		
11,820	11,272.30	Net salaries (Jan-Mar 2022)		2,877.01		
180	270.00	Allowances		75.00		
200	142.20	Travel costs		39.42		
150	60.00	Training staff		-		
500	180.00	Training councillors		-		
200	282.76	Printing		121.36		
400	361.03	Stamps & Stationery		136.44		
-	-	Publications		-		
250	159.48	Room Hire		97.62		
500	479.66	IT/email/website		236.46		
350	291.85	Repairs & maintenance		112.00		
846	770.43	Equipment purchase		-		
300	295.30	SLR Deployment		295.30		
2,100	1,888.00	Grant allocation		-		
1,000	971.71	Subscriptions & Fees		18.00		
400	425.00	Audit fees		-		
700	614.25	Insurance		-		
800	345.00	Grass cutting		-		
200	306.00	Maintenance outside spaces (lengthsman/payback)		173.00		
95	95.00	Playground inspection		-		
500	-	Playground maintenance		-		
1,150	525.00	Old Church expenditure		25.00		
-	720.72	VAT on payments		135.18		
72	73.50	Bank charges		19.00		
8,229	-	EMR CIL projects		-		
500	315.00	EMR Trees		315.00		
500	-	EMR Community Engagement		-		
3,667	3,666.88	EMR Election costs		-		
-	-	EMR NDP		-		
4,802	-	EMR S106		-		
1,000	-	EMR CFI		-		
545	545.07	EMR Grants		-		
41956	25056					
		TOTAL PAYMENTS			4,675.79	
		BALANCE BROUGHT FORWARD ON 01/01/2022			36773.33	
		ADD Total Receipts as above			2,879.30	
		LESS Total payments (as above)			4,675.79	
		Balance Carried forward 31/03/2022			34,976.84	
These cumulative funds are represented by:						
Current Account Balance				4,712.59		
Less: Cheques drawn but not debited as at 31.03.22				-		
Deposit Account Balance				30,264.25		
					34,976.84	

Appendix 4: Financial Report & Payment Schedule

Receipts 1st April to 30th April 2022

EHDC Precept tranche 1	£11,500.00
Donations Old Church	£ 20.41
Total Receipts	£11,520.41

Balances as at 30th April 2022

Current Account	£14,099.75
Deposit Account	£30,264.25
Total at bank	£44,364.00

Earmarked Funds held

Old Church (inc. CIL, £2k grants)	£14,229.00
Community Engagement	£ 250.00
Tree works	£ 1,000.00
Elections	£ 3,500.00
S106 project	£ 4,802.00
CFI Scheme	£ 1,000.00
Total Earmarked Funds	£24,781.00

General Reserves Balance £19,583.00 (total at bank less earmarked funds)

Payment Schedule May 2022

Invoice Date	Payee	Description	Net Total	VAT	Total
		PAYMENTS MADE			
26/04/22	Clerk	Salary April 2022	£836.65	£0.00	£836.65
26/04/22	HMRC	Tax/NI liability mth 1	£301.93	£0.00	£301.93
26/04/22	Zurich	Insurance 2022/23	£629.54	£0.00	£629.54
29/04/22	Nest	Pension 'EE & 'ER	£77.38	£0.00	£77.38
		PAYMENTS TO BE MADE			
01/04/22	St John's Church	Grant 2022/23	£250.00	£0.00	£250.00
01/04/22	GVEC	Grant 2022/23	£1,000.00	£0.00	£1,000.00
04/04/22	Hampshire ALC	HALC/NALC Affiliation Fees 2022/23	£322.16	£0.00	£322.16
09/05/22	Greatham Village Hall	Room Hire costs	£22.00	£0.00	£22.00
		TOTALS	£3,439.66	£0.00	£3,439.66

Signed by Chair of Meeting:

Date:

Appendix 5: Meeting dates for 2022/23

	Parish Council (2nd Wednesday of each month)	Planning Committee (4th Monday of each month, subject to planning applications)
June 2022	15 th June	27 th June
July 2022	13 th July	25 th July
August 2022	10 th August (if required, subject to change)	No scheduled meeting
September 2022	14 th September	26 th September
October 2022	12 th October	24 th October
November 2022	9 th November	28 th November
December 2022	14 th December	As required (TBA)
January 2023	11 th January	23 rd January
February 2023	8 th February	27 th February
March 2023	8 th March	27 th March
April 2023	12 th April Annual Parish Meeting (to be confirmed)	24 th April
May 2023	Annual Meeting (to be confirmed subject to election date)	22 nd May

Appendix 6: Old Church Working Group Terms of Reference

1. The Working Group will consist of members of the public appointed by the Parish Council (pursuant to s.102(4) of the Local Government Act 1972).
2. Membership is to be determined by the parent body at its Annual meeting or at a normal full Council meeting and will include the appointment of one councillor to the group.
3. At its first meeting of the working group members shall:
 - a) Appoint an elected member as Lead Member to act as liaison between the Council and the working group. The role of the Lead Member is to: keep working group members informed and involved with progress; relate to the Council the thoughts and ideas of the working group; act as the primary contact with the Council.
4. In line with the task set by the Council the purpose and remit of the working group is to:
 - a) Work with the Parish Council to produce & maintain a vision for the Old Church
 - b) Help to maintain the churchyard and report any issues with the church and churchyard to the Parish Council
 - c) The Clerk will carry out Risk Assessments prior to any events or work being undertaken and consult with the working group about the results
 - d) Be responsible for ensuring volunteers work safely whilst working at the Old Church
 - e) Write documents/leaflets etc documenting the history of the Church for approval by the Parish Council
 - f) Run events in conjunction with the Parish Council
 - g) Make recommendations to the Parish Council in time for annual budget setting on suggested spending for the following year and how to spend monies raised
 - h) To help the Council fundraise for projects, and help with filling in grant applications, that seek to improve the Old Church and churchyard and assist, when possible, with the Council's aim of making the maintenance of the Old Church funded through external sources
 - i) Help to make the Old Church inviting to local people and make the church feel welcoming to visitors.
 - j) To assist the Council, when required, to write specifications and find contractors/consultants/specialists to carry out work at the Old Church and to communicate with the lead member when work is going to be going ahead
 - k) To provide timely feedback on proposed work to enable the Parish Council to make decisions
 - l) To provide background information/historical knowledge of the Old Church to the Parish Council and others as required
5. The group does not have delegated powers to make decisions on behalf of the Council nor should exceed its purpose and remit (above) without the parent body's sanction to a change to this Terms of Reference. The Council are bound to accept the recommendations of contractors and consultants, given their professional status. The recommendations can be questioned but in the case of a conflict, the final decision is made by the Council based on professional advice.
6. The group reports to the Council
7. The group shall provide timely reports to the Council in the following manner:

Provide written information regarding items a-l above as and when required.

Meetings of the working group are not usually but may be public meetings

Advisory committees (and sub-committees) that are appointed advise a council in any matter relating to the discharge of their functions (pursuant to s. 102(4) of the 1972 Act). Advisory committees (and sub-committees) may be wholly comprised of persons who are not members of the council. In practice and dependent on their terms of reference, advisory committees are usually comprised of both councillors and those who are not members of the council. Councils often refer to advisory committees (and sub-committees) as working parties/groups/panels

Appendix 7: Parish Council Projects

Councillors have provided updates (in bold below) to the project list and this now needs to be formally updated and approved.

Task	Lead	Cost	Comments/Progress
General Parish Council Work			
Nursery Site Application	Cllr Rodbert		<i>New application: Response required by 29th October 2021.</i> Ongoing, waiting for SDNPA committee to decide
Quick Wins			
Speedwatch	Cllr Butler		<i>Oct '21 – Traffic WG planning to get this started with volunteers.</i> Plea for volunteers & needs to be kickstarted
G15	Cllr Driver	£200	<i>Oct '21 – Meeting will be arranged.</i> 30/04 meeting took place
Village Thank Yous	Cllr Driver	£500	<i>Oct '21 – rebrand as village thank yous. Will take place at December community event.</i> Complete at April Annual Parish Meeting
Councillor Drop In	Cllr Driver		<i>Oct '21 – Hold one at December community event and then hold monthly.</i> Next date 11th June – Cllr Crick, Cllr Driver
Telephone box	Cllr Harris		<i>Oct '21 – pre-application advice required from EHDC. Glass still required and services inspection required.</i> 12/05 Ongoing, clerk progressing
Wildflowers	Cllr Harris	Grant	<i>Oct '21 Wildflower - Project complete. Pollinator project – waiting to hear.</i> Additional cultivation licence applied for
Village Footpath & Ecology Signboards	Clerk/Cllr Harris	£106	<i>Oct '21 – funds in place. Waiting for design of boards to be completed.</i> Progressing with Cllr Harris
Major Initiatives			
Village Design Statement	Cllr Crick/Rodbert		<i>Oct '21 – November agenda item</i> Cllr Crick produced a draft; Cllr Rodbert to bring it as an agenda item
Playground Renewal	Clerk/Cllr Harris/Crick	CIL, grants	<i>Oct '21 – CIL application rejected. Working group TORs need to be agreed. Put on November agenda.</i> CIL application reapplied for. Apple Pie developers approached for contribution. Speak to developer about separate agreement for Greatham.
Traffic calming initiatives	Cllr Butler	Grants, precept	<i>Oct '21 – consultation now required</i> Waiting for SDNPA to release funds
Old Church Strategy	Cllr Rodbert/Rook		<i>Oct '21 – vision and strategy to be agreed</i> Encouraging OCWG and cllrs to join in with strategy
Other Initiatives			
Village Gateways	Clerk/Cllr Harris	£106	<i>Oct '21 – Highways approved. Waiting for amended costs for posts/signs.</i> Should be installed shortly
Village Tree and Hedge Strategy	Cllr Rodbert		<i>Oct '21 – November agenda item</i> No action