

Greatham Parish Council
Minutes of Annual Council Meeting
held on Wednesday 18th May 2022, 8pm

Present Cllr A Crick, Cllr T Godby, Cllr S Harris (Chair), Cllr O Rook

Also present Jane Ives, Clerk to Parish Council
County Cllr R Oppenheimer
District Cllr A Carew
8 members of the public

22.01 Election of Chairman: It was **RESOLVED** to elect Cllr Harris as Chairman for 2022/23.
Proposed: Cllr Crick. Seconded: Cllr Godby

22.02 Declaration of Acceptance of Office: Cllr Harris signed the declaration of office which was witnessed by the Clerk.

22.03 Election of Vice Chairman: It was **RESOLVED** to elect Cllr Driver as Vice Chairman for 2022/23.
Proposed: Cllr Harris. Seconded: Cllr Godby

22.04 Chairman's Announcements: The chairman reminded everyone about the village clean up day taking place this Saturday at 10am, meeting at the Village Hall. She also asked that anyone who can volunteer to set up and clear down for the Queen's Platinum Jubilee celebrations should contact GVEC. They are also looking for volunteer cake bakers.
Lastly, it was noted that the yew tree in the Old Church churchyard has suffered some damage, possibly from someone climbing up it, and asked everyone to be vigilant.

22.05 Apologies for Absence: Cllrs Butler, Driver, Rodbert.

22.06 Declarations of Interest: None

22.07 Approval of Minutes: It was **RESOLVED** to approve the minutes from the Parish Council meeting held on 13th April 2022. **Proposed: Cllr Godby. Seconded: Cllr Rook.**

22.08 Register of Interests: Councillors were reminded of the requirement to update their register of interests forms if their circumstances have changes.

22.09 Update on previous actions arising from council meetings: The updated action list is at Appendix 1. The chairman wished to extend sincere thanks to Tom Smiley for facilitating the recent meeting with the Old Church working group.

22.10 Election of Members to Planning Committee: It was **RESOLVED** to elect the following councillors to the Planning Committee:

Cllr Crick

Cllr Godby

Cllr Rook

It was further **RESOLVED** to amend the terms of reference for the committee to state that a minimum of 3 councillors could form the committee. The Clerk gave advice that having only 3 councillors on the committee would mean that a minority of the council are making decisions on planning applications and that all members would have to attend every meeting in order to be quorate. The council **RESOLVED** that Standing Orders will be amended to allow for substitutes from other councillors.

Proposed: Cllr Rook. Seconded: Cllr Harris.

22.11 Election of Chairman and Vice Chairman of Planning Committee: It was **RESOLVED** to elect:

Chairman of Planning: Cllr Rook

Vice Chairman of Planning: Cllr Crick

- 22.12 Election of Councillors to Working Groups:** It was **RESOLVED** to elect:
Staffing: Cllrs Driver, Harris, Godby with Cllr Driver as lead.
Policies & Compliance: Cllr Crick, Harris, Clerk with Cllr Crick as lead.
Transport & Traffic: Cllrs Butler, Godby, Rook with Cllr Butler as lead.
Playground: Cllrs Crick, Harris, Clerk with Cllr Harris as lead.
Village Design Statement: Cllrs Crick & Rodbert with Cllr Crick as lead.
Old Church Strategy: Cllr Rodbert to lead and work with the existing Old Church Working Group.
- 22.12 Election of members of the public to working groups:** It was **RESOLVED** to elect:
Old Church Working Group: B Cope, P Merz, D Redman, J Dale Harris, D Self, P Sutton, J Rook
Old Church Strategy Working Group: All members of the Old Church Working Group above in accordance with the Old Church Working Group Terms of Reference.
Village Design Statement: The project isn't sufficiently advanced to have new working group members so this is **DEFERRED** until a later date.
- 22.13 Election of representatives to Outside Bodies:** It was **RESOLVED** to elect:
Greatham Village Hall: No nominations for the vacancy. The Clerk will speak to the village hall committee.
Coryton Trust: Cllrs Crick & Godby
Liss Greatham and Hawkley Friendship Fund: Cllr Crick
East Hampshire Association of Parish & Town Councils: Cllr Harris; all councillors welcome to attend
Community Partnership Meeting: No current meetings
- 22.14 Appointment of councillors as leads:** It was **RESOLVED** to elect:
Facilities: Cllr Godby supported by Cllr Rook and Cllr Harris
Footpaths: Cllrs Rook & Godby
Community Engagement: Cllr Driver
Communications: Cllr Harris
Old Church Working Group: Cllr Driver
- 22.15 Standing Orders & Financial Regulations:** It was **RESOLVED** to **DEFER** this item until the next meeting.
- 22.16 Report from County Councillor:** Cllr Oppenheimer's report was noted (Appendix 2) but he additionally provided the following updates.
- Project Gigabit is commencing and should help some households in Greatham
 - The recent Levelling Up White Paper will be significant for Hampshire and there will be implications for parish councils in terms of potential devolved services
 - The lengthsman scheme may be kept going for another year with an announcement expected in September
 - The county have been involved in a number of carbon reduction schemes such as a pledge to plant 1 million trees, solar panels being installed on 300 schools, street light dimming at night, all fleet and tools going electric, and the use of biodiesel.
 - The HCC Local Transport Plan will be up for consultation later this year
- 22.17 Report from District Councillor:** Cllr Carew provided a report and advised that his term as chairman of EHDC is about to end and Cllr Bond will be taking over. His recent quiz and curry night raised £1,000 for the Red Cross working in Ukraine, and the recent Civic Service was very well attended.

Cllr Carew has provided funding recently to Greatham Village Hall for a community orchard and is hoping that wildflowers will be planted in the recreation area this year. He has also given a grant to Greatham Village Events Committee for their upcoming jubilee event.

Cllr Carew has supported the parish council in their recent complaint to EHDC and Norse regarding the wildflower verges being strimmed. He will be seeking compensation for the grant he provided if this is not resolved satisfactorily.

He is expecting the Liss Forest Nursery site application to come to the SDNPA Planning Committee shortly and hoped that developers' contributions could be secured for a proper school crossing.

Cllr Davies was not in attendance but had provided a report to say that the posts outside Hill View have now been successfully removed by Highways. He also confirmed that he has increased his grant contribution to £1,000 for the telephone box.

22.18 Public Question Time: The following questions/comments were raised:

A member of the public enquired about when the works at the junction of Longmoor Road/Petersfield Road would be completed following the road closure earlier in the year. Cllr Rook will create a snagging list and send it to the contractor as a number of issues were identified.

A member of the public asked if there was a sound system in the village hall as it was difficult to hear meetings. Cllr Rook advised that we do not have any microphones.

In response a to question about the Liss Forest Nursery site, Cllr Rook advised that a meeting was held with the Planning Officer earlier in the year and he understood that external work had been commissioned by the SDNPA to look specifically about the housing mix.

22.19 End of Year Bank Reconciliation: The reconciliation has been signed off by Cllr Harris (Appendix 3).

22.20 Financial Report: The financial report as at 30th April 2022 was noted (Appendix 4).

22.21 Payment Schedule: The following payments were approved: **Proposed: Cllr Harris. Seconded: Cllr Crick**

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	£3,319.67	£0.00	£3,319.67

22.22 Grant Application: It was **RESOLVED** to approve a grant for £185 for Life Education who are providing a workshop for the children at Greatham Primary School. As there was no grant budget remaining, the council agreed to fund this from general reserves. **Proposed: Cllr Godby. Seconded: Cllr Rook.**

22.23 Meetings dates for 2022/23: The meeting dates for 2022/23 were agreed (Appendix 5).

22.24 Planning application: It was **RESOLVED** to submit the following comments:
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
 Greatham Parish Council has NO OBJECTION to this application but would request that materials used match existing materials, and consideration is given to timber framed windows on the basis of sustainably but also to match existing. **Proposed: Cllr Rook. Seconded: Cllr Harris.**

22.25 Old Church Working Group: It was **RESOLVED** to amend future meetings of the group to include the Clerk. A member of the working group would be responsible for taking any minutes/notes from the meeting. It was agreed to amend the terms of reference to include these changes (Appendix 6).
Proposed: Cllr Harris. Seconded: Cllr Godby.

It was **RESOLVED** to extend the meeting by 30 minutes as it had reached 1.5 hours.

22.26 Parish Council Projects: Current projects were reviewed and the updated list is at Appendix 7.

22.27 Telephone Box: The Clerk advised that the grant funds had been received and the licences required were being discussed with Hampshire County Council.

22.28 Reports from representatives of Organisations, Outside Bodies, Leads & Groups:

Cllr Driver had provided a written report from the recent G15 meeting and this is noted at Appendix 8. All events listed will be added to our Facebook page and sent out to our mailing list. Costs to add an event calendar to the website would be investigated by the clerk.

Cllr Crick reported that the Coryton Trust had recently welcomed a new resident who is very happy in her new home. Some refurbishment works will be taking place over the next few months.

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

The meeting closed 9.38pm.

Signed: (Chairman)

Date:

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	Playground: Arrange zip wire survey and get quotes for any other work identified in	Clerk

10/21	inspection report. Liaise with volunteer group regarding any work they could do.	
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
22.10 05/22	Amend standing orders for planning committee to allow substitution of councillors	Policies WG
22.18 05/22	Create snagging list for works required at junction of Longmoor Rd/Petersfield Rd	Cllr Rook
22.28 05/22	Add village events from the G15 meeting to our Facebook page and send out to mailing list. Establish costs for adding events to our website.	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

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)
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Payment Schedule May 2022

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. Other councillors would be encouraged to attend meetings on an ad hoc basis.
3. The Clerk will attend all meetings of the group.
4. A member of the working group will be responsible for taking any minutes/notes of any meetings held.
5. 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.
6. 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
7. 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.
8. The group reports to the Council
9. 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. Ongoing, waiting for SDNPA committee to make decision</i>
Quick Wins			
Speedwatch	Cllr Butler		<i>Oct '21 – Traffic WG planning to get this started with volunteers. Plea for volunteers & needs to be kickstarted – seek volunteers through mailing list and Facebook page</i>
G15	Cllr Driver	£200	<i>Oct '21 – Meeting will be arranged. 30/04 meeting took place</i>
Village Thank Yous	Cllr Driver	£500	<i>Oct '21 – rebrand as village thank yous. Will take place at December community event. Complete at April Annual Parish Meeting Remove from list</i>
Councillor Drop In	Cllr Driver		<i>Oct '21 – Hold one at December community event and then hold monthly. Next date 11th June – Cllr Crick, Cllr Driver</i>
Telephone box	Cllr Harris		<i>Oct '21 – pre-application advice required from EHDC. Glass still required and services inspection required. 12/05 Ongoing, clerk progressing</i>
Wildflowers	Cllr Harris	Grant	<i>Oct '21 Wildflower - Project complete. Pollinator project – waiting to hear. Additional cultivation licence applied for</i>
Village Footpath & Ecology Signboards	Clerk/Cllr Harris	£106	<i>Oct '21 – funds in place. Waiting for design of boards to be completed. Progressing with Cllr Harris</i>
Major Initiatives			
Village Design Statement	Cllr Crick/Rodbert		<i>Oct '21 – November agenda item Cllr Crick is producing a draft; Cllr Rodbert to bring it as an agenda item</i>
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. CIL application reapplied for. Apple Pie developers approached for contribution. Speak to developer about separate agreement for Greatham.</i>
Traffic calming initiatives	Cllr Butler	Grants, precept	<i>Oct '21 – consultation now required Waiting for SDNPA to release funds</i>
Old Church Strategy	Cllr Rodbert/Rook		<i>Oct '21 – vision and strategy to be agreed Strategy being worked on</i>
Other Initiatives			
Village Gateways	Clerk/Cllr Harris	£106	<i>Oct '21 – Highways approved. Waiting for amended costs for posts/signs. Should be installed shortly</i>
Village Tree and Hedge Strategy	Cllr Rodbert		<i>Oct '21 – November agenda item No action</i>

Appendix 8: Report from G15 meeting

On the 30th April, we held a meeting of the G15 group of village organisations. We weren't quite at full strength, but had representatives from eight groups in attendance:

Greatham Parish Council – Trish Driver
Hope Church – Tom Smiley
Church Field Trust – Tom Smiley
St John's Church – Kate Lloyd-Jones
GVEC – Pat Slivkin
Village Hall Trust – Pat Slivkin
Flower and Produce Show – Floyd Kelly-Lord
Greatham Amicable Charity – Kate Lloyd Jones

We covered a range of topics and had some really useful conversations which allowed us to form connections between groups and find support for one another. All who attended felt the meeting was a useful and enjoyable opportunity to connect with others in the village.

Some common themes emerged:

Volunteering – there are several volunteering opportunities coming up over the next few months, either short term, one-off, or longer-term commitments:

1. We're looking for a new Speedwatch Coordinator for Greatham.
2. We also need volunteers to do a maximum of an hour's shift each week as part of the Speedwatch team – it's a great way to meet people in the village and contribute to village life.
3. Neighbourhood reps – we're looking for people to act as neighbourhood reps. This is a really small commitment for people who want to contribute to their immediate and wider Greatham communities – our neighbourhood reps are the ones who act as a communication link between the PC and our villagers, sharing messages, and feeding back from their immediate neighbours.
4. GFest volunteers – on the 4th June, GFest is back! The GVEC team will need volunteers to set up on the morning of the 4th, and then tidy up at the end of the event. Volunteers are also needed to run stalls through the day.

Events – we're lucky to have several really special events coming up in the next few months, and there are some great joint activities taking place as part of this:

22 May - Clean-up Day
29 May – Service at “Doug's Den” as part of “Thy Kingdom Come” celebrations
4 June – G Fest
5 June – Pentecost services
5 June – Jubilee Service at St John's
5 June – Church Field Environmental Day
11 June – Councillor Drop-in at the village hall
18 June – Church Fete
18-19 June – Flower Festival at St John's
4 July – School Fete (after school) and circus!
10 September – Flower and Produce Show
11 September – Harvest Festival at St John's Church
25 September – Multi-church event walking through Greatham

Actions:

1. It would be useful to have a shared “Village Events” calendar as part of the PC website.
2. Address requests which didn't get covered in the meeting:
 - a. Support for school parking (request from Jo Goman)
 - b. Views on the route and spec for Village Hall trim trail (request from Josh Dale-Harris).

3. Trish to drop off pre-paid response forms for development to the church (for parishioners who may not be online), and to Josh Dale-Harris for environmental feedback.

Updates from community groups:

1. GVEC: Request for volunteers to support the set up and clear up of the G-Fest event on the 4th June (Tom Smiley will check with L'Abri if they can provide some volunteers).
2. Flower and Produce Show: Keen to get as many people as possible engaged with the show, entering and attending the event.
3. Church Field Trust: The trustees want the field, "Doug's Den" and the play areas to be a carefully used village asset – everyone is welcome, and the hope is that the areas will be used wisely and with care. The field is available to hire for wedding marquees. There are plans for a community vegetable patch, and a community log pile for people to pick up logs and share wood when they have a surplus.
4. St John's Church: St John's want the church to be a part of the community where all are welcome, and to encourage people to visit the church even if they aren't churchgoers themselves.
5. The Village Hall Trustees are keen for feedback on the ideas for the trim trail.