

Greatham Parish Council

Parish Council Meeting

Greatham Village Hall

Wednesday 8th June 2022 at 8pm

Dear Councillor,

You are hereby summoned to a meeting of Greatham Parish Council for the transaction of business set out below.

J Ives

Jane Ives, Clerk to the Council

31st May 2022

AGENDA

1. **Chairman's Announcements**
2. **Apologies for Absence:** To note any apologies received from Councillors
3. **Declarations of Interest:** *Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the room or chamber when the meeting discusses & votes on the matter*
4. **Approval of Minutes:** To approve minutes from the Annual Council meeting held on 18th May 2022.
5. **Update on previous actions arising from council meetings** (Appendix 1)
6. **Report from District Councillors:** Report from Cllr Adam Carew/Cllr Phillip Davies
7. **Report from County Councillor:** To note a report from Cllr Russell Oppenheimer (Appendix 2)
8. **Public Question Time:** Adjournment of the meeting for 15 minutes to allow the public to raise questions
9. **Parish Council Finances/Administration:**
 - a) **Clerk's Report** (Appendix 3)
 - b) **Finance Report:** To note finance report for May 2022 (Appendix 4)
 - c) **Payment Schedule:** To approve current payments (Appendix 5)
10. **Representative on Village Hall Committee:** To appoint a representative to the Village Hall Committee
11. **Internal Audit Report:** To note the internal auditor's report and agree any actions
12. **Annual Return & Governance Statements (AGAR) 2021/22**
 - a) To note the Annual Internal Audit Report contained in the AGAR
 - b) To complete and approve the Annual Governance Statements 2021/22 (to be signed by the Chairman and the Clerk)
 - c) To consider and approve the Accounting Statements 2021/22 (to be signed by the Chairman)
 - d) To confirm dates for the Exercise of Public Rights to inspect accounting records to be Monday 13th June to Friday 22nd July 2022 inclusive
13. **Village Green Path:** To consider clearing the path back to its original width (Cllr Crick)
14. **To note reports from Working Groups:**
 - a) **Old Church Strategy Working Group**
 - b) **Village Design Statement Working Group**
 - c) **Playground Working Group**
 - d) **Traffic & Transport Working Group**
 - e) **Policies & Compliance Working Group**

15. **Councillor Drop-In Session:** To note feedback received from the February 2022 session
16. **To note reports from representatives of Organisations, Outside Bodies, Leads & Groups**
17. **Items for next agenda**
18. **Date of next meeting: Wednesday 13th July 2022, 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
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's Report

1. New Leader for Hampshire County Council

On 19 May 2022 the County Council elected Cllr Rob Humby as the new leader of HCC. Cllr Humby said:

“It is truly an honour to be the new leader of Hampshire County Council – I am Hampshire through and through, and am passionate about doing the best for the people and businesses that make Hampshire great.”

In the reshuffle I have moved to a new role as Executive Member for Recreation, Heritage and Rural Affairs. This means I am Cabinet Lead for Parish and Town Council relations, which I am very pleased about. I am also responsible for the Countryside Service, Country Parks, the Registration Service, the Scientific Service and the Library Service.

2. Grants available to help with cost of living

HCC is urging local groups to apply for grants that will help them support those in most need in their communities. A total of £300,000 is being made available for projects that will help families and individuals facing food and fuel poverty, particularly in rural areas, between now and September 2022. The deadline for applying for a community grant is 29 July 2022. Organisations wishing to find out more should go to the [connect4communities website](#) for the full guidance and application form.

The rising cost of living is a challenge for most people, but it is especially difficult for low-income families with children, as well as pensioners, who might be struggling with food and utility bills. The latest community grants are funded by the £7.12million Household Support Fund, provided to Local Authorities by the Department for Work and Pensions to support vulnerable households, especially with the cost of food and energy bills.

In addition to the grants, the County Council is using the funding to develop a suite of supportive measures that aim to help residents who are struggling financially. These include:

- Food vouchers for individuals receiving pension credit or council tax support distributed through district and borough councils.
- Funding for schools, colleges and early years settings to provide discretionary grants to vulnerable households with children.
- Additional funding and support for [Community Pantries](#).
- Support via the local [Citizens Advice](#) for households struggling to meet the cost of their utility bills.
- Emergency housing support from district and borough councils.

I am really glad that HCC is doing everything it can to help people through this challenging inflationary period. I know that Parish Councils will want to consider whether there is a scheme which they can develop to access these funds for the benefit of their Parishioners.

3. Ukraine: Refugee Update

The County Council has announced free bus pass travel for all Ukrainian refugees across Hampshire this Summer. The Local Authority is in the process of finalising arrangements with the county's three major bus operators - Stagecoach, First Bus and Bluestar – with the scheme due to launch shortly. Full details of the scheme will be shared with Homes for Ukraine sponsors and guests in due course.

Communities can now apply for grants of up to £5,000 from Hampshire County Council for projects that will help Ukrainian arrivals to access the support they need. Applications for grant funding can be made by Parish and Town Councils, or any constituted community organisation. There is a need for English language tuition programmes and this would be especially useful in this area.

More information is available on Hampshire County Council's website [Leaders Community Grants | Hampshire County Council \(hants.gov.uk\)](#) or by contacting ccbsgrants@hants.gov.uk.

4. Hampshire Record office awarded listed status

Hampshire's Record Office in Winchester is one of six landmark sites across the UK that have been awarded listed status by the Department of Digital, Culture, Media and Sport on the advice of Historic England to commemorate Her Majesty The Queen's 70-year reign. The award-winning building, designed by the County Council, was opened by Queen Elizabeth II in 1993.

Hampshire Record Office is the newest of the six extraordinary sites across the country that have been [listed in honour of their connection to Her Majesty The Queen](#), and in recognition of their architectural merits. The Record Office was designed by the County Council's in-house architect's team, led in those days by the eminent County Architect Sir Colin Stansfield Smith, to include pioneering techniques that supported the preservation of fragile documents, whilst offering a welcoming and practical space for visitors.

Hampshire Record Office is the home of 1,000 years of history and comprises Hampshire Archives and Local Studies and Wessex Film and Sound Archive. It is a service that is open to anyone - whether undertaking research into their family genealogy or pursuing academic work. The archives are a unique collection of stories from the past, including letters by Florence Nightingale and Jane Austen. You can find out more including opening hours, events, and collections by visiting: www.hants.gov.uk/archives

5. "Our South Downs" – a new business initiative from SDNPA

Our South Downs has been created to provide an innovative network where businesses and organisations can connect with each other, share services and products, and work together towards sustainability.

The initiative has been launched by the South Downs National Park Authority's Enterprise Team and is open – and free to join – to all businesses in and around the National Park.

The initiative has a number of key elements to help businesses:

- Launching this autumn, businesses will be able to join an internationally-recognised "Green South Downs" certification scheme that champions sustainability. The National Park is partnering with Green Tourism, which helps businesses adopt greener ways to operate, such as reducing single-use plastics, reducing carbon footprint, making it easy for employees to recycle and creating a green outdoor space to boost biodiversity. This will be open to both tourism and non-tourism businesses.
- Free business mentoring session from the Association of Business Mentors.
- Members can access a free downloadable toolkit of business resources provided by Sussex Innovation Centre.
- A regularly-updated online portal with information for businesses to help with planning, tourism and land-based schemes, as well as search for and connect with other like-minded businesses.
- Advice and support around maximising energy efficiency and creating stronger supply chains.
- Information on new funding opportunities when they become available.

- Discounted venue hire at sites run by the National Park Authority.

I hope that local businesses in and around Petersfield (including farms, shops and restaurants) will consider joining this free scheme. To find out more about joining Our South Downs visit the brand-new website at oursouthdowns.co.uk

I have finished my five-year stint as a Member of the SDNPA. The new HCC nominee is Cllr Debbie Curnow-Ford who is the Councillor for Liphook, Headley and Grayshott. I will continue to report to you on SDNPA matters and I will maintain close links with the SDNPA Members and Officers in my new role.

RUSSELL OPPENHEIMER

County Councillor for Petersfield Hangers

Appendix 3: Clerk's Report

Telephone Box

I have been in contact with Hampshire County Council to try to resolve the two licences we require and updates are below:

Section 115 licence

I have submitted all the information to HCC to start the work required to set up a legal contract to place the telephone box at the junction of Longmoor Road/Petersfield Road.

Section 117 road opening licence

This licence needs to be granted before the legal work above can commence. I have emailed councillors and the contractor, SE Water, for help with some of the information required. At present, I have taken all the action I can and the project has stalled.

Year End/Audit

The internal auditor carried out a face to face audit, for the first time since 2019, on 31st May 2022. I hope to be able to provide his report to councillors prior to the meeting.

Village Gateways

The contractor has advised the village gateways should be completed within the next month.

Wildflower Verges

I have been in close contact with EHDC and HCC regarding the recent issues with our wildflower verges being cut when they are covered by cultivation licences and should have been left for us to tend.

The Hampshire Highways Support Manager has investigated this and has now issued an apology and advised that the EHDC teams have been told to cut as instructed and to update any relevant systems accordingly.

Cllr Carew is concerned that his grant for wildflowers may have been wasted and we may need to replant the verges affected. Hampshire Legal Services have advised that we should pursue EHDC for compensation if we wish to. I am following this up with Cllr Carew and EHDC and will come back to council when any decision needs to be made.

Defibrillator cabinet at village hall

We have had a couple of issues with the cabinet that we paid to install last year. Our village volunteer who keeps an eye on it has reported that he had to refix the cabinet to the wall a few weeks ago, and then reported that it was hanging off the wall quite shortly afterwards. Cllr Godby has now refixed it more firmly and we are hoping that this fix will hold. However, there were concerns raised that there may have been deliberate damage to the cabinet so I will be monitoring this and will report back to council.

Appendix 4: Financial Report as at 31st May 2022

Receipts 1st May to 31st May 2022

EHDC Grant	£ 1,000.00
Total Receipts	£ 1,000.00

Balances as at 31st May 2022

Current Account	£12,341.54
Deposit Account	£30,264.25
Total at bank	£42,605.79

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	£17,824.79	(total at bank less earmarked funds)
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Appendix 5: Payment Schedule

Invoice Date	Payee	Description	Net Total	VAT	Total
		PAYMENTS MADE			
31/05/22	Clerk	Salary May 2022	£ 679.44	£ 0.00	£ 679.44
31/05/22	HMRC	Tax/NI liability mth 2	£ 184.29	£ 0.00	£ 184.29
24/05/22	Clerk	Expenses	£ 195.10	£22.66	£ 217.76
10/05/22	St John the Baptist Church	Room Hire	£ 22.50	£ 0.00	£ 22.50
		PAYMENTS TO BE MADE			
19/05/22	Parish Council Websites	Website and email hosting	£ 180.00	£ 36.00	£ 216.00
01/05/22	David Redman	Storage of phone box	£ 30.00	£ 0.00	£ 30.00
29/05/22	Lightatouch	Internal audit cost	£ 230.00	£0.00	£ 230.00
		TOTALS	£1,521.33	£ 58.66	£1,579.99

Signed by Chairman of Meeting:

Date: