

**Greatham Parish Council**  
**Draft Minutes of Council Meeting**  
**held on Wednesday 8<sup>th</sup> June 2022, 8pm**

**Present** Cllr T Butler, Cllr A Crick, Cllr T Driver (Chairman) Cllr T Godby,

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

- 22.30 Chairman's Announcements:** The Chairman thanked Greatham Village Events Committee for organising G-Fest at the weekend, and thanked everyone who attended and everyone involved. Thanks were also given to everyone who helped at the recent village clean up day – about 20 people attended.
- 22.31 Apologies for Absence:** Cllr Harris, Cllr Rodbert, Cllr Rook
- 22.32 Declarations of Interest:** None
- 22.33 Approval of Minutes:** It was **RESOLVED** to approve the minutes from the Annual Council meeting held on 18<sup>th</sup> May 2022. **Proposed: Cllr Driver. Seconded: Cllr Godby.**
- 22.34 Update on previous actions arising from council meetings:** The updated action list is at Appendix 1.
- 22.35 Report from District Councillors:** Cllr Davies provided a report as he was not in attendance. He reported that he met with Highways along with Cllr Rook recently to remove some concreted posts in Petersfield Road. He also advised that he had met with the owner of a property in Petersfield Road and was chasing EHDC for an enforcement result.
- 22.36 Report from County Councillor:** The report was noted (Appendix 2).
- 22.37 Public Question Time:** A member of the public queried the attendance list reported at the April parish council meeting.
- 22.38 Clerk's Report:** The Clerk updated councillors on the installation of the telephone box which is currently awaiting input from the council on information for the licences.  
The Clerk also reported that the defibrillator cabinet at the village hall has recently been fixed more securely by Cllr Godby.  
The previous issues reported with wildflower verge cutting have not yet been fully resolved and the council may want to consider seeking compensation from EHDC.  
The yew tree has recently been inspected by the EHDC Tree Officer who reported it to be in very good health. There was an issue noted with some damage caused to the tree and the Clerk will be progressing this.  
The TPO on the oak trees along the B3006 has been progressed and the council have now been asked to plot the relevant trees on a map. Cllr Butler will assist with this task.  
The full report is at Appendix 3.
- 22.39 Finance Report:** The Clerk reported the financial records at 31<sup>st</sup> May 2022 as follows:

**Receipts 1<sup>st</sup> May to 31<sup>st</sup> May 2022**

EHDC Grant	£ 1,000.00
<b>Total Receipts</b>	<b>£ 1,000.00</b>

**Balances as at 31<sup>st</sup> May 2022**

Current Account	£12,341.54
Deposit Account	£30,264.25
<b>Total at bank</b>	<b>£42,605.79</b>

**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
<b>Total Earmarked Funds</b>	<b>£24,781.00</b>

**General Reserves Balance** £17,824.79 (total at bank less earmarked funds)

**22.40 Payment Schedule:** It was **RESOLVED** to approve the following payments: **Proposed: Cllr Driver. Seconded: Cllr Crick.**

Invoice Date	Payee	Description	Net Total	VAT	Total
		<b>PAYMENTS MADE</b>			
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
		<b>PAYMENTS TO BE MADE</b>			
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
		<b>TOTALS</b>	<b>£1,521.33</b>	<b>£ 58.66</b>	<b>£1,579.99</b>

**22.41 Representative on Village Hall Committee:** As no councillors came forward for this position, the item was deferred.

**22.42 Internal Audit Report:** The Chairman noted that there were no issues raised on the internal audit report and thanked the clerk for her work.

**22.43** The Annual Internal Audit Report contained in the Annual Return (AGAR) was noted.

**22.44** The Annual Governance Statements 2021/22 were read out by the Chairman. Councillors **RESOLVED** to approve each statement. The document was signed by the Chairman and the Clerk.

**22.45** The Council considered and **RESOLVED** to approve the Accounting Statements 2021/22 prepared and signed by the RFO. Proposed: Cllr Butler. Seconded: Cllr Godby. The Chairman signed the Accounting Statements.

**22.46** The Clerk confirmed, and the Council approved, the dates for the exercise of public rights to inspect accounting records to be Monday 13<sup>th</sup> June to Friday 22<sup>nd</sup> July 2022 inclusive.

**22.47 Village Green Path:** Cllr Crick introduced this item. The Council agreed that the pathway could be cleared by the village clean up team in August but councillors agreed that they wished to carry out the work earlier.

**22.48 To note reports from Working Groups:**

- Old Church Strategy Working Group:** No report.
- Village Design Statement Working Group:** Cllr Rodbert and Cllr Crick are due to meet shortly.
- Playground Working Group:** No recent update.
- Traffic & Transport Working Group:** A meeting is scheduled for 2 weeks' time and the group will look at the HCC Passenger Transport Survey and recommendations made to Council at July's meeting.
- Policies & Compliance Working Group:** Standing Orders & Financial Regulations to be reviewed.
- Old Church Working Group:** A meeting is due to be arranged shortly.

- 22.49 Councillor Drop-In Session:** Cllr Butler raised some issues that had been reported on Petersfield Road (near Digby Way) that the Clerk would report to Highways relating to broken posts, the white lines on parking bays and a drainage issue near Benhams Lane. To note feedback received from the February 2022 session. The next drop-in session, due to take place this weekend, was postponed as only one councillor could attend.
- 22.50 To note reports from representatives of Organisations, Outside Bodies, Leads & Groups:** None.
- 22.51 Items for next agenda:** HCC Passenger Transport Survey, Clerk's salary review, Standing Orders and Financial Regulations, wooden posts on village green.
- 22.52 Date of next meeting: Wednesday 13<sup>th</sup> July 2022, 8pm**

**Meeting closed: 8.52pm**

## Appendix 1: Action List

Minute ref	Action	Who
2020/21	Bridleway 11 funding – discuss funding improvements at a council meeting potentially sourcing from Parish Partnership Fund	Clerk/All
2020/21	HCC Traffic Study – ask HCC to continue study after lockdown <b>02/02 HCC Strategic Transport Team are reviewing study</b>	Clerk
2020/21	Telephone box – liaise with neighbours & relevant organisations such as EHDC to see if planning permission is required. Services underground need to be investigated and marked up. The panes in the telephone box need to be replaced. <b>05/01 no planning permission required. 02/02 SE Water offered to set plinth; waiting for Highways approval. 07/04 DC grant applied for. 11/05 grant amount increased &amp; legal work to be organised through HCC. 15/06 licences stalled due to input required from contractor, Cllr Rook will speak to contractor (Clerk has emailed).</b>	Cllr Rook
21.39 07/21	Bench in Bakers Field is rotten and needs work/replacement <b>13/04 wood is currently seasoning and will be installed soon</b>	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. <b>30/11 Contractor will be in contact to arrange site meeting. 10/02 purchase order placed. 11/05 contractor advised that installation is imminent.</b>	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 <b>08/12 TB has approached landowner and will report back</b>	Cllr Butler
21.207 12/21	Reapply for CIL funding for renewal of playground <b>05/01 Playground WG to action by end February 22/03 application submitted</b>	Playground WG
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 <b>10/02 licence applied for, 13/04 this has been chased with HCC. 11/05 GPC need to supply wildflower seed list. 08/06 action complete</b>	Clerk
03/22	Provide a response to the Glover Landscape Review consultation by 12 <sup>th</sup> April <b>13/04 Clerk not aware of a response so will check with Cllr Rodbert as deadline now passed</b>	Cllr Rodbert/Clerk

21.299 04/22	Write to EHDC to request TPO is placed on oak trees on B3006 <b>08/06 Cllr Butler will plot trees following clerk's meeting with Tree Officer</b>	Clerk
21.300 04/22	Apply for EHDC grant for bat/owl boxes <b>08/06 action complete</b>	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. <b>08/06 Cllr Driver to provide additional info to the Clerk</b>	Cllr Driver
22.47 06/22	Clear village green path	All councillors

## **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](mailto: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](http://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](http://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 31<sup>st</sup> 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.

### **Old Church**

The Clerk reported that the yew tree had recently been damaged and had now been inspected by the EHDC Tree Officer who confirmed that there appeared to be a broken branch high in the canopy. The Clerk would seek advice from a tree surgeon.

### **TPO on oak trees on B3006**

The EHDC Tree Officer had inspected the trees with the Clerk and now required them to be plotted on a map.

### **Village Green**

The Clerk reported that many of the posts around the village green were rotten and needed replacing. Quotes would be sought in due course.