

Greatham Parish Council
Parish Council Meeting
Greatham Village Hall
Wednesday 10th August 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

4th August 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 council meeting held on 13th July 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. Appointment of Vice Chairman to the Council:** To appoint a Vice Chairman
- 10. Parish Council Finances/Administration:**
 - a) **Clerk's Report** (Appendix 3)
 - b) **Finance Report:** To note finance report for July 2022 (Appendix 4)
 - c) **Quarter 1 Reconciliation:** To note the bank reconciliation for quarter 1 (Appendix 5)
 - c) **Payment Schedule:** To approve current payments (Appendix 6)
- 11. Appointment of member to Staffing Working Group:** To appoint a councillor to the Staffing Working Group and appoint a lead member
- 12. Petersfield Road bollards:** To consider a response from Highways relating to wooden bollards on Petersfield Road (Appendix 7)
- 13. 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**
- 14. Newsletter:** To discuss content and delivery for next scheduled newsletter
- 15. Village Clean Up Day:** To arrange a plan for the scheduled clean up day on 21st August
- 16. To note reports from representatives of Organisations, Outside Bodies, Leads & Groups**
- 17. Items for next agenda**
- 18. Date of next meeting: Wednesday 14th September 2022, 8pm**

19. EXCLUSION OF THE PUBLIC AND PRESS

The Motion: In accordance with the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that the press and public be excluded from the meeting by reason of the confidential nature of the business to be transacted.

The exempt session is to carry out the following business:

- 1. Grass cutting contract:** To review the grass cutting contract for the village green and wildflower verges
- 2. Recruitment of a Clerk:** To agree actions, contained in the confidential report dated 4th August 2022, relating to staffing matters and appointment of a new clerk

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. 15/06 licences stalled due to input required from contractor, Cllr Rook will speak to contractor (Clerk has emailed).	Cllr Rook
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	Concerns raised about the parking at Bakers Field near the bungalows. The Traffic Working Group would investigate. 13/07 the working group will investigate further after the summer	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. 05/07 Contractor has been unwell but now recovered, so work will be done soon.	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
21.226 01/22	To carry out the outstanding actions on the Risk Management Schedule	Clerk
21.299 04/22	Write to EHDC to request TPO is placed on oak trees on B3006 08/06 Cllr Butler will plot trees following clerk's meeting with Tree Officer 05/07 Trees have been mapped and EHDC advised; waiting now for TPO	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 05/07 Tree surgeons contacted	Clerk
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. 08/06 Cllr Driver to provide additional info to the Clerk	Cllr Driver
22.47 06/22	Clear village green path 05/07 Lengthsman has started work but soil compacted. Cllrs to complete work.	All councillors
22.48 07/22	Write to Lightatouch re appointment as internal auditor for 2022/23	Clerk
22.50 07/22	Arrange cleaning of war memorial with Alverstones	Clerk
22.51 07/22	Traffic & Transport Working Group to respond to the Hampshire Passenger Transport Consultation by 24 th July.	Traffic WG
22.55 07/22	Investigate whether domestic hedge cutting during nesting season is permitted	Clerk

Appendix 2: County Councillor's Report

Dear Clerks,

I hope you are all well. I tend not to do a County Councillor report in August as I know that most Parish Councils will not be meeting. The main purpose of this message is to wish you all a happy Summer break!

There is just one item which I would like to highlight in this message. The County Council is currently consulting on 20mph speed limit policy. This is your opportunity to have your say and I know that many Parish Councillors have views on this topic. You can complete the survey online at this link:

<https://www.hants.gov.uk/transport/transportchemes/20mph-speed-limits-consultation>

The consultation is open until 12 September.

I would be most grateful if you could forward this to all Councillors please. Many thanks. And look forward to seeing you in September.

Kind Regards

Russell

RJ Oppenheimer

Executive Member for Recreation, Heritage and Rural Affairs

County Councillor for Petersfield Hangers

Appendix 3: Clerk's Report

Telephone Box/junction of Longmoor Road

I have finally made contact with SE Water and they have confirmed they will be coming out in the Autumn to complete the works to the verge.

I have asked them if they are still willing to help us with the telephone box but, to date, have not received a response either way.

The licences are still outstanding and not applied for and we cannot progress this until a contractor is on board unless we wish to try and do it ourselves. We have received the £1,000 grant from Cllr Davies, EHDC, which will cover the cost of the licences and this is now being held in earmarked reserves.

Old Church maintenance works

The works are booked on and initially the stonemason advised they would take place late summer. I have been back in contact and they have said that they cannot give us a definite date at present but will be in touch again shortly.

All funding has now been earmarked including £2,000 from EHDC grants from Cllr Carew and Cllr Davies.

Community Funded Initiative/Traffic Calming

This work is all in hand and we should start to see the various measures being implemented shortly.

Village Gateways

I have spoken again to the contractor and work is moving ahead, unfortunately much more slowly than anticipated. Again, they have promised installation within the next few weeks but due to holidays/sickness they have been delayed in manufacturing our signs.

War Memorial Cleaning

The work has been ordered and I have asked for completion before Remembrance Sunday.

Village Clean Up Day

This is scheduled for 21st August. Councillors previously agreed to carry out the work to clear the village green path on this day as well as any other tasks that need doing such as litter picking.

Appendix 4: Financial Report as at 31st July 2022

Receipts 1st July to 31st July 2022

Total Receipts £ 0

Balances as at 31st July 2022

Current Account £ 9,101.78

Deposit Account £30,290.37

Total at bank £39,392.15

Earmarked Funds held

Old Church (inc. CIL, £2k grants) £14,229.00

Community Engagement £ 181.00

Tree works £ 750.00

Elections £ 3,500.00

S106 project £ 4,802.00

CFI Scheme £ 1,000.00

Telephone box £ 1,000.00

Total Earmarked Funds £25,462.00

General Reserves Balance £13,930.15 (total at bank less earmarked funds)

Appendix 1: Quarter 1 Bank Reconciliation

GREATHAM PARISH COUNCIL					
SUMMARY RECEIPTS & PAYMENT ACCOUNT					
1st QUARTER ENDED 30 JUNE 2022					
Annual Budget	Actuals YTD	RECEIPTS	Figures shown exclusive of VAT		
				£	£
				Q1 Receipts	
23000	11500	Precept		11,500.00	
0	0	S106		-	
0	0	CIL		-	
0	0	Bank Interest		-	
0	1310	Grants		1,310.43	
0	0	VAT repayment		-	
1250	20	Old Church income		20.41	
0	26	Other income (interest)		26.12	
24250	12857				
		TOTAL RECEIPTS			12,856.96
		PAYMENTS		Q1 Payments	
12,200	2989	Net salaries (April-June 2022)		2,988.54	
300	75	Allowances		75.00	
200	24	Travel costs		23.85	
150	0	Training staff		-	
300	0	Training councillors		-	
400	122	Printing		121.55	
300	42	Stamps & Stationery		41.61	
100	10	Publications		10.00	
200	45	Room Hire		44.50	
350	180	IT/email/website		180.00	
-	0	Repairs & maintenance		-	
559	387	Equipment purchase		387.36	
300	0	SLR Deployment		-	
1,250	1250	Grant allocation		1,250.00	
800	629	Subscriptions & Fees		628.86	
425	0	Audit fees		-	
700	630	Insurance		629.54	
800	0	Grass cutting		-	
500	89	Maintenance outside spaces (lengthsman/payba		89.00	
95	0	Playground inspection		-	
300	0	Playground maintenance		-	
-	0	Old Church expenditure		-	
-	62	VAT on payments		61.91	
72	18	Bank charges		18.00	
8,229	0	EMR CIL projects		-	
1,000	0	EMR Trees		-	
250	69	EMR Community Engagement		68.95	
3,500	0	EMR Election costs		-	
6,000	0	EMR Old Church		-	
4,802	0	EMR S106		-	
1,000	0	EMR CFI		-	
1,000	0	EMR Telephone box		-	
46,082	6619				
		TOTAL PAYMENTS			6,618.67
		BALANCE BROUGHT FORWARD on 01/04/2022			34,976.84
		ADD Total Receipts (as above)			12,856.96
		LESS Total payments (as above)			6,618.67
		Balance Carried forward 30/06/2022			41,215.13
These cumulative funds are represented by:					
Current Account Balance				10,924.76	
Less: Cheques drawn but not debited as at 30.06.22				-	
Deposit Account Balance				30,290.37	
					41,215.13

Appendix 6: Payment Schedule

Invoice Date	Payee	Description	Net Total	VAT	Total
		PAYMENTS MADE			
28/07/22	Clerk	Expenses & repayment of costs	£ 46.88	£ 3.16	£ 50.04
28/07/22	Clerk	Salary mth 4	£850.30	£ 0.00	£850.30
28/07/22	HMRC	Tax/NI liability mth 4	£259.88	£ 0.00	£259.88
		TOTALS	£1,157.06	£ 3.16	£1,160.22

Signed by Chairman of Meeting:

Date:

Appendix 7: Bollards in Petersfield Road

The Transport & Traffic Working Group asked me to investigate the bollards at the top of Petersfield Road (turning right at Digby Way towards Benhams Lane) as a resident had reported some of them were damaged and leaning (photo below).

This was reported to Highways and they have now come back to say that they feel that the posts are no longer required therefore will look to have them removed. The posts were originally installed when the village shop was in operation which unfortunately is no longer the case. It is possible that they may replace any damaged on the build out at this location. If this is required, they are likely to replace with alternative material posts rather than the current wooden ones.

I requested that works are delayed until I had consulted with the parish council.

