

MINUTES OF MEETING OF EAST WOODHAY PARISH COUNCIL
18 May 2020
HELD VIRTUALLY USING ZOOM.APP
18.40

Chairman: Cllr James Mitchell (Chair)

Present: Councillors Mr P Hurst, Mr M Rand, Mrs S Cooper, Mr P Jarvis, Mr J Morris, Mr B Lambert, Mr A Watson, Mrs K Titcomb

In Attendance: Cllr Sanders

Clerk: Amy White

Item 1: Apologies

01/20 Apologies were received from Cllr Cooper due to technical issues.

Item 2: Declarations of Interest

02/20 None.

Item 3: Minutes of last meeting

03/20 The minutes of the meeting held on 27 April 2020 were verbally agreed, accepted as a true record and digitally signed by the Chairman.

Item 4: Matters Arising from 27 April 2020 Meeting

04/20

Item	Action	Owner
8.1	Cllr Mitchell to investigate rental on Trade Street and provide information to PC. Actioned. The PC has the formal lease agreement and the rent review will be placed on the June agenda.	Cllr Mitchell
9.2	Cllr Rand (Project Manager) to confirm the LIF request with BDBC. Cllr Mitchell to provide a written statement of finances, as requested by BDBC. Ongoing action.	Cllrs Rand, Mitchell

Item 5: EWPC Annual Report

05/20 At the previous meeting a decision was made not to hold an Annual Parish Meeting in the current circumstances. However, EWPC has still put together the Annual Report for the Parish to see what work EWPC has undertaken since May 2019. This has been added as a separate document on the Website: <http://www.eastwoodhay-pc.gov.uk/community/east-woodhay-parish-council-12776/minutes/>

Item 6: EWPC Yearly Policy Update for Website

06/20 The Clerk will be updating all the statutory policies on the website for Audit and Transparency purposes. Having been directed to the website to read the policies, Council agreed no more changes to be made to the current policies. The Clerk will update the website accordingly for 2020-2021.

Item 7: Planning

07/20 Cllr Titcomb gave a verbal update on the most recent planning meeting and associated planning applications. The minutes of planning meetings can be viewed on: <http://www.eastwoodhay-pc.gov.uk/community/east-woodhay-parish-council-12776/minutes1/>

Item 8: Neighbourhood Plan

08/20 Please see Cllr Hurst's report at the end of the minutes.

09/20 EWPC, as the Qualifying Body for the Neighbourhood Plan voted to formally approve the present version of the NP document to go to draft pre-submission stage (Regulation 14). This supports the team to plan and prepare to move to consultation, when the present lockdown becomes clearer.

Item 9: Highways

10/20 Prior to the meeting, Cllr Murdoch resigned from EWPC. The Council is indebted to Cllr Murdoch for his dedicated work on Highways in the Parish and wish him well for the future. A final Highways report from Cllr Murdoch is attached at the end of the minutes.

Item 10: Members' Reports

11/20 *Agenda position changed due to availability of Cllr Sanders at the meeting.* Cllr Sanders reported that the Chief Executive of the Borough has resigned. The Mayor of Basingstoke will continue in her position for another year due to cancellation of elections this year.

Item 11: Amenities including Lengthsman

12/20 The Clerk confirmed that the HCC priority cutting list has been cancelled for 20/21 and as such the Lengthsman contract hours will need to be used for hedge cutting. The annual maintenance contract has been cancelled as well. The Clerk and Cllr Rand will

work with the Lengthsman/Premier Garden Maintenance to establish a Parish maintenance agreement for the year May 2020-May 2021.

13/20 Cllr Morris and Cllr Mitchell have created a footpath document (held in the EWPC Dropbox) to capture footpaths and associated landowner information.

14/20 Cllr Morris noted Footpath 26 is still closed. However, closed signs are missing on the Ashmansworth road end of the path.

Action: Cllr Morris to contact Cllr Thacker and/or HCC ranger Gemma Clinch to ensure signposts are correctly placed to inform walkers of continued closure of path 26.

15/20 Cllr Rand has confirmed the tennis courts at Woolton Hill and Heath End are open for public use. The playgrounds are still closed.

Item 12: Finance Update

16/20 Please see Cllr Mitchell's report at the end of the minutes.

17/20 The Clerk presented the following accounts for payment:

Name/ Company	Invoice No	VAT No.	Amount Excl VAT	Vat	Total
Clerk Salary					£377.27
Litter Warden Salary					£377.84
Litter Warden Expenses					£35.00
Litter Warden back pay for April 2020					£13.57
HMRC Month 02					£390.37
Premier Grounds Kissing gate extra hours	521	235348801	£242.00	£48.40	£290.40
Eleanor Green Internal Auditor			£240.00		£240.00
HALC Affiliation and Levy		989005388	£607.31	£82.81	£690.12
				Total VAT	
				£131.21	£2,414.57

Item 13: S106 Monies, Cllr Hurst

18/20 Please see Cllr Hurst's report at the end of the minutes. EWPC has approximately £133k to be spent.

Item 14: EWS/Neighbourcare Update

19/20 Cllr Rand reported on the latest newsletters to be sent out.

Taking clients to medical appointments has currently ceased due to social distancing concerns and risk assessments are being done to work out how this can be restarted. The treasurer is looking into various options for grant funding.

Item 15: AOB

20/20 The Clerk highlighted that the Council should not now have an AOB agenda item. This will be changed to “items to carry over to the next meeting”.

The next meeting will be held virtually on Monday 29th June using Zoom. Please contact the Clerk for details of how to join the meeting.

Actions 18/05/20

Item	Action	Owner
12/20	Cllr Morris to contact Cllr Thacker and/or HCC ranger Gemma Clinch to ensure signposts are correctly placed to inform walkers of continued closure of path 26.	Cllr Morris

Councillor Reports May 2020

Item 6, Neighbourhood Plan Report, Cllr Hurst

A detailed review was held with BDBC planning on the EWPC NP, to walk through Regulation 14 requirements (legal consultation and representation requirements) and the related Schedule 1 (generic consultee list). BDBC stated that EWPC as the Qualifying Body for the NP need to now formally approve the NP as the draft pre-submission document.

BDBC highlighted they do not need to formally approve the document but that best practice is there should be mutual agreement that the NP can move to planning and delivering the pre-submission stage of consultation. From the review they stated that on formal PC approval of the draft NP they would agree that we can commence planning for consultation and carry out consultation when conditions allow. They will now release their list of statutory consultees we need to include in our communication. BDBC commented that their forthcoming review of the NP should be regarded as their representation concerning the document.

Reviews have also been held with other Parish Councils that have recently had NPs “made”. These focused on lessons learned for pre-submission consultation. These reviews were highly informative and will be used in our consultation planning.

Item 7: Highways, Cllr Murdoch

Date Reported	Reporter	Track No.	Fault	Location	Progress	Status
04.06.18	Murdoch	2136977 2	Missing Hants border sign	Andover Rd	10.03.20 Inspected but not a hazard to road users so no maintenance work required	Closed
25.11.19	Murdoch	21463256	Bollard down	Footpath entrance to Meadowbrook	28.11.19 Enquiry progressing	
14.12.19	Murdoch	Email to Mark Littlefield B&DBC	Woolton Hill road sign down	Woolton Hill Road at Blindmans Gate	24.01.20 Reminder e mail sent to Mark Littlefield 21.02.20.Reminder e mail sent to Mark Littlefield 16.03.20 Order raised Work completed	Closed
09.01.20	Murdoch	21471694	Flooding issue / blocked underground drains reported by Val Burfield (Sunmead)	Mount Road	09.01.20 Enquiry progressing 14.01.20 E mail sent to Steve Goodall asking who to contact at HCC. No response. 05.03.20 Road inspected no work required.	Closed
29.01.20 27.02.20	Murdoch	E mail to Steve Goodall 21488022	Condition of road – potholes and edge subsidence	Hollington to East End	29.01.20. e mail to Steve Goodall No response 12.02.20. e mail to Tom Thacker No response 27.02.20 Submitted via HCC web site 28.02.20 Enquiry progressing 24.03.20 Work passed to contractor	Closed

					21.04.20 Contractor has made safe	
11.02.20	Murdoch	21481756	Major flood	Woolton Hill Road between Junior School and Blindmans Gate	12.02.20 Inspected by HCC – no action required. 13.02.20. Flooded again. Reported by telephone. Enquiry reinstated. 15.02.20. Major flood again reported by e mail. HCC telephone reporting line closed for the weekend! 19.02.20 Phoned but no information available. 20.02.20 Enquiry progressing 24.02.20 Comment added (I sent another photo)06.04.20 Contractor has made safe	Closed
12.02.20	Sanders	21482291	Pothole	Chalk Pit Hill	19.03.20 Work passed to contractor 09.04.20 Completed any necessary action	Closed
12.02.20	Sanders	21482287	Pothole	Woodhay Downs	12.02.20 Enquiry progressing 15.03.20 Road inspected – no work required	Closed
12.02.20	Sanders	21482298	Pothole	Stargrove Lane	15.02.20 No maintenance required	Closed
12.02.20	Sanders	21482295	Drainage defect	North End Road	12.02.20 Enquiry progressing 28.03.20 Road inspected – no work required	Closed
12.02.20	Sanders	21482302	Drainage defect	Woodhay Downs	12.02.20 Enquiry progressing 26.03.20 Road inspected – no work required	Closed

12.02.20	Sanders	21482292	Sign (Non illuminated) defect	North End Road	12.02.20 Enquiry progressing 02.04.22 Road inspected – no work required	Closed
12.02.20	Sanders	21482311	Pothole	Hatch House Lane	01.03.20 No maintenance work required	Closed
12.02.20	Sanders	21482305	Pothole	Abbey Wells Road	28.02.20 Work passed to contractor 16.04.20 Contractor has made safe	Closed
12.02.20	Sanders	21482314	Pothole	Hatch House Lane	12.02.20 Enquiry progressing 28.03.20 Road inspected – no work required	Closed
12.02.20	Sanders	21482313	Pothole	North End Road	24.03.20 Work passed to contractor 15.04.20 Contractor has made safe	Closed
12.02.20	Sanders	21482317	Pothole	North End Road	24.03.20 Work passed to contractor 15.04.20 Contractor has made safe	Closed
12.02.20	Sanders	21482327	Pothole	Heath End Road	12.02.20 Enquiry progressing 26.03.20 Work passed to contractor	
12.02.20	Sanders	21482330	Pothole	North End Road	12.02.20 Enquiry progressing 28.03.20 Road inspected – no work required	Closed
12.02.20	Sanders	21482323	Pothole	Heath End Road	12.02.20 Enquiry progressing 26.03.20 Work passed to contractor	
13.02.20	Murdoch	21482611 21496585	Drainage Defect	Broad Layings (Nr Blindmans Gate)	26.02.20 Work passed to contractor 21.04.20 Photo sent	
14.02.20	Murdoch	21482771	Pothole	In pavement on Woolton Hill Road at	15.02.20 Enquiry progressing	Closed

				entrance to Tile Barn	21.04.20 Contractor has made safe	
14.02.14	Murdoch	21482787	Sign (Non illuminated) defect Road surface SLOW sign worn out	Woolton Hill Road near Mount Road junction.	15.02.20 Enquiry progressing 06.04.20 Work passed to contractor	
25.02.20	Murdoch	21487147	Inadequate traffic calming signage	C130 Ball Hill Rd nr. bridge.	17.03.20 Enquiry complete (no action)	Closed
10.03.20	Murdoch	21492006	Road edge collapse	Trade Street opp. Surgery	10.03.20 Enquiry progressing 29.03.20 Work passed to contractor	
10.03.20	Lambert	21492014	Pothole	Woolton Hill Road	10.03.20 Enquiry progressing 27.03.20 Contractor has made safe	Closed
10.03.20	Lambert	21492023	Pothole	Woolton Hill Road	10.03.20 Enquiry progressing 12.03.20 Road inspected – no work required	Closed
24.03.20	Mitchell	?	Broken drain cover	Woolton Hill Road		
24.03.20	Mitchell	?	Potholes	Woolton Hill Road		
13.04.20	Lambert	21495955	Pothole	Gore End Road	15.04.20 Work passed to contractor 14.05.20 Work completed – enquiry closed	Closed
29.04.20	Murdoch	Email to Mark Littlefield B&DBC	Woolton Hill road sign down again	Woolton Hill Road at Blindmans Gate	29.04.20 E mail with photo 29.04.20 All work on hold due signage contractor on closedown.	

Item 9: Finance Report, Cllr Mitchell

1. SUMMARY

- Bank Accounts £68,181 (Current £28,181, Redwoods £40k)

- a. INCOME STATEMENT
 - £17,053 50% of precept received
 - £489 VAT reclaimed

 - b. EXPENSE STATEMENT EXECUTIVE SUMMARY (following list not conclusive)
 - Normal monthly expenses
 - £1,476 Insurance premium (same as last year)
 - £607 HALC Affiliation
 - £324 Footpaths – materials and labour for 3x Hollington FP gates
 - £240 Audit fees

 - c. CAPITAL STATEMENT EXECUTIVE SUMMARY
 - Ring Fenced S106 from 2019/20 for spend on Orchard £9,837
2. Litter warden salary moved in line with minimum wage to £8.72 (from £8.48) per hour. Fixed expenses from EWPC reduced from £60 pcm to £35.

3. FISCAL YEAR TO DATE TRANSACTIONS BY MONTH

EAST WOODHAY PARISH COUNCIL															
Receipts and Payments - 2020/21															
RECEIPTS	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	BUDGET	% of Budget
Precept	£ 17,053.50												£ 17,053.50	£ 30,082.86	57%
Double Taxation													£ -	£ -	#DIV/0!
Litter Warden Grant													£ -	£ 4,534.40	0%
Rental Income													£ -	£ 601.00	0%
CTS Grant													£ -		#DIV/0!
S106 Monies													£ -		#DIV/0!
Other													£ -		#DIV/0!
VAT Recovered	£ 489.09												£ 489.09	£ -	#DIV/0!
Bank Interest													£ -		#VALUE!
	£ 17,542.59	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 17,542.59	£ 35,218	50%
PAYMENTS	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	BUDGET	% of Budget
Clerk's salary	£ 753.53	£ 377.27											£ 1,130.80	£ 9,114.03	12%
Clerk's expenses	£ 11.99												£ 11.99	£ 274.86	4%
Litter Warden Salary	£ 339.30	£ 391.41											£ 730.71	£ 4,185.60	17%
Litter Warden Exps	£ 60.00	£ 35.00											£ 95.00	£ 750.00	13%
Admin (inc Courses)													£ -	£ 800.00	0%
Insurance	£ 1,318.15												£ 1,318.15	£ 1,350.00	98%
Audit		£ 240.00											£ 240.00	£ 450.00	53%
Subscriptions		£ 607.31											£ 607.31	£ 695.64	87%
Grass Cutting													£ -	£ 1,224.00	0%
Misc Maintenance													£ -	£ 2,200.00	0%
Annual Maint Agmnt													£ -	£ 2,886.60	0%
Footpaths	£ 324.00	£ 242.00											£ 566.00	£ 4,000.00	14%
Highways													£ -	£ 1,000.00	0%
CCTV													£ -	£ 1,978.80	0%
Donations & Sec 137													£ -	£ 1,500.00	0%
Chairmans Allowance													£ -	£ 250.00	0%
Neighbourhood Plan													£ -	£ 2,500.00	0%
VAT	£ 223.97	£ 131.21											£ 355.18	£ 1,387.03	26%
PAYE	£ 4.11	£ 390.37											£ 394.48	£ 400.00	99%
Grant Refund													£ -	£ -	#DIV/0!
Other	-£ 32.79												-£ 32.79	£ -	#DIV/0!
	£ 3,002.26	£ 2,414.57	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 5,416.83	£ 36,947	15%

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4. Forecast for remainder of Financial Year

Only 1 month into FY. No meaningful forecast yet.

EAST WOODHAY PARISH COUNCIL														FORECAST	
Receipts and Payments - 2020/21															
RECEIPTS	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	BUDGET	% of Budget
Precept	£ 17,053.50					£ 15,041.43							£ 32,094.93	£ 30,082.86	107%
Double Taxation													£ -	£ -	#DIV/0!
Litter Warden Grant													£ -	£ 4,534.40	0%
Rental Income						£ 600.00		£ 1.00					£ 601.00	£ 601.00	100%
CTS Grant													£ -	£ -	#DIV/0!
S106 Monies													£ -	£ -	#DIV/0!
Other Grants													£ -	£ -	#DIV/0!
VAT Recovered	£ 489.09												£ 489.09	£ -	#DIV/0!
Bank Interest													£ -		#VALUE!
	£ 17,542.59	£ -	£ -	£ -	£ -	£ 15,641.43	£ -	£ 1.00	£ -	£ -	£ -	£ -	£ 33,185.02	£ 35,218	94%
PAYMENTS	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	BUDGET	% of Budget
Clerk's salary	£ 753.53	£ 377.27	£ 753.53	£ 753.53	£ 753.53	£ 753.53	£ 753.53	£ 753.53	£ 753.53	£ 753.53	£ 753.53	£ 753.53	£ 8,666.10	£ 9,114.03	95%
Clerk's expenses	£ 11.99												£ 11.99	£ 274.86	4%
Litter Warden Salary	£ 339.30	£ 391.41	£ 391.41	£ 391.41	£ 391.41	£ 391.41	£ 391.41	£ 391.41	£ 391.41	£ 391.41	£ 391.41	£ 391.41	£ 4,644.81	£ 4,153.03	112%
Litter Warden Exps	£ 60.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 35.00	£ 445.00	£ 750.00	59%
Admin (inc Courses)													£ -	£ 800.00	0%
Insurance	£ 1,318.15												£ 1,318.15	£ 1,350.00	98%
Audit		£ 240.00	£ 230.00				£ 200.00						£ 670.00	£ 450.00	149%
Subscriptions		£ 607.31											£ 607.31	£ 695.64	87%
Grass Cutting													£ -	£ 1,224.00	0%
Misc Maintenance													£ -	£ 2,200.00	0%
Annual Maint Agmnt													£ -	£ 2,886.60	0%
Footpaths	£ 324.00	£ 242.00											£ 566.00	£ 4,000.00	14%
Highways													£ -	£ 1,000.00	0%
CCTV													£ -	£ 1,978.80	0%
Donations & Sec 137													£ -	£ 1,500.00	0%
Chairmans Allowance													£ -	£ 250.00	0%
Neighbourhood Plan													£ -	£ 2,500.00	0%
VAT	£ 223.97	£ 131.21											£ 355.18	£ 1,387.03	26%
PAYE	£ 4.11	£ 390.37	£ 19.53	£ 7.50	£ 7.50	£ 7.50	£ 186.30	£ 7.50	£ 9.16	£ 9.16	£ 9.16	£ 11.76	£ 669.55	£ 400.00	167%
Grant Refund													£ -	£ -	#DIV/0!
Other	-£ 32.79											£ 9,837.00	£ 9,804.21	£ -	#DIV/0!
	£ 3,002.26	£ 2,414.57	£ 1,429.47	£ 1,187.44	£ 1,187.44	£ 1,187.44	£ 1,566.24	£ 1,187.44	£ 1,189.10	£ 1,189.10	£ 1,189.10	£ 11,028.70	£ 27,758.30	£ 36,914	75%

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Item 11: Amenities Report, Cllr Rand

Following a latest review on activities undertaken we have decided not to renew the existing contract for maintenance. The Clerk and I are reviewing the list of activities within the contract alongside the ones we would normally have the Lengthsman undertake to see if we could use Jason for both. The benefit of this is that it would give us more flexibility of Lengthsman assignments and, with Jason's approach it would also mean tasks are undertaken in a faster manner.

An example of this is that, following the change in government guidance, the tennis courts at Woolton Hill and Heath End recreation grounds are now open. Jason's team were able to clear the tennis courts and treat them within 24 hours of being asked. The recreation grounds are open but the children's playgrounds remain closed with signs by the entrance gates.

During May the grass at the Woolton Hill recreation grounds has been cut. Unfortunately, there has been an incident of several beer bottles being broken in the Woolton Hill rec. This has been cleared.

Item 14: EWS/Coronavirus Update, Cllr Rand

The East Woodhay & Highclere Coronavirus Community Support team continues to support residents locally by delivering prescriptions (both repeat and acute), collecting shopping and phoning people to help with their wellbeing. At the current time transport to medical appointments is temporarily suspended as the team gather guidance on how to minimise the risks for both clients and drivers. Once the risks are deemed to be acceptable and there are sufficient volunteer drivers, this service will resume.

There is no charge for prescription and shopping delivery but the team is currently being supported by kind and generous donations from within the community as well as the Basingstoke grant mentioned last month.

There are approximately 250 prescription deliveries and about 3-5 shopping deliveries a week.

The newsletter continues to be produced weekly; the latest edition is number 9, produced on 15th May. These newsletters provide the community with Covid-19 information as well as news from around the East Woodhay, Highclere and Ashmansworth areas.

Police Report, Cllr Hurst

Fire in Woolton Hill May 5th

There was a blaze on the evening of May 5th, that destroyed a semi detached house and its neighbouring property in Woolton Lodge Gardens, Woolton Hill.

Hampshire Fire and Rescue Service and the Police advised that both houses were completely destroyed and this had been a serious and dangerous fire. Ten fire crews had attended, along

with the police. Neighbouring homes had to be evacuated and ambulance crews were called as a precaution. No one was injured and the homeowners of the unaffected houses were able to return in the early morning.

The blaze caused a running fuel fire which entered the water drains and caused a number of manhole covers to explode. This caused significant pollution in the Chase.

The Chase is now closed for pollution control. They have asked people not to try to get into the area.

The Police and Fire Service are investigating the incident. The incident was widely reported in both the local and national press.