

MINUTES OF MEETING OF EAST WOODHAY PARISH COUNCIL
24th June 2019
EAST WOODHAY VILLAGE HALL
@7.30pm.

CHAIRMAN: Cllr James Mitchell (Chair)

PRESENT: Councillors Mrs H Teece, Mr P Hurst, Mr M Rand, Mrs S Cooper, Mr P Jarvis,
Mr J Murdoch

CLERK: Amy White

ITEM 1: APOLOGIES

Cllr Lambert, Cllr Sanders

ITEM 2: DECLARATIONS OF INTEREST

None

ITEM 3: MINUTES OF LAST MEETING

The minutes of the Annual Meeting and Council Statement from the Annual Parish Meeting held on 25th May were agreed and accepted as a true record.

ITEM 4: MATTERS ARISING FROM APRIL MEETING

Action 14.2 from March minutes: Cllr Rand to circulate recreational equipment ideas for WHRG- **ONGOING ACTION**

- 7.1 Clerk to send details of Steve Batt to Cllr Rand- **ACTIONED**
- Cllr Rand to contact Steve Batt to renew agreement for 6 months- **ACTIONED**
- 7.2 Cllr Teece to contact Tony Fish to confirm work to be undertaken- **ACTIONED**.
Work completed and Tony Fish paid.
- 8.1 Clerk to send Lengthsman work order to St Mary Bourne- **ACTIONED**
Clerk to ask Lengthsman for a quote for metal bar at Gore End Road bridge- **ACTIONED**. Decided not to pursue and leave to HCC.
- 9.2 Clerk to reinsure with Zurich- **ACTIONED**.
- 10.1 Cllr Mitchell to write to HCC about the frustration of lack of spending on improvement in the Parish- **NOT AN ACTION** due to Cllr Thacker's involvement to improve S106 spending on Highways (see Cllr Murdoch report).

ITEM 5: PLANNING INCLUDING NEIGHBOURHOOD PLAN

5.1 Planning- Cllr Cooper, in the absence of Cllr Lambert gave an overview of the most recent planning applications. These can be viewed on [planning minutes](#) on the website.

5.2 Please see Cllr Hurst's Neighbourhood Plan report at the end of the minutes. Cllr Hurst suggested talking through the NP with EWPC after the meeting with Robyn Kelly of BDBC (currently scheduled for 20/8/19 at time of writing).

ACTION: Clerk to schedule meeting for 9/9/19 for NP run through with EWPC.

5.3 Cllr Rand asked Cllrs if they had any "key views" (a specific topic within the NP which covers important views both from within and looking into the Parish which the NP aims to protect) within the Parish for Cllr Rand to include in the NP.

ACTION: All Cllrs to think of any key views and send to Cllr Rand.

ITEM 6: PERMISSIVE PATH

6.1 Cllr Rand reported, on behalf of EWS, that the application for funding (£19k) for the path now sits with the Good Exchange in Greenham, Newbury.

6.2 Cllr Rand has spoken with the tenant of the Parish field to discuss the path. The tenant is happy with the plans and the idea of a wildflower meadow.

6.3 The Council discussed how the tenant makes no money from renting the land but does it purely to maintain the lovely view. The Council considered reducing rent for the field.

ACTION: Cllr Rand will discuss the rent with the current tenant.

ITEM 7: AMENITIES INCLUDING FOOTPATHS

7.1 Footpaths- see Cllr Teece's report at the end of the minutes.

7.2 Cllr Mitchell queried whether there could be more footpath markers near the recently installed kissing gates.

ACTION: Cllr Teece to investigate what markers are needed.

7.3 Cllr Rand confirmed that after 6 months on the current contract with S Batt, EWPC will go to tender. Cllr Murdoch queried whether a maintenance contract is necessary or if work can be done ad hoc.

ACTION: Cllr Rand and Clerk to look at the current contract and decide how to move this forward.

ITEM 8: LENGTHSMAN TASKS

- 8.1 The Clerk confirmed the 7 hours already spent on the Lengthsman task of adding mesh to the footbridge on Gore End Road. 5 hours have been given to a neighbouring Parish due to insufficient work orders. EWPC has 30 hours remaining which will be used for replacing all the dragon tooth posts along Brownies Corner and the triangle at East End.
- 8.2 The Clerk circulated via email the quote from Premier Grounds and Maintenance for the materials and labour for replacing posts.

Cost for replacing posts around Brownies Corner, supply and labour: £1960.45 excl VAT.

Cost for replacing posts around East End triangle, supply and labour: £1850 excl VAT.

Price of both should reduce if using Lengthsman hours for labour. The Cllrs queried the cost of the materials.

ACTION: The Clerk will double check the pricing with Premier Grounds, agree to the quote should the pricing be satisfactory and use all Lengthsman hours for 2019/2020 on this project to reduce the cost.

ITEM 9: FINANCE

- 9.1 Please see Cllr Mitchell's report at the end of the minutes.
- 9.2 EWPC has renewed the CCTV maintenance agreement for another year. This is based on an upgrade to the system in the Recreation Field and the S106 project for installing new CCTV equipment at Woolton Hill Church Hall. Cllr Mitchell commented that if we are moving to online and app-based access, do we still need the maintenance contract. Cllr Hurst recommended keeping it for the first year and to revisit once the installation of new equipment is up and running.
- 9.3 The Clerk presented the AGAR forms for the external audit 2018/2019 for inspection and agreement. The AGAR was signed by the Chairman in the presence of the Clerk and will be sent to the external auditors. The Clerk will initiate the period for exercise of public rights and advertise this on the [website](#).

ITEM 10: HIGHWAYS

- 10.1 Please see Cllr Murdoch's report at the end of the minutes.

ACTION: Clerk to chase S Batt to fix broken Church Road sign.

- 10.2 The Council are grateful to Cllr Thacker of HCC for expediting the spend of S106 monies to be used on highways in the Parish.
Councillors confirmed the priorities as being
1) the widening of Trade Street and
2) increasing the length of pavement along Tile Barn Row.

The council agreed to moving the fence boundary of the Parish Field along the Trade Street section that requires widening, should this be necessary.

ITEM 11: UTILITIES

- 11.1 Cllr Jarvis had nothing to report this month.

ITEM 12: POLICE REPORTS AND SPEEDWATCH

- 12.1 Please see Cllr Hurst's report at the end of the minutes.

ACTION: Clerk to report abandoned bike along Woolton Hill Road to our PCSO.

ITEM 13: DONATIONS/ GRANT REQUESTS

- 13.1 No requests received this month.

ITEM 14: HARWOOD PADDOCK/S106 MONIES

- 14.1 Please see Cllr Hurst's report at the end of the minutes. St Thomas' school has been informed of the tree removal and is supportive of this.
- 14.2 Additional information to add is that EWPC has received confirmation from BDBC that planning permission is not required for the car park upgrade for WHCH, and the carpark upgrade at EWWH has also been approved.

ITEM 15: MEMBERS' REPORTS

- 15.1 Prior to the meeting the Clerk circulated the report from Cllr Thacker, in report at the end of the minutes.

ITEM 16: CORRESPONDENCE

- 15.1 The Clerk reported a few overgrown hedge complaints and one blocked road drain. Both reported to HCC. There is a new "Go Green" initiative in the Parish,

run by local parishioners. Cllr Rand will attend the meeting on 1/7/19 and report back to EWPC.

ITEM 16: ANY OTHER BUSINESS

Cllr Teece would like to thank the land owners of Rectory Farm for improving their stile.

Cllr Mitchell circulated some pictures of wild flower verges and fields as an example of what could be achieved in the Parish Field. Cllr Rand confirmed that a biodiversity study of the field will be undertaken in April 2020.

ACTION LOG – June 2019

ITEM	ACTION	OWNER
5.2	Clerk to schedule meeting for 9/9/19 for NP run through with EWPC.	Clerk
5.3	All Cllrs to think of any key views and send to Cllr Rand	All Cllrs
6.3	Cllr Rand to discuss the rent of Parish field with the current tenant.	Cllr Rand
7.2	Cllr Teece to investigate what footpath markers are needed along new kissing gate routes.	Cllr Teece
7.3	Cllr Rand and Clerk to look at the current maintenance contract and decide how to move this forward.	Cllr Rand, Clerk
8.2	Clerk to double check the pricing with Premier Grounds and agree to the quote should the pricing be satisfactory.	Clerk
10.1	Clerk to chase S Batt to fix broken Church Road sign.	Clerk
12.1	Clerk to report abandoned bike along Woolton Hill Road to our PCSO.	Clerk

Councillor Reports June 2019

ITEM 5- Neighbourhood Plan- Cllr Hurst

The team has completed the first edit of the NP and are now completing the final corrections, still on plan to be completed in July. Therefore, the review with BDBC Planning is to be organised in August. As BDBC have announced the commencement of a new Local Plan, the review session will include how the NP will fit into the new Local Plan process. The NP steering group feel this will be a great opportunity to ensure the views of the Parish, outlined in the NP, are well understood by BDBC and included in the Local Plan discussions.

It should also be noted that as part of the Local Plan process, BDBC have asked that stakeholders (primarily land owners and developers) submit their ideas for proposed areas of development within the Parish. The NP team expect that proposed development areas already outlined in the Strategic Housing and Economic Land Availability Assessment (SHELAA) - published by BDBC a number of years ago as part of the present Local Plan, will again be reviewed in the new Local Plan process. These areas are well understood by the NP steering group and our views are included in the NP policies and will be discussed in the BDBC review and as part of public consultation.

ITEM 7- Footpath report, Cllr Teece

Hollington Corner

The fingerpost, next to the Hampshire road sign, pointing to Hollington Farm footpaths was repaired by the Rights of Way Office.

Rectory Farm near St Martin's Church East Woodhay

The only stile which was not easy to negotiate for the less agile walkers will be upgraded in the near future. HCC Rights of Way Office will deliver some signs to the landowners which will remind walkers and their dogs to stay on footpaths and keep dogs on a lead when using paths crossing private land.

May I suggest that we ask Phil Jarvis to include a short paragraph in the Spectrum section to remind walkers of these points which can be very frustrating for landowners.

Boardwalk Maintenance

Tony Fish repaired the broken sections of the boardwalk near Trade Street which should now be safe for walkers.

Priority Cutting List

East Woodhay Parish Council's footpaths on this list are scheduled to be cut during this month of June.

ITEM 9- Finance report- Cllr Mitchell

1. SUMMARY

FY2019/20 data to 20th June 2019. 58% of income budget received. (£21,447). 25% (£9,430) of expense budget spent. Regular out goings.

a. INCOME STATEMENT

- 50% Precept received
- 50% Litter warden grant received
- £435 VAT reclaimed

b. EXPENSE STATEMENT EXECUTIVE SUMMARY (following list not conclusive)

- Insurance for year £1,288

- £1,103 spent on footpaths
- £1,250 CCTV annual fees
- £700 Donation to EWS (www.wooltonhill.com)
- £682 HALC affiliation
- £967 Phone box & Boardwalk repairs
- £230 Internal Audit
- £200 wooden posts renewal
- £150 course for clerk

c. CAPITAL STATEMENT EXECUTIVE SUMMARY

- Capital account £45,000
- In year wrote of PC and printer assets asset value for insurance and asset register PC
- £550 Printer £385.97 = TOTAL £935.96
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- **FISCAL YEAR TO DATE TRANSACTIONS**

EAST WOODHAY PARISH COUNCIL															
Receipts and Payments - 2019/20															
RECEIPTS	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	BUDGET	% of Budget
Precept	£ 16,738.50												£ 16,738.50	£ 29,493.02	57%
Double Taxation													£ -	£ 1,992.00	0%
Litter Warden Grant	£ 4,269.20												£ 4,269.20	£ 4,269.20	100%
Rental Income													£ -	£ 1,100.00	0%
CTS Grant													£ -		#DIV/0!
S106 Monies													£ -		#DIV/0!
Other Grants													£ -	£ -	#DIV/0!
VAT Recovered		£ 435.59											£ 435.59	£ -	#DIV/0!
Bank Interest			£ 4.69										£ 4.69	-	#VALUE!
	£ 21,007.70	£ 435.59	£ 4.69	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 21,447.98	£ 36,854	58%
PAYMENTS	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	BUDGET	% of Budget
Clerk's salary	£ 744.61	£ 744.61	£ 744.61										£ 2,233.83	£ 9,202.00	24%
Clerk's expenses	£ 65.70	£ 31.48	£ 112.89										£ 210.07	£ 325.83	64%
Litter Warden Salary	£ 339.30	£ 339.30	£ 339.30										£ 1,017.90	£ 4,072.00	25%
Litter Warden Exps	£ 70.00	£ 70.00	£ 60.00										£ 200.00	£ 720.00	28%
Admin (Inc Courses)	£ 211.00	£ 45.00	£ 60.00										£ 316.00	£ 1,000.00	32%
Insurance		£ 1,288.30											£ 1,288.30	£ 1,500.00	86%
Audit			£ 230.00										£ 230.00	£ 545.90	42%
Subscriptions			£ 682.00										£ 682.00	£ 649.93	105%
Grass Cutting													£ -	£ 1,200.00	0%
Misc Maintenance	£ 482.00		£ 200.00										£ 282.00	£ 2,305.00	-12%
Annual Maint Agmnt													£ -	£ 3,620.00	0%
Footpaths	£ 815.76		£ 288.00										£ 1,103.76	£ 5,000.00	22%
Highways													£ -	£ -	#DIV/0!
CCTV			£ 1,250.00										£ 1,250.00	£ 1,800.00	69%
Donations & Sec 137	£ 700.00												£ 700.00	£ 1,500.00	47%
Neighbourhood Plan	£ 60.00												£ 60.00	£ 3,000.00	2%
VAT	£ 66.40	£ 163.59	£ 250.00										£ 347.19	£ -	#DIV/0!
PAYE	£ 26.58	£ 19.53											£ 46.11	£ 500.00	9%
Grant Refund													£ -	£ -	#DIV/0!
Other													£ -	£ -	#DIV/0!
	£ 2,484.55	£ 2,682.28	£ 4,236.33	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 9,403.16	£ 36,941	25%
Printed : 24/06/2019															

ITEM 10- Highways report, Cllr Murdoch

Potholes etc

1. A bad pothole in North End has been reported and is awaiting action.
2. The collapsed culvert brick wall at the junction of North End Road and Ball Hill Road has been reported and is awaiting action.
3. A blocked drain opposite 15 Tile Barn Row has been reported directly to Steve Goodhall at HCC.

Road Signs

1. The missing Fullers Lane road sign, reported directly to B&DBC, is still awaiting action.
2. The stolen Hampshire sign on the A343 has not been replaced by HCC.
3. The missing Church Road sign at the junction with Trade Street has been located and will be reinstalled by EWPC .
4. A residents request for a suitable sign (e.g. 'Unsuitable for HGV's' or 'No passing Places') at the start of Fullers Lane was referred to HCC. The request was declined due to there being no history of casualty collision at this location. Also ,this is a low priority because of budgetary restraints. Funding might be considered if external funding is available?

S106 Highways Schemes

We understand that following representations made to Cllr Thacker at the Parish Meeting HCC have now agreed to examine the feasibility of the highways improvements requested by EWPC.

The priority improvement advised to HCC is the widening of Trade Street (outside the surgery) to incorporate improved vehicle parking. Also listed is extending the pedestrian pavement in Tile Barn Row to the junction with Meadowbrook (previously Harwood Paddock).

Members reaffirmation of these priorities will be required.

ITEM 12- Police and Speedwatch report, Cllr Hurst

Police

Reminder by the police to keep all outbuildings secure, as there has been an increase in the number of garage/ outbuilding burglaries over the last few months. They advise to look at extra security such as web cameras for outbuildings, especially those remote from main buildings.

CCTV for Woolton Hill Recreation Ground.

Renewal quote for the CCTV for the Recreation Ground has been received from Cybertronix. This is £1250 (with VAT £1500) and is the same as last year. It is recommended to renew the maintenance with Cybertronix.

CCTV Upgrade

As highlighted in the S106 report, the Woolton Hill Church Hall will be implementing CCTV as part of their refurbishment project. This gives the opportunity for the PC to upgrade the CCTV playback facility for the Recreation Ground. At present the CCTV is linked to a PC in the school and we are reliant on this device and access to the school for playback. The present playback facility is not straightforward and often requires help from Cybertronix.

It is proposed to link the CCTV playback to the Church Hall router and to link both to the Cybertronix web-app server. This will allow easy playback from a mobile phone app or PC. There will be separate secure password access for both the Church Hall and EWPC. The PC in the school can also be retired.

The quote for this is circa £700 (Ex VAT) and it is recommended to move forward with this proposal. Work would take place over the school holidays and in parallel with the Church Hall installation.

ITEM 14- S106 monies- Cllr Hurst

1. Facilities refurbishment projects.

Refurbishment S106 allocation of £92,828 has been fully approved by BDBC. Projects now commencing:

Woolton Hill Church Hall, £27,828. Project manager John Angle.

Please note, as outlined in John's summary of the project presented to EWPC and fully minuted, this project includes the removal of the chestnut tree outside the hall entrance. This tree is diseased (examined by tree specialist) and it is a safety risk, overhanging both the Hall entrance and the neighbouring school. The tree does not have a TPO, nor is it in a conservation area. The tree will be removed over the summer period. To mitigate its removal, the Church Hall will plant two trees in the proposed Meadowbrook Orchard.

One of the first parts of the project will be the implementation of CCTV in the Hall and EWPC will work with John to take advantage of this and upgrade the Recreation Ground CCTV (see Police and road safety report).

East Woodhay Village Hall, £65,000. Project Manager Peter Stanley.

Peter has started to get quotations for his outlined work. He is also reconfirming the status of planning permission on upgrading the car park area (on request from BDBC Spend Manager).

2. Sports Clubs, fund £40,895

The spend manager has raised the fund request in line with the S106 contract. This has now been submitted for approval and is likely to be approved by end of June, early July. All clubs have been notified of the approval status.

3. Community Land

Following the lack of sign off of the Meadowbrook development by BDBC in April (due to Bloor Homes failing to complete remedial landscape work), discussions have taken place with BDBC legal team and spend manager to agree how to move forward with the community land.

Bloor Homes have been asked to ensure they complete the remedial work by September and an inspection by BDBC is planned for this timing. It is still BDBC's preferred option to keep the handover of the community land linked to the overall development sign off. However, EWPC have gained agreement with BDBC that if Bloor fail to meet this new timing, the legal process to handover the community land will be separated from the overall development sign off and will commence in September.

3. Notification of new S106 funds

EWPC have been notified that the following development has an S106 contract that allocates funds for recreation within East Woodhay. The contract specifically outlines recreation facilities. Although the development took place in Highclere Parish, the recreation facilities are provided by East Woodhay.

15/02885/FUL (Chestnuts including Curridge Car Sales, Andover Road, Newbury)

£5,467.30 – Open Space

£1,924.25 – Play

We will now await notification of the availability of funds from BDBC Finance.