

MINUTES OF MEETING OF EAST WOODHAY PARISH COUNCIL
26th November 2018
EAST WOODHAY VILLAGE HALL
AT 7.30pm.

CHAIRMAN	:	Cllr Mr J Mitchell
PRESENT	:	Councillors Mr B Lambert, Mrs H Teece, Mr P Hurst, Mr M Rand, Mr P Jarvis
ALSO PRESENT:		Cllr Sanders, Mr K Gordon, Mr D Childs, Mr P Stanley, Mr G Worby
CLERK	:	Amy White
APOLOGIES	:	Cllr J Murdoch, Cllr S Cooper, Cllr T Thacker

ITEM 1: APOLOGIES

As above.

ITEM 2: DECLARATIONS OF INTEREST

None.

ITEM 3: MINUTES OF LAST MEETING

The minutes of the meeting held on 29 October 2018 were agreed and accepted as a true record.

ITEM 4: MATTERS ARISING

5.3 Cllrs Rand, Cooper, Hurst and Mr J Angle to meet with potential Neighbourhood Planning consultant and agree scope of work- **ACTIONED**- see Neighbourhood plan **ITEM 5**

6.1 Cllr Murdoch to contact planning officer re permissive path- **ACTIONED**, Cllr Murdoch to update Council at next meeting.

7.2 Cllr Sanders to speak to Mr Colville re a new gate- **NOT ACTIONED**- carried forward.

7.5 Clerk to obtain replacement swing- **ACTIONED**

8.1 Clerk to reclaim outstanding VAT- **ACTIONED**

8.3 Cllr Rand to organise Wooltonhill.com website handover- **ACTIONED** (ongoing)

9.3 Cllr Murdoch to speak to Steve Goodall re jetting drains along Woolton Hill Road- **ACTIONED**

12.1 Clerk to organise payment to Rev. Christine Dale- **ACTIONED**

12.2 Clerk to get photo of WHAFC to Cllr Jarvis for Spectrum- **ACTIONED**

13.1 Cllrs to provide Mr Angle with other contractors to quote for removal of chestnut tree in WHCH. **NOT ACTIONED**- Cllr Mitchell to follow up.

Cllrs Hurst and Lambert to confirm split of S106 monies for village halls with Mr Angle and Mr Stanley- **ACTIONED**

16.1 Clerk to contact neighbouring Parish Councils to share FOI lessons- **ACTIONED**

16.2 Clerk to contact BDBC to see if they can 'host' our email addresses- **ACTIONED** but no outcome- IT meeting to be held 6/12/18 to discuss emails.

16.4 Cllr Mitchell to follow up with Brunsdens re sponsorship of East End triangle- **ACTIONED**. Thank you to Brunsdens for their generous donation to EWPC.

ITEM 5: PLANNING INCLUDING NEIGHBOURHOOD PLAN

5.1 Planning – see www.eastwoodhay-pc.gov.uk website for recent applications and objections.

5.3 Neighbourhood Plan- PLEASE SEE ADDENDUM INFORMATION AT THE END OF THE MINUTES TO CLARIFY EWPC'S POSITION ON THE NEIGHBOURHOOD PLAN.

Cllrs Rand, Hurst and Cooper met with Sally Chapman, Neighbourhood Planning Consultant, last week. All were impressed and would like to keep her on for the ongoing work for the NP. The council agreed to fund the time that Sally had committed so far to enable to NP to progress. The team will continue to apply for a grant alongside this. The NP team was also asked to estimate the total consultancy time that would be needed for Sally.

ACTION: Clerk to provide copies of invoices of previous work on NP to NP Team for auditing purposes.

Cllr Sanders advised to cross check with another Parish Council who have successfully completed a NP (e.g. Kingsclere) that we are getting the right advice and costs etc.

ACTION: Cllr Rand to check with another Parish Council re. NP costs.

Cllr Rand recommended that good maps will be needed and as such the Parish Council all agreed to purchase the new digital mapping tool offered by NALC.

ITEM 6: PERMISSIVE PATH

6.1 No update, waiting to hear from Cllr Murdoch [absent] whether any planning permission is needed as per ITEM 4, Matters Arising 6.1.

ITEM 7: AMENITIES INCLUDING FOOTPATHS

7.1 Amenities:

Mr Worby attended the meeting to query whether any new signage to the EwvH could be improved, as it can be very hard to find the hall.

ACTION: Cllr Lambert to ask Mr Stanley if a new sign on EwvH could come out of the S106 donation funds.

ACTION: Cllr Murdoch to ask HCC if a sign on the road can be added for EwvH, and possibly a new Heath End road sign (which is looking very tired)

Mr Worby (as member of the Bowls club) and Cllr Hurst confirmed that £2500 of S106 monies had been applied for, for new Bowls mats.

ACTION: Cllr Hurst to discuss this spend alongside other sports club request with the spend manager at BDBC.

Cllr Rand has met with J Salter re. using S106 monies for gym equipment in the recreation field and will soon come up with a proposal for spending.

The council were saddened to hear of the incident with a horse who got into difficulty in their horsebox and needed assistance in the recreation field. The wrought iron gate has been damaged and new locks will be needed for the field. Anything to be fixed will be discussed with S. Batt.

A complaint about the large dent in the recreation field car park has been received.

ACTION: Cllr Rand to investigate the car park surface and see what needs to be done.

7.2 Footpaths

Please see the footpath report at the end of the minutes for an update on work undertaken/ongoing. There are some potentially dangerous overhanging branches near the new section of the boardwalk.

ACTION: Clerk to liaise with Lengthsman to highlight (with spray) the trees with branches that need urgent attention and mend the broken board further up the boardwalk (see report).

ITEM 8: FINANCE

8.1 See the finance update at the end of the report.

8.2 The council is adding Paul Hurst (Vice Chairman) as a signatory to the bank account and removing a councillor who is no longer on the Parish Council.

ITEM 9: HIGHWAYS

9.1 There is no report due to Cllr Murdoch's absence.

9.2 Two road signs are damaged/missing- Fullers Lane and on Woolton Hill Road near Blindmans Gate.

ACTION: Cllr Murdoch to report to HCC. Clerk to ask S Batt to fix the Woolton Hill sign as soon as possible.

ITEM 10: UTILITIES

10.1 See attached report. Cllr Jarvis is to meet with some Ball Hill residents about the ongoing issues before reporting these back to SSE.

10.2 Cllr Jarvis and Cllr Murdoch are investigating the need for more defibrillators in the Parish and will produce a discussion document for the Parish Council.

ITEM 11: POLICE REPORTS AND SPEEDWATCH

11.1 The monthly Police report for October is on the EWPC website.

11.2 Speedwatch No update on the purchase of a new speed monitoring device. Cllr Hurst had a productive meeting with the Highclere Speedwatch team and it was noted speeding is mostly in the evenings at weekends, for example down Station Road.

ITEM 12: GRANT REQUEST

12.1 [Update since meeting] A teacher has pulled out of applying for a donation towards the creation of a 'mini library' in the newly adopted East End phone box due to significant disapproval from a few East End residents.

ITEM 13: HARWOOD PADDOCK/S106 MONIES

[See also Amenities for S106 monies spend requests]

13.1 EWWH refurbishment

Cllr Hurst advised Mr Stanley (present) to plan on a £65k spend. Mr Stanley reported that the lighting section of the project was well under way using grants from Greenham Common Trust and St Martin's Guild; the next focus will be the heating system. Discussions have commenced with the spend manager at BDBC. Cllr Hurst recommended that Mr Stanley also send the project information to Cllr Sanders at BDBC to keep him up to date. Mr Stanley reported that work can only be done in the school holidays when Bright Sparks are not using the hall.

13.2 Tennis Club grant application

Mr Gordon and Mr Childs attended the meeting to put forward their proposal for receiving a donation from S106 monies to be spent initially on replacement lighting. See the attached report for more information on the tennis club's proposal. A quote has come in at £20k for lighting replacement. Cllr Hurst agreed that this was a good project to go for and the next steps are to speak with the appropriate spend manager at BDBC (Paul Martin). Cllr Rand asked whether Mr Gordon can send over the lighting specification with regards to light spill. Cllr Hurst recommended that other projects mentioned in the tennis club document might be more appropriate coming from another S106 fund. It was agreed we should move forward with the S106 project for the lighting. EWPC would be supportive of an application to the BDBC infrastructure fund for drainage project.

ACTION: Cllr Hurst to send details of Paul Martin to Mr Gordon and Mr Childs.

Cllr Sanders commented on the dangerous entrance to the tennis club and whether any vegetation could be cut down or signage could be installed to try and make it safer. Mr Childs and Mr Gordon will consider options.

ITEM 14: MEMBERS REPORTS

14.1 Cllr Sanders reported a £5 increase in council tax for 2019/2020. There will also be a new 'brown bin' garden waste collection, replacing the green sacks (although these can still be used). Once the service becomes available bins will be available to buy at a discounted rate of £18 until Sunday 31st March. From April 1st they will be at a 'normal' price of £28. Also from Christmas 2019 this service will collect real Christmas trees at the kerbside.

ITEM 15: LENGTHSMAN TASKS

15.1 Covered in the footpath report.

ITEM 16: ANY OTHER BUSINESS

16.1 The Parish Council was pleased to welcome Patricia Barnes, our Litter Warden, to the meeting. Patricia reported she is enjoying her job. She has already reported 3 fly-tipping incidents. She is going into Woolton Hill Junior School next week to talk about litter.

It was discussed whether a bin could be replaced at the Junior School.

ACTION: Clerk to request a new bin from BDBC

Patricia offered to report any litter/fly tipping issues to the Parish Council.

ACTION: Cllr Mitchell to create an email address for the Litter Warden [Actioned since meeting].

Cllr Jarvis reported IT issues with emails not forwarding to him. This will be covered at the IT meeting.

Cllr Rand reported complaints of helicopters and associated noise in the Parish. It was agreed the Parish Council had no authority to be able to do anything about this.

ACTION LOG – November 2018

ITEM	ACTION	OWNER
4	Cllr Sanders to speak to Mr Colville re new gate (carried forward)	Cllr Sanders
4	Cllrs to provide Mr Angle with other contractors to quote for removal of chestnut tree in WHCH	Cllr Mitchell
5.3	Clerk to provide copies of invoices of previous work on NP to NP Team for auditing purposes	Clerk

	Cllr Rand to check with another Parish Council re. NP costs.	Cllr Rand
7.1	<p>Cllr Lambert to ask Mr Stanley if a new sign on EWWH could come out of the S106 donation funds.</p> <p>Cllr Murdoch to ask HCC if a sign on the road can be added signposting to EWWH, and possibly a new Heath End road sign (which is looking very tired)</p> <p>Cllr Hurst to discuss Bowls club spend alongside other sports club requests with the spend manager at BDBC.</p> <p>Cllr Rand to investigate the recreation field car park surface and see what needs to be done.</p>	Cllr Lambert Cllr Murdoch Cllr Hurst Cllr Rand
7.2	Clerk to liaise with Lengthsman to highlight (with spray) the trees with branches that need urgent attention and mend the broken board further up the boardwalk	Clerk
9.2	Cllr Murdoch to report broken/missing road signs to HCC Clerk to ask S Batt to mend the broken WH sign.	Cllr Murdoch Clerk
13.2	Cllr Hurst to send details of Paul Martin to Mr Gordon and Mr Childs.	Cllr Hurst
16.1	Clerk to request a new bin from BDBC	Clerk
16.2	Cllr Mitchell to create an email address for the Litter Warden [Actioned since meeting].	Cllr Mitchell

ADDENDUM INFORMATION ON THE NEIGHBOURHOOD PLAN (CLLR HURST)

We agreed that EWPC was prepared to fund the time for our new NP consultant for that time that has been committed so far, in parallel to sorting the grant issue, to enable the NP work to continue. To clarify the financial commitment to EWPC:

- The commitment will be until the end of January 2019, allowing the consultant to complete the present work underway.
- If we receive an additional grant this cannot cover retrospective spend, therefore funding of the NP until the end of January will need to be funded by EWPC.
- This commitment equates to £2,500, that is in line with the figure Cllr Mark Rand quoted in a council meeting early last year on the likely spend for the NP for EWPC over the 2018/19 financial year.

The NP team was also asked to estimate the total consultancy time that would be needed for Sally

- We have asked the consultant to estimate the amount of time required and this will be presented back to EWPC at the January meeting

We would need to make a decision in a future EWPC on how we would fund the NP if a grant was not forthcoming - but we did not commit to fund Sally's time over and above the present commitment

- Any work past the end of January will need to be funded either by a new grant or through EWPC funds. The NP will apply for a new grant. If accepted this will cover the project for the remainder of the financial year (February and March). To continue into the next financial year a further grant will need to be agreed.

- We are likely to know by the January council meeting if we have been awarded a new grant. If we are not awarded a new grant we will need to make a decision on how to fund the remaining NP. As said the NP team will come back to the council in January with the estimated costs for completion.

- Kingsclere have agreed to meet our NP team and we will use this to clarify the effort and costs required for the remainder of the project (public consultation and referendum) on top of Sally's costs.

Reports

Utilities

A number of aggrieved residents have contacted me recently about the repeated electricity supply failures in the Ball hill area. The most recent of these being on Nov 1st but the most significant in timing was last Christmas day when residents were unable to cook Christmas lunches.

Contact has been made with SSE who are aware of the problem and have promised a site meeting to be coordinated with the EWPC and the residents over whose land the supply line run. I am hoping to have a meeting first with the residents so that I can clearly understand the problem. As well as inconvenience there is a livestock and human safety issue. More to follow over the next few months.

Footpath Report

Footpath 9 Boardwalk Extension Fullers Lane

On Nov 10, 12 and 13, the lengthsman Jason Ebury and his crew built the 25m extension which is also covered by weld mesh. With permission from the owners of Garvard House, they were able to reverse their vehicles on the footpath from Fullers Lane closer to the start of the new boardwalk section.

The lengthsman noticed some tree branches which are overhanging the boardwalk extension and was going to report them so they could be properly inspected. One resident approached John Angle about the same matter who asked him to report it to our East Woodhay PC Clerk.

Footpath 9 Boardwalk Trade Street - Broken Gate

Gareth Siu, HCC Ranger advised that the HCC Estate Department had agreed to finance the replacement of the wooden gate but it may take a few weeks until the materials will be delivered and the Rangers can do the work.

Footpath 9 Boardwalk Trade Street - Board Damage

A hole has appeared in one of the boards along the boardwalk, in the vicinity of the first metal kissing gate. We marked the spot with a red/white ribbon to make walkers aware of it. I would suggest that we ask the lengthsman to do the repair work as he could use the wooden boards and wire which he used for the boardwalk extension at the far end of the footpath.

EAST WOODHAY PARISH COUNCIL FINANCE TEAM UPDATE 2018/19 Presented to EWPC 26th November 2018

1. SUMMARY

To 26th November 2018 8 months into the fiscal years passed. 100% of income budget received. 72% (£25,995) of expense budget spent. All the precept has been received. Regular out goings.

a. INCOME STATEMENT

- 100% Precept received

- Double taxation received at 100% of budget £1,972
- 100% Litter warden grant received @ 104% of budget (£4,072)
- CTS Grant £99 received (dropped £100 from last FY)
- £449 VAT to be reclaimed

b. EXPENSE STATEMENT EXECUTIVE SUMMARY

- Run rate expense on track (Salaries/expenses) See appendix for transactions
- Insurance for year £40 more than last year and 90% of budget at £1,345
- £1,250 CCTV annual maintenance fees
- £2,557 spent on footpaths
- £500 Woolton Hill Argyle Donation
- £75 Donation to Poppy wreath and Remembrance event
- £70 lengths man to fit gate
- £379 Kissing gate
- £3,589 boardwalk extension

c. CAPITAL STATEMENT EXECUTIVE SUMMARY

- Capital account £45,000

2. Budget process 2019/20

The FY19/20 Budget process has started and I believe currently we will end up proposing to the EWPC a inflationary precept rise only. Probably 2.2% for 2019/20.

3. S106 MONIES

Section removed as now covered off by Cllr Paul Hurst

4. INCOME/EXPENDITURE DETAIL

October – November 2018

Row Labels	Sum of INCOME	Sum of EXPENSE
Litter warden salary	£	678.60
Other	£	532.79
VAT	£	466.29
Audit	£	300.00
Footpaths	£	4,757.00
PAYE	£	106.00
Admin	£	140.00
Clerk Salary	£	1,350.94
Clerk expenses	£	78.63
Litter warden expenses	£	120.00
Grass Cutting	£	1,531.43
Grant	£	75.00
Grand Total	£	10,136.68

5. FISCAL YEAR TO DATE TRANSACTION SUMMARY

October / November 2018

DATE	MONTH	PC Category	Other Notes	CHEQUE NUMBER	INCOME	EXPENSE
30-Sep-18	October	PAYE	HMRC Month 6	1318		£ 47.40
30-Oct-18	October	Admin	WHCH Invoice 1944	1322		£ 30.00
30-Oct-18	October	Admin	Art of Data Web Hosting fee	1323		£ 110.00
30-Oct-18	October	Clerk expenses		1327		£ 6.75
30-Oct-18	October	Clerk Salary	£532.92 plus £120.40 overtime (10 hours)	1327		£ 653.37
30-Oct-18	October	Grass Cutting	Backdated from 2015	1324		£ 1,531.43
30-Oct-18	October	VAT	Grass cutting (claimed 14/11/18)	1324		£ 306.29
30-Oct-18	October	Litter warden expenses		1325		£ 60.00
30-Oct-18	October	Litter warden salary		1325		£ 339.30
30-Oct-18	October	PAYE	HMRC Month 7	1326		£ 58.60
30-Oct-18	October	Audit	Interim Report from PKF LittleJohn	1321		£ 300.00
30-Oct-18	October	VAT	Interim Report from PKF LittleJohn (claimed 14/11/18)	1321		£ 60.00
	October	Other	SPOILT CHEQUE	1328		
30-Oct-18	October	Other	Cllr Mitchell expenses (receipt in folder)	1329		£ 32.79
1-Nov-18	November	Other	Payment to WHAFC- goalposts (S137)	1320		£ 500.00
1-Nov-18	November	VAT	WHAFC Goal posts (Claimed)	1320		£ 100.00
7-Nov-18	November	Grant	(S137) Donation to St Thomas' Church for Remembrance service	1330		£ 40.00
7-Nov-18	November	Grant	(S137) 2 Poppy Wreaths for Parish	1332		£ 35.00
7-Nov-18	November	Footpaths	Extra hours for Lengthsman to complete kissing gate	1331		£ 70.00
26-Nov-18	November	Footpaths	Kissing gate	1333		£ 379.45
26-Nov-18	November	Footpaths	Jason Ebury boardwalk extension			£ 3,589.63
26-Nov-18	November	Footpaths	VAT for Jason Ebury invoice			£ 717.92
26-Nov-18	November	PAYE	Refund for A White (change in tax code)			£ -
26-Nov-18	November	Litter warden salary		1334		£ 339.30
26-Nov-18	November	Litter warden expenses		1334		£ 60.00
26-Nov-18	November	Clerk Salary	Includes £106 PAYE refund	1335		£ 697.57
26-Nov-18	November	Clerk expenses		1335		£ 71.88

5 FISCAL YEAR TO DATE TRANSACTIONS BY MONTH

EAST WOODHAY PARISH COUNCIL													
Receipts and Payments - 2018/19													
RECEIPTS	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
Precept	£ 14,317.00				£ 14,317.00								£ 28,634.00
Double Taxation	£ 1,972.00												£ 1,972.00
Litter Warden Grant			£ 4,071.60										£ 4,071.60
Rental Income						£ 1,100.00							£ 1,100.00
CTS Grant	£ 99.00												£ 99.00
S106 Monies													£ -
Other Grants													£ -
VAT Recovered													£ -
Bank Interest			£ 6.33			£ 6.94							£ 13.27
	£ 16,388.00	£ -	£ 4,077.93	£ -	£ 14,317.00	£ 1,106.94	£ -	£ -	£ -	£ -	£ -	£ -	£ 35,889.87
PAYMENTS	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
Clerk's salary	£ 667.35	£ 714.22	£ 699.62	£ 699.62	£ 699.62	£ 544.17	£ 653.37	£ 697.57					£ 5,375.54
Clerk's expenses	£ 17.67	£ 17.67	£ 17.67	£ 17.67	£ 17.67	£ 78.68	£ 6.75	£ 71.88					£ 245.66
Litter Warden Salary	£ 325.00	£ 353.60	£ 339.30	£ 339.30	£ 339.30	£ 339.30	£ 339.30	£ 339.30					£ 2,714.40
Litter Warden Exps	£ 60.00	£ 60.00	£ 60.00	£ 60.00	£ 60.00	£ 60.00	£ 60.00	£ 60.00					£ 480.00
Admin (inc Courses)	£ 20.00			£ 30.00			£ 140.00						£ 190.00
Insurance			£ 1,345.79										£ 1,345.79
Audit			£ 230.00				£ 300.00						£ 530.00
Subscriptions	£ 631.00												£ 631.00
Grass Cutting							£ 1,531.43						£ 1,531.43
Misc Maintenance						£ 805.00							£ 805.00
Annual Maint Agmnt		£ 1,370.00											£ 1,370.00
Footpaths		£ 335.00	£ 15.95	£ 2,557.26				£ 4,039.08					£ 6,947.29
Highways													£ -
CCTV			£ 1,250.00										£ 1,250.00
Donations & Sec 137								£ 575.00					£ 575.00
Parish Plan													£ -
VAT		£ 67.00	£ 250.00	£ 132.00			£ 366.29	£ 817.92					£ 1,633.21
PAYE	£ 49.33	£ 20.13	£ 34.73	£ 34.73	£ 34.73	£ 47.40	£ 58.60	£ -					£ 279.65
Grant Refund													£ -
Other		£ 58.51					£ 32.79						£ 91.30
	£ 1,770.35	£ 2,996.13	£ 4,243.06	£ 3,870.58	£ 1,151.32	£ 1,874.55	£ 3,488.53	£ 6,600.75	£ -	£ -	£ -	£ -	£ 25,995.27
Printed : 25/11/2018													